



CHILD PROTECTION POLICY

Dolma Foundation values young people and children as being a vital part of the organisation and desires to see them grow, mature and be challenged in a healthy and safe environment.

Purposes:

The purpose of **Dolma Foundation's** child education, Disabled Children and Eco- Tourism programme is to offer the children a safe and welcoming environment with educational and fun activities where the children can grow and learn. Whether this be through directly under **Dolma Foundation** activities or through other independent groups working in partnership with **Dolma Foundation**.

Aims:

- To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
- To enable the children to express themselves.
- To assist the children in integrating into the community.
- To help children/young people appreciate the diversity of their cultures.

Dolma Foundation & its partner organizations:

1. Each child and young person should be formally registered within the group or with the partner organization. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely.
2. Attendance register: A register maintaining all the details and the regular attendance of the children for each day and for different programmes running with the children.
3. All vulnerable children who are admitted as an orphan under our partners' programmes have to be duly registered under the local government laws in the Department of Child Welfare and be handed over to their local guarding in front of government representative from Department of Child Welfare once the program is over.

Protection Representative:

The **Dolma Foundation** has appointed a Protection Representative of its own where our partners, volunteers, staff and others can raise any complaint or concern regarding any potential breach in Dolma Foundation's policies. These explicitly include the conduct of partners, volunteers, staff themselves, and any breaches of personal conduct including sexual misconduct. If any worker has any concerns, they should discuss them with the Protection Representative. He/she will take on the following responsibilities:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for child protection issues;

- Keeping a record of any concerns expressed about child and other people related to **Dolma Foundation** protection issues;
- Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

Trips/Outings:

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.

Personal/Personnel Safety:

- At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without someone else being there from the **Dolma Foundation** or the partner organization.
- All meetings should be planned and have the approval of the child protection representative or a Dolma Foundation Board Member other than the organiser themselves.
- Teenage assistants should always be supervised.

Child Safety:

1. Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture which could cause injury in energetic games.
2. Make sure that all workers and assistants know
 - Where the emergency phone is and how to operate it
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
3. Once a year there should be a fire practice
4. Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

5. If private cars are used for an outing, the vehicle and drivers must be approved by the child protection representative, be properly insured, the driver should have rested before driving, and should have a clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

New Workers:

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting workers and volunteers the following steps will be taken:

- Completion of an application form.
- An interview by three people from the institution, who will take the final decision.
- Identifying reasons for gaps in employment, and other inconsistencies in the application.
- Checking of the applicant's government issued identity.
- Taking up references prior to the person starting work.
- Ensuring criminal record checks have been carried out through relevant local agencies.
- Taking appropriate advice before employing someone with a criminal record.
- Allowing no unaccompanied access to children until all of the above have been completed.
- A probationary period of 3 months for new paid workers and volunteers.
- On-going supervision of paid workers and volunteers.
- Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance.
- A nominated child protection representative on the Management Committee.

Training

All workers should undertake regular training for this type of work. **Dolma Foundation** must keep workers informed of relevant training requirements.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

What should be done:

1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone.
3. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to avoid assumptions and conjecture.
4. It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
5. Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What should *not* be done:

1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.

Things to say or do with children:

- 'What you are telling me is very important'
- This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'
- Make notes soon after the event. Try to write down exactly what the young person or child said. Avoid assumptions or conjecture.

Things *not* to say or done with children:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises