



Livingstone Tanzania Trust

Child Protection Policy

April 2018



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Child Protection Policy

1. Purpose:

LTT believe that all children have the right to be treated with respect and dignity and protected from abuse and exploitation in accordance with the UN Convention on the Rights of the Child.

Our Child Protection Policy applies to all staff, delivery partners, their contractors, and volunteers who work around children on behalf of the charity. It applies not only to the children under 16 years of age in our care who may be on a volunteering visit with the charity, but also protects the many children around where we work. There are three main elements to our policy:

1. Ensuring we, and our delivery partners, practice safe recruitment in checking the suitability of staff and volunteers to work with and around children.
2. Raising awareness of child protection issues with staff, delivery partners and volunteers who work with and around children.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

In addition to the above we will also:

- Ensure we have a nominated senior person responsible for child protection – this is currently Clive Shiret, Chair of Trustees in the UK and Julian Page in Tanzania.
- Ensure every member of staff, delivery partner or volunteer knows the name of the designated senior person responsible for child protection.
- Ensure all staff, delivery partners and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person responsible for child protection.
- Notify social services if there is an issue raised in connection with the welfare of a child once returned to the UK. Follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

LTT is committed to providing safe, enjoyable opportunities for young people. To this end the following "Child Protection Policy" document has been compiled through the examination of principles of good practice.

The purpose of the Policy is to help protect any children placed in our care, and to protect LTT, its staff and volunteers.

In addition to this policy we must be also mindful & respectful of the differences in cultural attitudes towards what the developed west might class as physical child abuse and in-country attitudes towards the education of their children. Even if the practice of hitting children (as a form of correction) is common place in-country it will not be accepted or replicated by staff or volunteers working or volunteering on behalf of the charity.



2. Policy

Core Values of LTT:

1. We believe all children should have equal opportunities to succeed.
2. We celebrate the diversity of our people and programmes.
3. We value our people as it is through their skill, passion & expertise that we can deliver quality programs.
4. We operate with accountability & transparency
5. We ensure the highest standards of safety & ethical behaviour to protect children.

LTT wants to ensure that children are protected and kept safe from harm whilst engaged in any activities organised by this organisation and delivered by its staff and volunteers.

We will endeavour to do this by:

- Providing parents, staff and volunteers with information about LTT, what it does and what they can expect from us.
- Making sure that our staff and volunteers are carefully selected and supervised.
- Providing clear procedures for parents and children to voice their concerns or lodge complaints if they feel unsure or unhappy about anything.

3. Aims of Policy

LTT's Child Protection Policy is provided as part of an engagement package to all staff, delivery partners, their contractors and volunteers whom may come into contact with children. The aims of the Policy are as follows:

- Create a healthy and safe environment for all.
- Ensure children are listened to, given a sense of belonging and kept safe from harm.
- Support and encourage parents to voice their opinions regarding the welfare of their children.
- Ensure staff. Delivery partners and volunteers who are involved in working with children are supported and protected.

4. Objectives

Specific objectives outline how the policy intends to achieve the stated aims. The objectives are as follows:

- Undertaking Police checking procedures for staff delivery partners and volunteers who come into contact with children as part of their duties.
- Raise Awareness within our staff, delivery partners and volunteers:
 - i. of child abuse and the different forms it can take;
 - ii. about what children are entitled to be protected from;
 - iii. so that they can recognise signs which could signify the abuse of a child.
- Develop effective procedures for
 - i. recording and responding to incidents;
 - ii. recording complaints of alleged or suspected incidents of abuse.
- Informing parents and children of the procedure for making a complaint to LTT



5. What Is Child Abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school in the sports environment and elsewhere. Child abuse can take many forms:

Physical Abuse - where adults:

- Physically hurt or injure children (such as hitting, shaking, squeezing, biting, scolding or otherwise causing physical harm to a child).
- Give children alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown children.

