



Child Protection and Safeguarding Policy

Policy Number - 0001

Version - 1.0

Approved on - 01 January 2023



Contents

Section	Page
1 Introduction	3
2 The SKZ code of conduct and promoting good practice	6
3 Child Protection, how to handle a disclosure and how to report suspicions of abuse	9
4 Responsibilities and duty to report	15
5 Specific areas of abuse	16
6 Safer recruitment	17
7 Monitoring and Evaluation	18
8 Professional boundaries	18
9 Training	18
10 Health and Safety	19
11 Welfare	21
12 Policy Review and Improvement	23

1 Introduction

Child protection and safeguard policy :

A child safeguard policy, also known as a child protection policy, is a set of guidelines and procedures implemented by organizations and institutions to ensure the safety and well-being of children under their care. It is designed to prevent child abuse, neglect, exploitation, and other forms of harm.

The primary objective of a child safeguard policy is to create a safe environment for children and protect them from any potential risks or dangers they may encounter. These policies are particularly important in settings where children regularly interact with adults, such as schools, childcare centers, sports clubs, religious institutions, and community organizations.

About SKZ :

SKZ Foundation is a registered non-governmental organization registered in Pakistan and United Kingdom, working for the betterment of slum community. At SKZ, our goal is to provide slum children and their families the tools they need to serve the community. Our main objectives are to give those families access to high-quality healthcare, education, and, most crucially, self-awareness. Since its founding in 2017 with just 30 children seeking education, SKZ has expanded into a multifaceted organization with slum schools in Lahore and Gilgit Baltistan that have educated more than 800 students to date.

These slum families don't have access to even the most basic necessities of life. Pakistan has the highest percentage of slum children in South Asia. We should all Remember the Hadith of Prophet SAWW(PBUH) :

“The best among you is the one who benefits others the most”. (Sahih Bukhari) We believe that only education and skill development can empower youth, shaping their futures and substantiating the deprived community. With you by our side, we can make every child able to get an education, learn the skills, and live a life everyone deserves.

The Designated Safeguarding Persons (DSP) for SKZ Model School are Ansa Asim, Hifza Saleem and Khadija Saleem.

Email: info@skzfoundation.uk

Phone: +440202320786

Who is covered by this policy

All adults who have any contact, in any form, with young persons aged under 16 are covered by this policy. This is a Child Protection and Safeguarding Policy.

Safeguarding – Generally ‘looking after’ the welfare of young people in our care

Child Protection – Protecting children from direct and/or harmful behaviour

Young learners – Students under the age of 16

Why this policy is important ?

All these years , the slum families have gone through a lot of disasters and their children had to see a heap of negativity around them. They faced domestic abuse , both inside and outside their family . Growing up in tattered tents , they saw their parents fight on small things which has led to their mental downfall as a community. Slum children endure a multitude of adversities that significantly impact their lives. First and foremost, they face extreme poverty, which deprives them of basic necessities such as food, clean water, and adequate healthcare. Limited access to education further exacerbates their disadvantaged situation, trapping them in a cycle of illiteracy and limited opportunities for upward mobility. The densely populated and unsanitary living conditions in slums expose them to diseases, hazardous environments, and unhygienic practices, leading to frequent illnesses and compromised overall health. Additionally, slum children are more susceptible to violence, exploitation, and abuse, as they often lack protection and support networks. Their circumstances breed social exclusion, discrimination, and stigmatization, denying them the chance to break free from the cycle of poverty and realize their full potential.

In order to tackle all these circumstances SKZ foundation has established children safeguard policy which will be applicable over its course of action not only in SKZ model school but also inside those tents which come under the shadow of SKZ Foundation.

Note : From now on in this policy Slum children will be written as “ Children”.

Policy statement

SKZ Foundation (herein after referred to as SKZ) has a moral and legal obligation to ensure that, when given responsibility for slum Children, SKZ staff provide them with the highest possible standard of care. SKZ is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard and protect slum children from harm and abuse. This means following procedures to protect children and report any concerns about their welfare to appropriate staff and authorities. SKZ Foundation is committed to ensuring that:

- the welfare of the child is paramount

- all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have rights in general and in particular the right to protection from all types of abuse. EVERY CHILD (PERSON) MATTERS
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) are covered by this policy and all staff have a responsibility to report concerns to the appropriate person, normally the Designated Safeguarding persons.
- all staff receive appropriate training
- this policy is disseminated to all staff, read by all staff and understood by all staff

All these years, the slum families have gone through a lot of disasters and their children had to see a heap of negativity around them. They faced domestic abuse. Slum Children have

SKZ has a duty of care to safeguard all children from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. SKZ will ensure the safety and protection of all children through adherence to the Child Protection guidelines adopted by SKZ.

