

## Child Safeguarding Policy and Procedures

### CRIN's framework for child safeguarding

States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

*United Nations Convention on the Rights of the Child  
(UNCRC), 1989, Article 19*

Our framework also refers to CRC Articles 32-36  
**The CRC's definition of a child: Anyone under 18 years of age**

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## I. INTRODUCTION

**Who we are:** Child Rights International Network (CRIN) is a creative think tank that produces new and dynamic perspectives on human rights issues, with a focus on children's rights. We challenge the status quo because the norms that dictate children's place in society need radical change. We press for rights - not charity - and campaign for a genuine shift in how governments and societies view and treat children. Through research, artwork and our vision for the future, we encourage people to think critically about the world.

**What is child safeguarding?** [Keeping Children Safe](#) defines child safeguarding as *"the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities."*

**CRIN's child safeguarding commitment:** As an organisation dedicated to improving the implementation of children's rights, CRIN commits itself to the highest safeguarding standards. This commitment is outlined in [The CRIN Code](#), in the principle 'Safeguard children, not the organisation':

*"Our commitment to children's rights means that we have a commitment to safeguard children, especially those we collaborate with. Consequently, we demand that our staff and representatives, including Board Members, apply the highest standards of behaviour towards children both within their professional and private lives. And we expect all of our partners to adopt similar safeguarding policies. For all of us, safeguarding children is not just a tick-box exercise, but an obligation. It is children who come first at all costs, not the organisation."*

As a part of this commitment, CRIN will review and update its Child Safeguarding Policy and Procedures on an annual basis, or sooner should there be developments that warrant it (i.e. if CRIN changes the way it interacts with children, see below). This review will be led by CRIN's two Safeguarding Officers, with sign-off by CRIN's Director and Council (aka its board). Furthermore, CRIN will develop a child friendly version of this document which can be shared with children with whom CRIN is interacting.

Last review: March 2023

Upcoming review: March 2024

Development of child friendly version: March 2023

**An overview of how CRIN interacts with children:** CRIN is not a service delivery organisation and, therefore, its in-person interactions with children are minimal. However, at the time of this document's last review (March 2021) CRIN was beginning to involve children in its work in a more systematic way. This is starting with associating young advisers to its work on children's rights and the environment. The nature of this work is currently virtual, but this too carries risk. At the time of this document's last review, the world was in the midst of a global pandemic which has limited in-person interactions and led many civil society organisations to work with children using online communication tools which also pose a risk. These are risks that organisations, including CRIN, must consider and mitigate.

While interactions with children are currently virtual, in-person interactions in the future are not ruled out. CRIN has an objective to improve how it involves children in its work and so

staff are being encouraged to ask themselves ‘how could I involve children in my work in a participatory and egalitarian way?’. This may be via advisers on other children’s rights issues, it could be helping children to access policy forums and ensuring that decision makers at this forum create spaces for children’s viewpoints to be heard and value them, and it could be by involving children in future research. It could also be by encouraging others to respect Articles 12 and 13 of the UN Convention on the Rights of the Child and streamline involving children in their work in a more systematic and egalitarian way. Towards this end, CRIN sees its Child Safeguarding Policy and Procedures as a living document that should be reviewed as and when the nature of its interaction - and therefore any potential risks - changes, and in the light of implementation experience.

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## II. OBJECTIVES AND SCOPE

The aim of this document is to set out CRIN’s policy and practices towards safeguarding children involved in our work. It sets out our zero tolerance approach to violence against children, makes clear CRIN’s safeguarding responsibilities, and what to do if any concerns about children’s well-being and safety do arise.

This policy covers anybody who represents CRIN, including staff, volunteers, interns, consultants, CRIN Council members, and anyone who is participating with and engaged in CRIN’s work (hereafter referred to as ‘CRIN staff and representatives’). By signing the accompanying [Declaration of Acceptance \(Appendix I\)](#) and [Code of Conduct \(Appendix II\)](#), CRIN staff and representatives commit themselves to the standards and procedures set out in this document.

CRIN’s safeguarding approach covers five areas:

1. **Policy:** This policy sets out our commitment to preventing harm from happening in the first place, and also how we are prepared to take action if need be.
  2. **People:** We ensure there are clear safeguarding responsibilities of all CRIN staff and representatives and that they are supported to carry out these duties.
  3. **Procedures:** We create a safe environment for all children interacting with our work by implementing child-friendly and safe procedures.
  4. **Accountability:** We remain accountable to the children whose rights we defend by monitoring and reviewing our safeguarding measures and by ensuring we have clear lines of safeguarding accountability within CRIN - and by ensuring any partners we work with have their own child safeguarding policy and accountability structures.
  5. **Transparency:** We remain open about the efforts we are taking - or intend to take - to protect children from harm, including ensuring that any children participating in CRIN activities are aware of the safeguarding responsibility CRIN has.
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## III. SAFEGUARDING PRINCIPLES AND GUIDANCE

CRIN has a central commitment to child safeguarding. All staff and representatives recognise that:

- A child is any person under the age of 18 years.
- All children are equal irrespective of the child’s or their parent’s or legal guardian’s race, colour, sex, sexual orientation and gender identity, language, religion, political

or other opinion, national, ethnic or social origin, property, disability, birth or other status.