Sexual Abuse - boys and girls are sexually abused when adults (male or female) use them to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling.
- Showing children pornographic books, photographs or videos, and sexual exploitation including taking pictures of a child for pornographic purposes.
- Grooming children for sexual purposes and/or making inappropriate sexual comments.

Sport situations that involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional Abuse – persistent emotional harm to a child that causes a severe long lasting impact on their emotional development this can occur in a number of ways. For example, where:

- There is persistent lack of love or affection.
- There is constant overprotection that prevents children from socialising.
- Children are frequently being shouted at or taunted.
- There is neglect, physical or sexual abuse.
- Witnessing or hearing domestic violence.

Emotional abuse in competitive sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

Neglect – where parents or guardians persistently fail to meet a child's basic needs such as food, clothing, shelter.

Children with Disabilities

Children with disabilities may be more vulnerable because:

- They may have greater difficulty in communicating.
- They may have less mobility than children without disabilities.
- They often receive as part of their daily life, intimate physical care, which may provide greater opportunity for potential abusers.
- They may have a greater number of providers of care than children without disabilities.
- Their behaviour may be more challenging, which may put them at greater risk.

Professionals need to be aware of these issues when dealing with children with disabilities.



6. Recognising child abuse

There are signs that could alert you to the fact that a child might be being abused. These would include:

- Unexplained bruising or injuries.
- Sexually explicit language or actions.
- Sudden changes in behaviour.
- Something a child has said.
- A change observed over a long period of time (e.g. the child losing weight, or becoming increasingly dirty or unkempt).

However, it is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it.

Social Services and the Police have a duty under the Children Act to ensure children are protected and to help those who have been abused. They are trained to deal with child abuse and should be contacted when there are concerns. They will give you advice and take responsibility for any action which is necessary.

7. What should I do if a child tells me he/she is being abused?

Always

- Stay calm - ensure the child is safe and feels safe.
- Show and tell the child that you are taking what she/he says seriously, be empathetic and understanding.
- Reassure the child and stress that she/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the abuse.
- Record in writing what was said as soon as possible, but avoid interrupting a disclosure to take notes.
- Maintain confidentiality - only tell those it is essential to tell in terms of protecting the child.
- If a child is being abused by parents/carers seek advice before talking to those people.

Never

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Enquire into details of the abuse. It is not your role to carry out an investigation - that is up to Social Services/Police.
- Ask leading questions
- Make the child repeat the story unnecessarily.
- Take sole responsibility - consult someone else (the person in charge, or someone you can trust), so that you can protect the child and gain support for yourself.
- Offer opinions on what is happening or express shock or disgust.



8. Responding to alleged or suspected incidents of child abuse

If you have witnessed an incident where you suspect child abuse or a child has made a direct disclosure to you there are a number of steps to be taken. It is not your responsibility to decide whether or not abuse has occurred but it is your responsibility to report the incident to the appropriate parties.

You must ensure that information on suspected or alleged incidents of child abuse are recorded, reported and followed up.

Recording the Incident

In all situations that give cause for concern it is extremely important to record the incident, regardless of whether or not a referral is subsequently made to a statutory agency.

An accurate note should be made of:

- the time and date of the incident or disclosure
- the parties who were involved
- any physical signs, behavioural signs or indirect signs
- record clearly and factually exactly what was said, using the child's exact words as far as possible

It is very important that as soon as you are able you make a note of what you have observed or were told while it is fresh in your mind. At a later time please ensure that you complete LTT's child protection reporting form and submit it to the lead Safeguarding Officer. This ought to be done within 24 hours.

Reporting the incident

- i. Staff and volunteers should be aware of who they should contact within their organisation (Appendix A).
- ii. Everyone should also be aware of who they should contact outside the organisation if they are inhibited for any reason in reporting the incident to someone within the organisation (Appendix A).
- iii. If an incident has been reported and you are unhappy about the response, use another contact (Appendix A).