The aim of this policy is to promote good practice, providing children and young people with appropriate safety and protection whilst in the care of SKZ and to allow staff to make informed and confident responses to specific child protection issues. This policy applies to both real world and online environments.

Policy aims

The aim of the SKZ Child Protection Policy is to promote good practice by providing slum children with appropriate safety and protection whilst in the care of SKZ and to allow all staff to make informed and confident responses to specific child protection issues.

A child's rights

- All children have rights. No one can take away a child's right to be safe
- All children have a voice
- All children have the right to say 'no' if any person tries to do something to them which they feel is wrong.
- All children have the right to be supported against bullies.
- All children must feel they can tell an adult of any incident that frightens or confuses them or makes them unhappy.

- All children must know that if they go to an adult for help, they will be listened to seriously and supported.
- All children have the right to be treated with respect and to be safeguarded from harm

2 The SKZ Foundation code of conduct and promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. You will have regular contact with young people and you will play a central role in identifying cases where a student needs protection.

The SKZ Code of Conduct

- All staff and responsible adults need to set standards and to be excellent role models (for example be somebody children can trust, use appropriate language, be punctual, be fair and not to have favourites, give clear instructions, know professional boundaries, be positive, react and respond appropriately to a variety of situations)
- All staff and responsible adults need to have appropriate appearance. Without this young people will not respect you.
- All staff and responsible adults should refrain from smoking, drinking alcohol and of course taking any form of illegal drug
- All staff and responsible adults should not swear in front of young learners
- All staff and responsible adults should be aware of SKZ guidelines on the use of social networks and misuse of IT.
- All staff and responsible adults in residential centres should be aware of appropriate forms of behaviour in accommodation, particularly around bedrooms and bathrooms and the right to privacy
- All staff and responsible adults should be aware of the correct action to take with regard to arranging transportation for young learners

This Code of Conduct is built upon in the following sections which give examples of good practice and poor practice.

Good practice

All staff should be encouraged to demonstrate exemplary behaviour in order to promote a child's welfare and reduce the likelihood of allegations being made. The following are

common sense examples of how to create a positive culture and climate. **Remember, following good practice can be as much for your benefit as for the student's benefit.**

You should

- Work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Implement this policy at all times
- Remember, other people may misinterpret your actions, no matter how well intentioned
- Challenge unacceptable attitudes of behavior from other members of staff or students
- Set an example you wish and expect others to follow
- Treat all young people equally, avoiding favourites
- Respect a young person's right to personal privacy

- Make the experience of studying with SKZ fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all young people (including disabled young people) equally, and with respect and dignity.
- Put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with young children in your care (e.g. it is not appropriate for staff to have an intimate relationship with a child or to share a room with them).
- Use the procedure: demonstrate – ask permission – touch if you have to touch a child – for example to demonstrate a sporting technique. However, it is always best to avoid touching at all and simply to demonstrate the technique.
- Try to ensure that other students and if possible other staff members or group leaders are present if physical contact is prolonged or sensitive - for example to comfort a crying child, if someone is injured or if you have to separate fighting children.
- Request written consent from the group leader if staff are required to transport young people in their cars. **You should avoid doing this alone.**
- ensure you work in pairs with the appropriate gender of staff doing the supervising if students have to be supervised in changing rooms.
- give enthusiastic and constructive feedback rather than negative criticism.
- recognise the developmental needs and capacity of slum children and disabled adults -avoiding excessive training or competition and not pushing them against their will.
- keep a written record of any injury that occurs, along with the details of any treatment given. This should be recorded in the incident books provided.

- ensure you know the location of medical consent forms for the administration of emergency first aid (provided you are qualified to do so) or other medical treatment if the need arises.
- recognize if a student is developing a 'crush' on you. Do nothing that might be construed as encouraging this. Inform the Principal. Never flirt with a student or make sexually suggestive or provocative comments, even in fun.

