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KINOE, Kids In Need Of Education, is a UK registered charity, which raises funds for educational projects in the Indian subcontinent. It aims to help less privileged children escape the poverty cycle and build a better life through the benefits of good education.

Registered Charity no. 1058290

Trustees: Amanda Faber, Lindsay Littlehales, Sharon Flood, Kate Broxham. (Note: Sharon Flood and Kate Broxham resigned 2010 and were replaced by David Graham and Denise Wilson)

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## **1. BACKGROUND TO KINOE**

### **1.1 Projects in India**

Since 1996, KINOE has raised and sent funds to Akanksha, a project in India, which believes that an early start with good basic education is the best way to help India's poorest children help them.

#### **The Slum Communities**

An estimated 7 million people live in the slum and street communities of Mumbai, 60% of the city's population. Around 2.5 million are children. Large families often live in one-roomed shacks with no sanitation, electricity or water supply. Families that have been re-housed live in bleak tower blocks, in densely populated areas with few opportunities for employment and insufficient school places. Many children cannot attend school full-time because they need to help supplement their family's income by working or begging, or they need to stay home to do the household chores while their parents work. Unfortunately substance abuse and violence are very common.

Most of these less-privileged children drop out of the free government schools they attend within the first five years. These schools are poorly equipped and have a high student to teacher ratio.

The Akanksha Foundation was founded in 1991 by Shaheen Mistri, and has since that time has managed to create educational opportunities for over 3,000 children, by offering the chance to study in an Akanksha school. The project has also been invited to incorporate their teaching methods into the curriculum at 10 state schools, reaching a further 2,000 children. Its mission is to have an impact on the lives of less privileged children enabling them to

maximize their potential and improve their life chances. It aspires to provide the children with a balanced education that focuses on both intellectual and emotional development.

Akanksha's success has been widely recognised:

In 2001 KINOE secured a five-year grant from the Big Lottery Fund for the project. In its final evaluation report the BLF commented:

"A model project in terms of its strategy to prepare young people for participation in community life, as well as facing a very competitive work market of Mumbai." *Big Lottery Fund evaluation, 2005*

In 2007, economists from Oxford and Cambridge Universities, Pramila Krishnan and Sofya Krutikov, conducted an extensive evaluation of Akanksha schools. They found that, despite living in conditions of the greatest hardship, Akanksha alumni compared very favourably with their peers who had not attended Akanksha, on a number of important dimensions including occupational success, self-esteem and aspirations. They concluded that the high achievements of Akanksha alumni did not seem to be related to other schooling they might have received, nor to their upbringing, "making it highly likely that the Akanksha intervention has had an impact on many aspects of their lives, more than compensating for the disadvantages of their environment."

### **Akanksha Schools**

Akanksha's schools bring children who have had little or no education to the level where they can enter mainstream education. Akanksha then supports the children who attend mainstream schools by supplementing their education with two and a half hours extra teaching each day. The foundation provides each child with quality time away from the harsh environment of the slums. The structured, safe surroundings give them the security necessary to develop both self-confidence and ambitions to change their lives. Akanksha alumni have now achieved places at college and gone on to find good jobs.

Each school:

- Accommodates 60 children
- Uses under-utilized spaces for 2.5 hours each day
- Teaches children using non-formal, innovative, fun and practical teaching methods
- Employs qualified teachers
- Effectively draws on a large group of volunteers to assist paid teachers and staff

- Integrates children into the formal school system, and supports them throughout their school career.

Akanksha makes use of private and government-aided schoolrooms, office spaces and public spaces to run its schools. Each space provides an atmosphere conducive to learning, and one that is a real change from the conditions in the slum. They are places to learn, play, create and experience the joys of childhood.