Confidentiality

It is important that although information should be treated in the strictest confidence, the legal principle that "the welfare of the child is paramount" means that any consideration of confidentiality should not override the right of the children to be protected from harm.

Information of a confidential nature should only be communicated on a "need to know" basis and everyone should be aware that you can never promise to keep secrets.

9. Procedure where an allegation is made against a member of staff or volunteer

In the UK:

Social Services and the Police have a duty under the Children Act to ensure children are protected and to help those who have been abused. They are trained to deal with child abuse and will be contacted when there are concerns. They will give advice and take responsibility for any action that is necessary.



In Tanzania

1. Once an incident has been reported the member of staff, delivery partner or volunteers will automatically be removed from any tasks that involve working with or around children. If this is unpractical they will be asked to remove themselves from the project/village/work area until an investigation into the incident has been completed.
2. At the same time the accused member of staff or volunteer will be told the circumstances of the event and asked to comment first verbally (this response will be noted by the interviewer) and then to confirm their response in writing within 48 hrs allowing time to seek advice.
3. Once all the evidence has been compiled a decision will be made by the most senior LTT person, within 72 hours.
4. The appeal process is in writing to LTT Board of Trustees in the UK and their ruling is final.
5. If the accusation is upheld the member of staff or volunteer will be asked to leave the project and Social Services and the Police will be informed in the UK.
6. If the accusation is unfounded the member of staff or volunteer will return to work immediately.

10. LTT Statement of Commitment

Child safety and well-being is a key value of the charity. We aim to ensure the highest standards of safety and ethical behaviour to protect children. Consistent with this value, our philosophy, detailed in induction materials for staff, delivery partners and volunteers, is to ensure the safety and well-being of every child in our programmes. This means that the environment is child-friendly and that clear procedures are in place for reporting concerns about children's safety.

To demonstrate this commitment, Trustees, UK staff, delivery partner staff and adult volunteers who will be working with children in Tanzania are required to undergo DBS checks and sign a Child-Safe Code of Conduct Acknowledgment Form (Attachment 2).

LTT will review this policy annually and update it as required.



Attachment 1:

CHILD SAFETY CODE OF CONDUCT FOR LTT STAFF/TRUSTEES, DELIVERY PARTNER STAFF AND THEIR CONTRACTORS AND ADULT VOLUNTEERS

LTT believes that all children have a right to safety and security. The Charity has a well-deserved reputation for valuing the rights of children. Therefore, the Charity will refuse access to any personnel who may be working or associating with children, who refuse to undertake a child-related employment check, according to our policies and state statutory requirements.

The LTT Child Safety Code of Conduct has been established for the above reasons.

Compliance with Applicable Laws and Standards

All child-related Charity activities must comply with all applicable national and local legal requirements.

Use of Children's Images

If a child's image is to be used in the media this only occurs with the full knowledge and written consent of the parent or guardian. Where developmentally appropriate, the child's approval is also sought. Children are always presented in a positive way. Any media involvement is managed according to the needs of the particular child.

Employment Practices

- All staff, delivery partners and volunteers who will have direct contact with children must have undergone child protection screening prior to commencing duties – otherwise they must always be supervised by someone who has undergone the screening.
- Contractors or visitors who do not have child protection screening must be supervised at all times by a person who has.
- Staff are to be recruited with a focus on their understanding of children's needs
- All staff and volunteers who will be working with children must be trained, updated and oriented to child-related issues, with particular reference to their child protection reporting procedures. These issues to be reinforced during staff supervision and meetings.
- All staff and volunteers are to sign the 'LTT Code of Conduct Acknowledgement Form' (see attached).

Standards Required

- Staff, delivery partners and volunteers are not to be alone with any child, except in open, visually accessible areas. Further, if under exceptional circumstances a staff member is required to be alone with a child, it must be only with direct parental approval.
- Staff, visitors and contractors are not to engage in inappropriate behaviour towards children – their language must be child-friendly and physical contact must be appropriate. Inappropriate language, gestures or harmful physical contact with children will not be tolerated.
- All staff, delivery partners, families and volunteers must report any concerns about child safety or well-being to the LTT Director, Team leader, UK Teacher or LTT's Chair of Trustees.