Poor practice

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of the child

You should not

- betray a situation of trust
- permit abusive peer activities (eg initiation ceremonies)
- Always warn children before entering these places. Avoid being in these places with children unless absolutely necessary, and pay particular attention to avoid being alone with a child in these places.
- take young people alone in a car on journeys, however short.
- engage in rough, physical or sexually provocative games or contact, including horseplay
- engage in inappropriate language with children – writing, phoning, email or internet
- hit, throttle, push, kick or otherwise act aggressively either physically or verbally towards a child even in pretence.
- take to your home children where they will be alone with you
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments or threats to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves.
- invite or allow children to spend time with you alone and unsupervised.

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of the child concerned and the group leader. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is

particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. **Do not take on the responsibility for tasks for which you are not appropriately trained.**

The SKZ Code of Conduct Card is issued to all staff members.

IF IN DOUBT – REPORT IT!

3 Child protection, how to handle a disclosure and how to report suspicions of abuse

Overview

SKZ Foundation has 3 trained nominated Designated Safeguarding Persons. One of these persons is available 24 hours a day via the SKZ emergency phone. The Designated Safeguarding Persons in turn provide training to all members of staff. Their names and contact details are:

The Designated Safeguarding Persons (DSP) for SKZ Model School are Ansa Asim, Hifza Saleem and Khadija Saleem.

Email : info@skzfoundation.uk

Phone: +440202320786

Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Remember **P.E.N.S.**

Physical Abuse: This is where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse. As far as

Emotional Abuse: This is the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling children they are useless, worthless, unloved, and inadequate or valued in terms of their children. Emotional abuse may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Neglect: This occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure appropriate medical care or treatment. Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse: This occurs when adults (male and female) use children to meet their own sexual needs, whatever form this may take. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

Possible Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- unexplained changes in a child's behavior e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- inappropriate sexual awareness
- engaging in sexually explicit behavior.
- nightmares, sleep problems.

- sudden or unexplained personality changes/mood swings; seems withdrawn, angry, clingy,
- shows significant changes in eating habits.

- develops fear of particular places or resists being alone with particular child or young person for unknown reasons
- shows resistance to routine bathing, toileting or removing clothes even in appropriate situations
- play, writing, drawings or dreams include sexual or frightening images
- refuses to talk about a secret he/she has with an adult or older child
- stomach aches or illness, often with no identifiable reason
- intentionally harming himself or herself, i.e. drug/alcohol use, cutting, burning, running away,
- sexual promiscuity
- develops physical symptoms, e.g. unexplained soreness, pain or bruises around genital or mouth;

This list is of course not exhaustive

What to do if you suspect abuse – how to report

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed above, it may be reported to us by someone else or directly by the child affected. In the last of these cases, it is particularly important to respond appropriately.

If you suspect an adult (or another student/child) is a threat to a child in some way tell the Principal or Designated Safeguarding Person immediately. If a student says or indicates that they are being abused, you should use the following guidelines without delay. You must act on allegations made. You cannot ever ignore an allegation or suspicion

Do:

- stay calm in the event of an allegation. Don't panic, don't over-react. It is extremely unlikely that the student is in immediate danger.
- Listen, hear and believe. DO NOT INTERPRET OR PUT WORDS INTO THE MOUTH OF SOMEONE MAKING AN ALLEGATION
- give time to the person to say what they want
- reassure & explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed
- If a child ever discusses an issue with the teacher, it's his/her responsibility to report the allegation or suspicion immediately to the Principal or Designated Safeguarding Person.
- Make an exclusive environment with children so that they can discuss their matters with their teacher.
- Ask the respective parents to keep a check on the child and listen to what he/she says about his /her own matters. If they find anything concerning, they should immediately report to the Designated Safe guarding person.

Don't:

- try to deal with it yourself
- gossip with colleagues about what has been said to you
- make a child repeat a story unnecessarily

What the Principal or Designated Safeguarding Person will do

The person handling the disclosure will follow the principle of T.E.D. – Tell me, explain to me, describe to me.

- The Principal or DSP will take a written statement from all parties involved.
- All contact between the child concerned and the alleged abuser should cease with immediate effect.
- Principal or DSP will speak to the person concerned to advise them of the allegations and advise them that no further contact is permitted.
- The initial report must be made to the Designated Safeguarding Persons (DSP), who will decide whether or not to refer the allegation to Social Services and inform other relevant parties.