The aim is for each child to:

- Have a strong educational foundation
- Have a deep sense of self-esteem
- Have a good time in a space where they can be children
- Grow into concerned citizens and leave for a college place or a job
- Be encouraged to dream

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## **1.2 Projects in Nepal**

### **Lo Kunfen Medical School**

KINOE helps to fund a school which teaches mainstream subjects alongside traditional Tibetan Medicine in the remote area of Mustang. The school was established in 2000 with KINOE funds and is attached to the Lo Kunphen medical clinic, which was set up in 1993 by Gyatso and Tenzing Bista. These brothers are highly respected and experienced practitioners of Tibetan medicine (amchis) in Mustang. Both have lectured and studied abroad, and are dedicated to the development and acceptance of Tibetan medicine in Nepal and beyond.

The Lo Kunfen School has three central purposes:

- To provide a basic education as well as professional opportunities for young people from less privileged families in Mustang
- To ensure the continuation of the ancient tradition of Tibetan Medicine which has educational and cultural significance
- To train graduates who will provide a much needed medical service in the remote area

The school has around 30 students who initially follow a mainstream curriculum, as well as studying Tibetan and an introduction to amchi medicine. Higher up the school, they go on to take a specialist amchi or Tibetan medical course. Lo Kunphen is the only centre recognised by the Nepali government to teach amchi medicine. A

rigorous programme of formal study for at least five years, divided into two levels, kangjinpa and durapa includes practical experience under the supervision of a qualified amchi. To date, five students have successfully completed their academic studies at school and are now embarked on the practical part of the kangjinpa course. Next year, a further four will follow in their footsteps.

The students range in age from around 9 to 20 years. All are highly motivated, and those who do well will have the opportunity to become amchis. They are expected to give a minimum of five years service to the district as repayment for their training. No fees are charged, but to keep school costs to a minimum, students bring their own bedding, basic foods (barley flour and butter) and firewood. Even this represents a challenge to the resources of poor families, and some are only able to make small contributions. Because of the harsh winter climate, the school runs for only seven months in Lo Manthang. To continue their studies during the coldest season, the students make an eight-day trek to the warmer lowland town of Pokhara where they attend winter school for three months.

### **About Mustang**

Mustang is situated at the northern border between Nepal and Tibet, at altitudes ranging from around 2,000 to over 8,000 metres. The people speak a dialect of the Tibetan language, practise the Buddhist religion and retain a Tibetan culture. The rocky landscape is virtually a mountain desert, its harsh grandeur broken only by small oases, where villages have grown up around a water source.

Mustang was once in Tibet and although now part of Nepal, it has retained a degree of autonomy, and continues its spiritual and cultural allegiance to Tibet. Lo Manthang, the capital of Upper or Northern Mustang, is eight days' walk from a motorable road, although a new road is currently under construction that will reduce this to four days. It is a fascinating ancient walled "city" with narrow streets and mud walled buildings, including major Buddhist monasteries and other religious buildings. These had fallen into disrepair, but are being substantially renovated with foreign funding. It is an interesting tourist destination for trekkers looking for a new experience, although access is restricted by the Nepal government. A special permit is required and only guided groups can undertake the ten-day round trekking trip.

However, the inhabitants of Mustang, in particular Upper Mustang, have received few of the benefits of modern medicines, education or economic development. For the poorest families, survival depends on a grinding round of subsistence farming and animal husbandry, in a harsh and unproductive environment. Their earnings are

supplemented by the migration of younger family members who trade in India and other parts of Nepal for several months each year. Many children do not have access to formal education, or western style healthcare. Local health needs are met by practitioners of Tibetan medicine, called amchis. This ancient system of healing is still respected and trusted in Mustang and in other parts of Nepal which embrace Tibetan cultural tradition.

By supporting the school, KINOE is helping to preserve this ancient form of medicine, an important part of the region's cultural heritage. Channel 4 Television featured Lo Kunphen in its series "Medicine Men Go Wild", broadcast in January 2008.

KINOE works closely with the US charity Drokpa. This charity raises funds to run clinics in villages in Mustang, which are run by graduates of Lo Kunphen School.

### **Sapta Gandaki School**

KINOE sponsors eight children at The Sapta Gandaki School in Kathmandu. The school provides a fee-paying education for Sherpa children living in Kathmandu and also provides a boarding facility for those further afield.

