



Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต.หนองควาย อ.หางดง จ. เชียงใหม่ 50230

February 2017

CHILD PROTECTION POLICY

A child/young person is defined as a person under the age of 18

The Rain Tree Foundation believes all children should be safe from any harm. We will not tolerate any abuse. We will protect children through our regulations.

This policy applies to all staff, including manager, the board members, paid staff, volunteers, visitors and session workers, agency staff or anyone working on behalf of the Rain Tree Foundation.

The Rain Tree Foundation is committed to devising and implementing policies so that everyone accepts and adapt their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to provide children and young people with appropriate safety/protection whilst in the care of the Rain Tree Foundation and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

The Rain Tree Foundation is committed to the following:

- The welfare of the child is paramount.
- We will provide training for all staff so they are empowered to act if they see a situation where children face abuse or exploitation.
- We expect and encourage all staff to report any child protection concerns to the management or appropriate authorities.
- The management is committed to follow up all reports and refer information about child exploitation/abuse to the relevant authorities.
- To provide staff and volunteers with overarching principles that guide our approach to child protection
- We are responsible to provide the welfare of all children and young people and keep them safe. We are committed to practice in a way that protects them.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in a fun, safe and caring environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All the Rain Tree Foundation employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents and children is essential for the protection of children.



Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต.หนองควาย อ.หางดง จ. เชียงใหม่ 50230

Defining child abuse

Child abuse is any form of physical, psychological, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are five main types of abuse: **physical abuse, psychological abuse, sexual abuse, emotional abuse and neglect.** The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Responding to suspicions and allegations

It is not the responsibility of anyone working in the Rain Tree Foundation in a paid or unpaid position to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person.

Receiving evidence of possible abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused the following steps need to be taken:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask simple questions to clarify.
- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information.
- **Report** the incident to the responsible person.



Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต. หางดง อ. หางดง จ. เชียงใหม่ 50230

Recording information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Recording information should include the following:

- The child's name, age and date of birth
- The child's home address telephone number and parent's legal.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, sizes etc., also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record detail.

Reporting the concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The Rain Tree Foundation expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

- **Criminal** in which case the police will be immediately involved.
- **Child protection** in which case the social services (and possibly) the police will be involved.
- **Disciplinary or misconduct** in which case the Rain Tree Foundation will be involved.

As mentioned previously in this document the Rain Tree Foundation members are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with **Children and women Right Coordination Center Chiang Mai** that are responsible for child protection.

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Rain Tree Foundation who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- The Rain Tree Foundation will refer the matter to **the Chiang Mai Provincial Social Development and Human Security office**.
- The parent/carer of the child will be contacted as soon as possible following the advice from **the Chiang Mai Provincial Social Development and Human Security office**



Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต.หนองควาย อ.หางดง จ. เชียงใหม่ 50230

- The board of members of the Rain Tree foundation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.
- If any member of the board members is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services.

Concerns outside the immediate environment

- Report your concerns to the responsible person.
- If the responsible person is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the officer will decide how to inform the parents/carers.
- The responsible person should also report the incident to the the Rain Tree Foundation. The committee should ascertain whether or not the person/s involved in the incident plays a role in the organisation and act accordingly.
- Maintain confidentiality on a need to know basis.

Internal inquiries and suspension

- The Rain Tree Foundation will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Rain Tree Foundation's board of members will assess all individual cases to decide whether a member of staff or a volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision especially where there is insufficient evidence to uphold any action by the police. In such cases the board of members of the Rain Tree Foundation must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true.

Recruiting and selecting personnel with children

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

Controlling access to children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau from their country.
- Two confidential references, including one regarding previous work with children should be obtained. These references MUST be taken up and confirmed through telephone contact.
- Evidence of identity (passport or ID card).



Rain Tree Foundation

Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต.หนองควาย อ.หางดง จ. เชียงใหม่ 50230

Interview and induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs identified e.g. basic child protection awareness.

Training

In addition to pre-selection checks the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

We will seek to keep children and young people safe by:

- Always work in an open environment.
- Valuing them, listening to and respecting them.
- Adopting child protection practice through procedures for staff and volunteers.
- Provide effective management for staff and volunteer safely, ensuring all necessary checks are made.
- Sharing about child protection and good practice with children, parents, staff and volunteers.

We recognize that:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, career's and other agencies in essential in promoting young people's welfare.



Rain Tree Foundation

Helping through education for a better future

บัตรประจำตัวผู้เสียภาษี (Tax ID) 099-3-00007545-5

มูลนิธิบ้านต้นน้ำ

Tel +66 (0) 85 716 1192

Fax +66 (0) 53 125 199

www.raintree-foundation.org

info@raintree-foundation.org

262 / 1 Moo 5 Ban Huathung Tamboon Nong Kwai

Ampher Hang Dong, Chiang Mai 50230, Thailand

262 / 1 หมู่ 5 บ้านหัวทุ่ง ต.หนองควาย อ.หางดง จ. เชียงใหม่ 50230

The Rain Tree Foundation requires:

- All employees, volunteers and team members to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

Declaration

On behalf of the Rain Tree Foundation we, the undersigned, will oversee the implementation of this Child protection policy and take all necessary steps to ensure it is adhered to.

Signed:

Signed.....

Name.....

Name.....

Position.....

Position.....

Date.....

Date.....