It is not the responsibility of anyone working for SKZ, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Principal or Designated Safeguarding Persons (DSP). SKZ ensures all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Handling a disclosure by a child

Care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase. Ideally, a child making a disclosure should be taken immediately to the Principal or Designated Safeguarding Person. In the event that this is not immediately possible, these notes will help you in handling the disclosure.

Receive

Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and will shut down. Accept what is being said without judgement. Take it seriously.

Reassure

Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now". Reassure the child that they did nothing wrong and that you take what is said seriously. Don't promise confidentiality -- never agree to keep secrets. You have a duty to report your concerns. Tell the child that you will need to tell some people, but only those

whose job it is to protect children. Acknowledge how difficult it must have been to talk. It takes a lot for a child to come forward about abuse.

React

Listen quietly, carefully and patiently. Do not assume anything - don't speculate or jump to conclusions. Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but don't ask leading questions. Do ask open questions like "Is there anything else that you want to tell me?" Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and for children whose preferred language is not English. Do not ask the child to repeat what they have told you to another member of staff. Explain what you have to do next and to whom you have to talk. Refer directly to the named Designated Safeguarding Persons (DSP), or designated person in your organisation (as set out in the this policy). **Do not discuss the case with anyone outside the child protection team.**

Record (this would be for Principal or Designated Safeguarding Person)

Make some very brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes in case they are required by Court. Record the date, time, place, words used by the child and how the child appeared to you - be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions - keep it factual

What information should be written in the formal report?

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child..
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.

- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioral changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with anyone, you can contact Police "15" , Pakistan medical assistance helpline "1166", Rescue Helpline "1122".

All reports will be reported to and recorded by one of the Designated Safeguarding Persons (DSP), or the Principal Only the nominated Designated Safeguarding Persons (DSP), and Principal will have access to this folder, and outside agencies as appropriate.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. This includes the following people:

- the Principal and Directors
- the parents of the child who is alleged to have been abused
- social services /police
- The alleged abuser (and parents if the alleged abuser is a child)

Information (eg incident reports) will be stored in a secure place with access limited to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

What can adults do to prevent sexually harmful behavior between children?

- Set and respect physical boundaries.
- Encourage children to also respect themselves and others.
- Demonstrate to children that it is all right to say “no” and that they need to accept “no” from others.
- Stay aware of how children are interacting with one another.
- Talk with children, and listen to what they have to say.
- Set clear guidelines
- Regularly remind children of other trusted adults whom they can talk to.

4 Responsibilities and duty to report/handling a disclosure

Duty to report

ALL staff have a duty to report any allegation or suspicion of inappropriate contact with children to line/senior managers. Report any suspicions to the Designated Safeguarding persons. All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Failure to comply

Staff have a duty to, and will remove an individual from any activity where there is risk of harm to children. Employers have a ‘duty to refer’ the suspicion or allegation of an individual having inappropriate contact with children to external authorities where there is risk of harm to children.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the Principal or Director of Studies and record the incident. You should also ensure the child’s group leaders are informed

:

- if you accidentally hurt someone
- if a student seems distressed in any manner
- if a child appears to be sexually aroused by your actions

- if a child misunderstands or misinterprets something you have done.

Handling a disclosure by a child

What should you do if a child comes to you and tells you that they are being abused? It's normal to feel overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about. Children who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Children have to grapple with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more traumas to the child and/or compromising a criminal investigation during the disclosure phase.

5 Specific areas of abuse

- Female genital mutilation (FGM)
- Child sexual exploitation

Female genital mutilation

You are unlikely to come across the above two types of abuse in the setting of an SKZ model school. FGM is illegal in the Pakistan yet is still practised in certain cultures and religions. In the unlikely event that you have suspicions that FGM has taken place please advise your line manager or contact Principal , they have a helpline dedicated to FGM that is anonymous and open 24/7, you can call them on: **+440202320786**. For more information on services available and one-to-one support you can call FORWARD on They are open Monday to Friday from 9:30 am to 5:30 pm or email us at : info@skzfoundation.uk . Remember FGM is a form of child abuse.

Child sexual exploitation

Official definition of child sexual exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status.

Who sexually exploits children ?

People who sexually exploit children are often described as highly manipulative individuals. They exert power over children through physical violence and emotional blackmail . The focus on manipulation and control has similarities with domestic violence,

although more research is needed to establish this link and fully explore motivations for child sexual exploitation. According to "International the News" "In Pakistan annually around 0.55 million children (boys and girls) are sexually abused.

6 Safer recruitment

SKZ recognizes that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children in SKZ. Pre-selection checks include the following:

SKZ follows a policy of safer recruitment which means:

- References will include a specific enquiry as to whether there is any impediment to the employee being employed in a situation where s/he will have responsibility for the care of or substantial access to children
- A self-disclosure form about any criminal record and suitability to work with young people must be completed prior to employment
- All references will be followed up
- We will require completion of a data base disclosure before the induction day and normally prior to employment commencing.
- Staff must provide proof of identity and abode prior to taking up employment with SKZ
- Any gaps in CVs must be explained satisfactorily
- Applications for employment will normally only be accepted via the official SKZ Foundation application form

All advertisements for staff and host families will state 'SKZ follows a policy of safer recruitment'. Furthermore, some of the questions asked in interview will be specifically designed to explore the candidate's attitude towards working with young learners. In the event that we have to employ someone before receiving a formal Data base disclosure, additional checks on suitability will be undertaken by way of obtaining extra references (over and above 2), both verbal and written.

Evidence or disclosure of a criminal record will not necessarily result in a candidate not being appointed to a position. Naturally, the nature of the disclosure will be taken into account and if deemed irrelevant to dealing with young people, the candidate may well be successful if all other employment criteria are met. Such issues will of necessity be dealt with on a case by case basis.

7 Monitoring and Evaluation:

- a. Regular Monitoring: The SKZ Foundation will conduct regular monitoring and evaluation of its child protection policies, procedures, and practices to ensure compliance and effectiveness.
- b. Feedback Mechanisms: Mechanisms for receiving feedback from slum children, their families, and community members will be established to assess the impact and address any concerns related to child protection.

8 Professional boundaries:

The following are some examples of where professional boundaries may be exceeded

- Personal relationships between a member of staff (paid or unpaid) and a student is prohibited. This includes relationships through social networking sites such as Facebook.
- Use of abusive language is prohibited
- Use of punishment or chastisement is prohibited
- Passing on personal contact details to students is prohibited
- Taking students to a member of staff's home is prohibited
- Selling to or buying items from a student is prohibited
- Accepting responsibility for any valuables on behalf of a student is prohibited
- Accepting money as a gift/ borrowing money from or lending money to a student is prohibited

9 Training

All current staff have received training from the Designated Safeguarding Persons in the key issues of Child Protection. New staff receive the same training as part of the induction process. All staff sign a declaration that they have received and understood this training and comprehend the importance of the issues raised.

- SKZ undertakes to provide training sessions and to promote understanding and awareness of the SKZ Child Protection and Safeguarding Policy.
- SKZ undertakes to review on an annual basis at a minimum the practice and implementation of its Child Protection and Safeguarding Policy and to provide any such further training as may be deemed necessary
- SKZ will ask all staff (existing and new) to complete a short on line course in Basic Awareness of Child Protection Issues
- SKZ will assist staff through training to

- analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made
- recognise their responsibilities and demonstrate how to report any concerns about suspected poor practice or possible abuse
- respond to concerns expressed by a child or young person.
- work safely and effectively with children.

Inductions

All employees will be required to undergo an interview. All employees receive an induction, during which:

- checks will be made that self-disclosure forms have been completed.
- qualifications will be substantiated.
- the job requirements and responsibilities will be clarified.
- child protection procedures will be explained and training needs will be identified.
- staff will be asked sign up to the organization's Code of Ethics and Conduct and Child Protection policy by signing the Self Declaration form.

Specifically For the staff: (Use of photographic/filming equipment)

There is evidence that some people have used sporting events and summer camps as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All members of staff should be vigilant and any concerns should to be reported to the Principal or Director of Studies and record the incident. There is no intention to prevent teachers/staff using video equipment or photography legitimately. However:

- any photography/filming must take place in an open, public area and never in isolation
- the reasons why any photography/filming is taking place must be fully explained to those concerned.
- the results of any photography/filming must be carefully stored, controlled and used only for the purpose for which they were intended.