There are 25 students altogether supported under a joint project run by KINOE, the Himalayan Trust UK and the King's School Worcester Nepal Trust. The purpose of the project is to enable children from poor families, mainly from Buddhist hill ethnic groups now living in Kathmandu, to receive an education that will enable them to move out of the cycle of poverty into which they were born.

The sponsored students are mainly Sherpas from the Everest area, with a few from other hill and mountain areas. Their families moved to Kathmandu because they were unable to find sufficient work in the villages to survive. Without help, the children would also be condemned to the same harsh reality or worse. Child labour is widespread in Kathmandu, in factories or as domestic help, often under exploitative conditions. Many of the parents are illiterate, but with a good education, these children have a chance of better jobs, which may benefit the whole family, since it is normal in Nepal for young people with jobs to help their parents and younger siblings if needed.

About half of the fathers of the children KINOE sponsors used to work in the trekking business, which in recent years has been severely affected by the deteriorating security situation in Nepal and resulting drop in numbers of foreign tourists. They were mostly in low paid jobs (porter, kitchen assistant, guard) and either lost their jobs or the amount of work and pay was reduced. Most of the

mothers, if they are working at all are employed in very poorly paid occupations such as low-grade restaurants or rubbish collection.

The school was set up in 1994 to provide children from all backgrounds with high quality education in a friendly and welcoming atmosphere. The Headmaster, Tshewang Lama Sherpa, is constantly asked for help by more needy families in the hope that through education, the children will help their families find the strength to return to a better future.

## **2. KINOE'S SAFEGUARDING POLICY**

### **.1 Why KINOE needs to have a Safeguarding Policy**

Since the almost universal ratification of the United Nations Convention on the Rights of the Child, there has been an increasing recognition of the global nature of child abuse, and of the importance of aid and development agencies in meeting global child protection standards to help ensure that the children they are in contact with are kept safe from harm.

The key driver for KINOE needing and wanting to have a Safeguarding Policy in place is to ensure the protection of children.

A number of other important reasons also exist:

- To protect the charity
- To fulfil government expectations of organisations which work with children
- To fulfil insurers' expectations of organisations which work with children
- To fulfil the Charity Commission's expectations of all charity trustees to have undergone a CRB check
- KINOE's own, self-imposed moral responsibility

This document is based on the "Keeping Children Safe" 2006 guidelines and toolkits, developed by a coalition of international development and child-focussed member agencies including the NSPCC, Oxfam, Save the Children, EveryChild, Tearfund and Plan. In addition KINOE has developed this policy in collaboration with the Churches Child Protection Advisory Service (CCPAS).

### **.2 What KINOE needs to do to meet the Child Protection Standards**

KINOE should have a written policy on child protection. It should set out in clear terms KINOE's expectations of its representatives and its Partner Organisations in other countries. It must be read and agreed to by every KINOE Representative and Partner Organisation. KINOE Representatives are defined as KINOE trustees, employees, volunteers, visiting donors and consultants. Partner Organisations are those educational organisations in the

Indian sub-continent which have been selected for support by KINOE and with which KINOE has an on-going relationship. The policy has been approved and signed by the trustees.

### **2.3 Statement of Affirmation**

KINOE affirms its belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention of the Rights of the Child 1989.

### **2.4 Principles**

Despite a wide variety in local conditions and practices in the overseas locations where KINOE's existing and potential partners operate, we recognise the following basic principles:

1. All children have equal rights to protection from abuse and exploitation.
2. All children should be encouraged to fulfil their potential and inequalities of opportunity should be challenged.
3. Everybody working for or volunteering with KINOE should, when performing their charity work with KINOE, help to support the care and protection of children.
4. As KINOE works with overseas Partner Organisations, it should use reasonable endeavours to ensure those partners meet minimum standards of protection for the children in their programmes.

### **2.5 How to Help to Prevent Harm to Children**

KINOE needs to put the following processes in place to minimise the possibility of children being harmed by those in positions of trust.