Reporting Procedures



- The policy of LTT is to inform the relevant State Department as soon as practicable if there is a concern about a child who may be at risk. This is the responsibility of the Chair of Trustees.
- LTT must have documented reporting procedures, approved by the Board of Trustees. These must be included in pre-employment training for staff, delivery partners and volunteers and in written orientation/handover materials.
- Wherever possible, the child's family is to be informed if their child is reported to state authorities as a suspected child at risk.

Breaches of Child Protection Policies and Guidelines

Any failure by staff or volunteers to follow reporting guidelines will be dealt with by the Chair of Trustees. Any failure by the Chair of Trustees will be dealt with by the Board of Trustees.

Managing Breaches:

Depending on the severity of the breach, the person in breach will be offered:

- Further training
- A disciplinary interview and counselling
- Cessation of Duties



APPENDIX A

WHO TO CONTACT

Everyone should be aware of who to contact within their organisation and appropriate contacts outside if they are concerned about a child who may be being abused

1. WITHIN OUR ORGANISATION

	Lead in the UK	Lead in Tanzania
Name:	Clive Shiret	Julian Page
Job/Role:	Chair of Trustees	Director
Address:	1 Heron Stream Place, Trender Avenue, Rawreath, Essex, SS6 9RG	13 Lucien Road, Tooting, London, SW17 8HS
Contact email	Clive@livingstonetanzaniatrust.com	Julian@livingstonetanzaniatrust.com
Telephone	00 44 779 878 7270	00 255 769 517 324

2. OUTSIDE OUR ORGANISATION

	NSPCC helpline	Lead in Tanzania for Volunteers	Tanzanian Staff
Name:		Beth Chapman	Rev Jasson Kahembe
Job/Role:		Director	Director
Contact email		beth@wilderness-expertise.co.uk	Revmcdo@gmail.com
Telephone	0808 800 5000	+44 (0)1256 886 543	00 255 759 496 923



APPENDIX B: Livingstone Tanzania Trust Child Protection Reporting Form

Information about the child

Child's Name: _____ DoB: _____
Address if known: _____ Age: _____
_____ Gender: _____
_____ Specific Issues (i.e. disability) _____

Information about you

Name: _____

Organisation: _____ Role in Organisation: _____

Relationship to child _____

Reporting possible abuse

Nature of concern: _____

Date and time concern was raised/noticed: _____

Details of concern, please give as much information as you can and where possible use the child's exact words if reporting a disclosure, if a specific person was identified as being involved please provide all the details you have



APPENDIX B: Livingstone Tanzania Trust Child Protection Reporting Form

Please explain what activities were going on prior to the incident/disclosure i.e. what activity you were doing that put you in contact with the child in question or put you in a position to witness an incident:

Where any other people involved in the disclosure or did anyone else witness the incident?

Please provide details of your response to the child/incident if applicable

In the case of a disclosure from a child was confidentiality raised with the child i.e. did you explain to the child that you would have to talk to other people about what they had told you, please give details

Who has this incident/disclosure been reported to? (please include their name and role)

Contact details for person reported to: _____

Date incident/disclosure was reported: _____

Please give details of any agreed actions at this time

Completing this report

Name: _____ Todays date: _____

Signature: _____



N.B. If you wish to add further information to this report at a later date this can be done as an addendum to this report. Please do not alter this original report. The addendum will also need to be signed and dated by you.

A copy of the reporting form is stored in LTT Policies Dropbox for ease of access by all staff, once completed a copy must be given to the safeguarding lead who is responsible for storing it securely, you should also keep a copy for your own records, please speak to the safeguarding lead about how best to store this safely and in a manner, that ensures other people within and outside of the organisation cannot access it.