10 Health and Safety

Part of providing a safe and secure environment for all of our students and staff means implementing robust health and safety policies, risk assessments and suitable levels of supervision. This Child Protection and Safeguarding Policy forms one of a suite of SKZ policies, including Health and Safety, and they should all be read and considered in their totality. In other words, the health and safety of a young person needs to be considered

along with specific child protection issues when considering the whole area of Safeguarding. **All associated policies are in the 'Policies Folder ' which all staff must read and which is located in every staff room.**

Risk Assessments

Risk assessments are completed for every activity undertaken and are central to effective safeguarding of our students. The Principal ensures that the correct risk assessment is given to relevant staff leading an activity. That staff member reads the risk assessment prior to departure or prior to starting the activity and signs a master sheet held by the Principal stating that they have read and understood the potential risks involved in the activity and what to do should anything happen. Post activity, the staff member then signs the risk assessment, with any updates deemed necessary, and returns the sheet to the Principal for filing. An EMERGENCY REACTION PLAN is given to every member of staff conducting an activity both on site and off site.

Incident reporting

Staff are reminded during inductions of the importance of recording incidents and 'near misses' and the correct procedure for doing so.

Road safety

All students, irrespective of age, are given appropriate training during inductions in the area of road safety, crossing roads safely, using pedestrian crossings and so on.

Fire safety

A full fire safety policy is in the policies folder but essentially regular drills are held and fire marshals are appointed. All staff receives training in the use of firefighting equipment and fire risk assessments are completed. Fire safety is covered in inductions for students and staff.

First aid and medical

Medical consent forms are obtained for all students as are personal details forms. In addition to this they would provide a report in writing to the relevant Principal or department head concerning any specific medical issues for students in their centre. Parents are advised on the medical consent forms that medicines should be left with host parents for safe supervision and administration. In the case of residential centres, medication is handed to the Principal to be kept in a secure and cool location, to be

administered at the appropriate time along with the group leader. A Register of Medicine Administration is kept.

11 Welfare

Activities

Activities will be age appropriate. In sporting activities students of roughly similar ages will be put together.

Signs

There will be signs prominently displayed in all centres showing who to go to for a welfare or safeguarding issues.

What to do if another child is accused of sexual abuse

What are the warning signs?

Behaviours that may indicate increased risk include:

- Regularly minimizing, justifying, or denying the impact of inappropriate behaviours on others.
- Making others uncomfortable by consistently missing or ignoring social cues about others' personal or sexual limits and boundaries.
- Preferring to spend time with younger children rather than peers.
- Insisting on physical contact with a child even when that child resists.
- Responding sexually to typical gestures of friendliness or affection.
- Reluctance to be alone with a particular child; becoming anxious when a particular child is nearby.
- Offering alcohol/drugs, sexual material or inappropriate "privileges" to younger child.

Stronger indicators of risk for abusive behaviour include:

- Linking sexuality and aggression in language or behaviour;
- Turning to younger or less powerful children rather than peers to explore natural sexual curiosity.
- The inability to control inappropriate sexual behaviours involving another child after being told to stop.
- Taking younger children to "secret" places or hideaways to play

- “Special” undressing or touching games.

The signs that a child is being sexually abused by another child would be the same as the signs discussed earlier in this document.

What can we do to help prevent sexually harmful behavior between children?

1 Set and respect physical boundaries.

As adults we are responsible for modelling the boundaries we want children to honour.

2 Encourage children to also respect themselves and others.

Create environments where children will see that emotionally or sexually aggressive behaviours are not tolerated and that hurtful behaviours will always be challenged.

3 Demonstrate to children that it is all right to say “no” and that they need to accept “no” from others.

Encourage them to always speak up if someone acts in a way that makes them uncomfortable, even if they were unable to object or to say “no” at the time. Teach children that they must listen to and accept others’ limits as well.

4 Stay aware of how children are interacting with one another.

Be alert to the warning signs that a child or young person may be acting in ways that make it difficult for other children to set a limit, or in ways that are sexually aggressive or abusive.

5 Talk with children, and listen to what they have to say.

Be someone that children can trust. Treat all children equally and do not have favourites.

6 Set clear guidelines and keep a careful eye on children’s Internet and video game use

Explain to children the risks associated with using the Internet, if possible restrict access to sites that are not age-appropriate, and ask them to tell you if they receive messages or emails containing suggestive or sexually explicit material.

12 Policy Review and Improvement:

- a. The child protection policy will be reviewed periodically to ensure its relevance, effectiveness, and alignment with changing legal frameworks and emerging issues.
- b. Feedback from staff, volunteers, slum children, and external stakeholders will be sought to continuously improve the policy and associated procedures.

Please note that the full SKZ Child Protection and Safeguarding Policy is available on our website: <https://skzfoundation.uk/>