#### **.1 KINOE's Expectations of Its Representatives**

Any KINOE representative from the UK who will work with or have unsupervised access to children in one of KINOE's overseas partners' programmes, prior to visiting the Partner's Organisation:

- Must undergo a Criminal Records Bureau check, and must fill in a form declaring any previous court convictions.
- Must provide references from appropriate referees with evidence of their suitability to have close contact with children.

KINOE will keep securely the details, references and CRB reports of all the Representatives whom it sends overseas from the UK to work with or have unsupervised access to children.

When visiting and/or working with KINOE's Partner Organisation, any KINOE representative will be expected to follow and appropriate code of behaviour and approach to children. He/she:

- Must not undertake activities with children unless they are suitably qualified to do so, and/or are fully supervised by an employee of the partner organisation;
- Must not undertake activities alone when it is inadvisable on grounds of safety; for example in the UK, the recommended adult-to-child ratios are, for children aged 0-2 years, 1 Adult: 3 Children; for children aged 2-3 years, 1 Adult: 4 Children; for children aged 3-8 years - 1 Adult: 8 Children; for children aged over 8 years, two adults per 20 children minimum;
- Must not offer money or inducements to the children or show any material favouritism to individual children;
- Must not exchange correspondence details, e.g. email addresses with children;
- May only correspond with the children through the Partner Organisation, either during or after their visit;
- Must not do anything which will raise inappropriately the hopes and expectations of children;
- Must reside in the appropriate designated accommodation and not sleep in children's homes.
- Must adhere to the guidelines on standards of behaviour towards children set out below.

## **2.5.2 Guidelines on standards of behaviour towards children**

Since KINOE Representatives will only come into contact with children through one of our overseas partner organisations, detailed briefing and training on standards of behaviour towards children should be undertaken by our overseas partners. The principles KINOE insists upon are:

- The behaviour of children must be managed in ways that do not involve physical punishment or any other form of degrading or humiliating treatment.
- A culture should be encouraged that ensures children are listened to and respected. The more children feel they can speak freely, the less likely it is that the worst kinds of abuse will occur or go undetected.
- An atmosphere should be encouraged in which adults and children are aware of risks in the environment and how to manage them.
- Child-to-child behaviour must be based on respect, and bullying will not be tolerated.
- There must be no unsupervised and/or inappropriate behaviour or inappropriate physical contact by adults towards children.
- There must be no inappropriate speech, gestures or facial expressions by adults towards children, whether of a violent, threatening or sexual nature.
- Any concerns about physical, sexual or mental abuse occurring within the family, neighbourhood or programme should be immediately reported to the designated Child Protection Officers in the partner organisation.
- Discrimination, prejudice, oppressive behaviour or abusive language in relation to any of the following is unacceptable: race, culture, age, gender, disability, religion, sexuality or political views.

### **.3 KINOE's Expectations of Its Partner Organisations**

When hosting and/or working with KINOE's Representatives, KINOE's Partner Organisations will be expected to fulfil their role in helping to ensure that KINOE's CPP, as well as the Partner Organisation's own code of behaviour, are adopted. To this end, the Partner Organisation:

- Must not encourage or enable KINOE's representative to undertake activities with children unless they are suitably qualified to do so, and/or that they are fully supervised by an employee of the partner organisation;
- For all activities must carry out a risk assessment; this is particularly important in areas such as expeditions and sports, where a full risk assessment should be carried out in conjunction with the employee of the partner organisation;
- Must not encourage or enable KINOE's representative to undertake activities alone when it is inadvisable on grounds of safety;
- Must not encourage or enable KINOE's representative to enter into potentially difficult situations or arrangements e.g. sleeping in children's homes;
- Must be vigilant against KINOE's representative offering money or inducements to the children or showing any material favouritism to individual children;
- Must seek to avoid KINOE's representative being able to exchange correspondence details e.g. email addresses with children;
- Must seek to ensure that KINOE's representative only corresponds with the children through the Partner Organisation, either during or after their visit;
- Must seek to avoid KINOE's representative doing anything which will raise the hopes and expectations of children.

### **2.6 KINOE'S Overseas partners' Child Protection Policies**

Any KINOE Representatives who visit overseas programmes will be expected to adhere to KINOE's general principles as outlined above, to familiarise themselves with any Child Protection Policy of the relevant partner(s), and to follow them when working/associating with children involved in one of our partners' programmes.

KINOE has informed our overseas partners of the need to develop Child Protection Policies, and has provided them with the "Keeping Children Safe" guidelines and toolkits as well as a copy of KINOE's Child Protection Policy. We are seeking to ensure that local procedures are carried out to ensure our child protection principles are adapted to the local context. These procedures should be developed through discussion and dialogue with children, parents and the community to reflect locally acceptable behaviour.

## **2.7 Complaints Procedure**

Since KINOE's Representatives will only come into contact with children through one of our overseas Partner Organisations, the procedures for dealing with any concerns or complaints about KINOE Representatives must be operated jointly by both KINOE and its partner.

The first point of contact for complaints by children, parents or carers will be a designated person within the overseas Partner Organisation with clear responsibilities for child protection, in accordance with the Partner Organisation's own child protection policy.

Concerns or complaints about a child's safety or welfare must be acted upon promptly in accordance with the Partner Organisations' child protection policy.

If there are concerns or complaints within the Partner Organisation about a child's safety or welfare made in connection with a KINOE representative, that person must withdraw from working/associating directly with children, while the complaint is being investigated.

A full investigation, with written evidence, will be undertaken by the partner organisation jointly with KINOE. Records will be stored confidentially. KINOE will also undertake the UK-based procedures described below.

## **2.8 Procedures To Be Followed In the UK If There Are Allegations Against a KINOE Representative**

- Concerns must be reported by the designated person within the Partner Organisation as soon as possible to Lindsay Littlehales (hereafter the "Safeguarding Co-ordinator") tel no: 020 7385 1213 who is nominated by KINOE to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to Kate Broxham (hereafter the "Deputy Safeguarding Co-ordinator") tel no: 020 8767 8001. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact the Children's Social Services. The local Children's Social Services office telephone number between 9.00am and 5.00pm is 020 7974 1525. The out of hours emergency number is 020 7974 4444. The Police Child Protection Team telephone number is 020 8733 6455.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with KINOE procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Children's Social Services.
- The trustees will support the Safeguarding Co-coordinator/ Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the trustees hope that KINOE representatives will use its procedure. If, however, the

individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the trustees demonstrate the commitment of the organisation to effective safeguarding.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion as detailed to her by the Partner Organisation, and pass this information on to Children's Social Services whose task it is to investigate the matter. The purpose of this contact will be to make a referral to an Allegations Management Adviser (AMA) or the Local Authority Designated Officer (LADO).

## **2.9 Communicating KINOE's Safeguarding Policy**

KINOE's website contains a safeguarding statement, and we will refer to our safeguarding policy and procedures in our Newsletter. We will provide a hard copy of our Safeguarding Policy to any Representative intending to visit one of our Partner Organisations, and to anyone else who reasonably requests it. The Safeguarding Policy will form the core of KINOE's "Visitors' and Volunteers' Pack", which also contains practical procedures, including a CRB check, for representatives intending to visit one of the Partner Organisations.

In addition to providing the "Visitors' and Volunteers' Pack", a briefing/discussion session will be held, in person or over the telephone, for any Representative who intends to visit one of KINOE's overseas programmes for the first time since the implementation of the Safeguarding Policy.

We will monitor KINOE's Safeguarding Policy annually and amend it as necessary. We will encourage our partners to use the "Keeping Children Safe" self-audit tool.

**3. KINOE Trustees' Agreement to the Safeguarding Policy**

I, the undersigned, Kate Broxham, Trustee of KINOE, agree to KINOE's safeguarding policy as set out in this document:

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Date: .....

I, the undersigned, Amanda Faber, Trustee of KINOE, agree to KINOE's safeguarding policy as set out in this document:

.....

Date: .....

I, the undersigned, Sharon Flood, Trustee of KINOE, agree to KINOE's safeguarding policy as set out in this document:

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Date: .....

I, the undersigned, Lindsay Littlehales, Trustee of KINOE, agree to KINOE's safeguarding policy as set out in this document:

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Date: .....

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## **Appendix 1 CCPAS' Safeguarding Standards**

CCPAS has developed 10 safeguarding standards for faith-based organisations. Although not faith-based, as a responsible charity KINOE intends to meet all these standards in both our policy and through our working practices as they are applicable to KINOE representatives and our Partner Organisations. The standards are as follows:

**Standard 1:** Safeguarding Policy - Every organisation open to, or likely to have contact with, children, young people and vulnerable adults should adopt a formal, working safeguarding policy

**Standard 2:** Developing Safeguarding Awareness and Training - Every organisation in contact with children, young people and vulnerable adults must develop awareness of safeguarding issues and provide appropriate training

**Standard 3:** Safe Recruitment - Every organisation open to children, young people and vulnerable adults should adopt a formal recruitment policy for all workers, both paid and voluntary.

**Standard 4:** Management of Workers - In every organisation that is open to, or where services are provided for, children, young people and vulnerable adults, all workers, paid and voluntary, should be appropriately managed, supervised and supported.

**Standard 5:** Working Safely - All organisations involved with children, young people or vulnerable adults must ensure they adopt safe working practice in every area

**Standard 6:** Communicating Effectively - The organisation should ensure that all those involved with children, young people and vulnerable adults know how to communicate effectively with those with whom they come in contact.

**Standard 7:** Responding to Concerns - Every organisation that is in contact with, or provides services for children, young people or vulnerable adults must be able to respond appropriately to concerns or allegations of abuse.

**Standard 8:** Pastoral Care - Every organisation that is open to, or provides activities for, children, young people and adults, should ensure pastoral care and support is available to all those affected by abuse.

**Standard 9:** Managing those who pose a risk to children, young people and vulnerable adults - Organisations must have strategies in place to supervise and manage individuals who pose a risk to, have committed or been accused of sexual or other crimes against children, young people and adults.

**Standard 10:** Working in Partnership - Organisations working with or through partner organisations or agencies involving children, young people and vulnerable adults must ensure appropriate safeguarding policies and procedures are in place.

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## **Appendix 2: KINOE and UK legislation**

As a UK based charity we will work to the standards and legislation here in the UK, but recognise that in the countries in which we operate their child protection systems and legislation are significantly different. Nevertheless if ever there was a child abuse allegation made against someone from the UK representing KINOE then any actions we would need to take will be determined by legislation here in the UK.

Therefore the following paragraphs give details of definitions of abuse, signs and symptoms of abuse, and our requirements as a charity using the Criminal Records Bureau (CRB) disclosure service.

### **Definitions of abuse (England)**

**The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.**

#### **WHAT IS ABUSE AND NEGLECT?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

#### **PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

#### **EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's

developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **NEGLECT**

Neglect is 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

NB Whilst a UK based charity we have used the definition from Working Together (2006) but recognise that Wales, Scotland and Northern Ireland have their own definitions.

### **Recognising possible signs of abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **PHYSICAL SIGNS OF ABUSE**

- Any injuries not consistent with the explanation given for them

- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

### **INDICATORS OF POSSIBLE SEXUAL ABUSE**

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

### **EMOTIONAL SIGNS OF ABUSE**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### **RACE, CULTURE & RELIGION**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also

important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

## **How to respond to a child wanting to talk about abuse**

### GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared\*

### HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

### CONCLUDING

Again reassure the child that they were right to tell you and show acceptance. Contact KINOE's safeguarding officer.

### **MAKING NOTES**

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of

these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

## **Handling of disclosure information**

### **STORAGE AND ACCESS**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **HANDLING**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **USAGE**

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **RETENTION**

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/ umbrella body and/or the CRB/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

### **DISPOSAL**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information

may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.