- All children have the right to freedom from all forms of violence, abuse and exploitation.
- All child abuse is a violation of children's rights.
- CRIN's commitment to children's rights means that we have a commitment to safeguard children, especially those we are in contact with or who use any of our services.
- CRIN is committed to ensuring that children are aware of their right to be protected from violence, abuse and exploitation and we will communicate that right to them.
- CRIN is committed to ensuring that all our own staff and representatives apply the highest standards of behaviour towards children both within their professional and their private lives.

All staff and representatives are required to:

- Plan and organise the work and the workplace so as to minimise risk of abuse, exploitation or harm coming to a child (see [Appendix IV for definitions and types of harm](#)).
- Promote a culture of openness in relation to child safeguarding issues, where any issues or concerns can be raised and discussed.
- Ensure that a sense of accountability exists among staff so that poor practice or potentially abusive behaviour can be challenged.
- Empower children they work with and communicate to them their rights, what is acceptable and unacceptable, what they can expect of CRIN staff and CRIN's safeguarding standards, and what they can do if there is a problem.

CRIN staff and representatives adhere to [The CRIN Code](#), which sets out our values on safeguarding and accountability. With regards to safeguarding CRIN staff and representatives believe in the following principles and agree to:

- Promote rights, not charity: Ground our work in the rights enshrined in the UN Convention on the Rights of the Child. This means that all children have equal rights to protection from harm. However, we also recognise that some children may face particular risks and difficulties in getting help due to factors like their ethnicity, gender, age, religion, disability or sexual orientation.
- Do no harm: Do no harm to any children with whom CRIN interacts. We recognise that countless children around the world sadly face violence in their everyday lives. We are committed to eradicating violence against children and to ensuring that in our own activities we do not inadvertently cause physical or psychological harm.
- Best interests of the child: All actions taken with regards to safeguarding are in the best interests of the child.
- Empower: Empower children to understand their rights, particularly with regards to freedom from violence or any harm.
- Safeguarding is the responsibility of all: While the Safeguarding Officers will be the lead points, with CRIN's Director and Council ultimately responsible, safeguarding must be a priority for everyone at CRIN.
- Support CRIN staff and representatives to uphold their responsibilities: Ensure that CRIN staff and representatives are trained on child safeguarding and that CRIN's Safeguarding Officers feel well equipped to fulfill their role. This also means that if we're collaborating with external partners, whether formally or informally, and they will

be liaising with children, we need to ensure they have robust safeguarding standards themselves.

- Commit to continuous learning and maintain good practices: Participate in discussions around child safeguarding with others we collaborate with, so that safeguarding is embedded in how we and others think and work (particularly non-child rights organisations for whom child safeguarding may be a newer concept) - and so that we ensure we remain on top of any developments in this area. Being a strong safeguarding organisation doesn't happen overnight - we need to commit ourselves to continuous improvement and learning.
- Assess risk: Familiarise ourselves with the types of risk children may face with their involvement in a CRIN activity and how to mitigate it (see [section VI](#)).
- Share our policy: CRIN believes in open source and being transparent and therefore, this policy is made available online, in addition to becoming a central part of all contracts and inductions.
- Accessibility: We should recognise that long documents such as this one aren't accessible to everyone, particularly the children whom we're aiming to safeguard. Therefore, we should develop a simple child-friendly version.
- Clear reporting mechanisms: Ensure children and their parents/guardians know how to report any safeguarding concerns to CRIN's Safeguarding Officers, who will follow up and take action as appropriate.
- Accountability: That CRIN is ultimately responsible to the very children whose rights it aims to uphold. We will hold ourselves accountable if a concern arises about a CRIN representative. This means being as transparent as possible about what actions were or weren't taken.

#### IV. SAFEGUARDING OFFICERS' RESPONSIBILITIES

CRIN designates Lianne Minasian and Isabelle Kolebinov, CRIN's Co-Director and Policy and Advocacy Coordinator (respectively) as CRIN's Safeguarding Officers. This appointment lasts until the next review in March 2024 and can be renewed.

##### Contact Information for CRIN's Safeguarding Focal Points

Safeguarding Officer: Lianne Minasian, Co-Director, [lianne@crin.org](mailto:lianne@crin.org)

Safeguarding Officer: Isabelle Kolebinov, Policy and Advocacy Coordinator, [isabelle@crin.org](mailto:isabelle@crin.org)

CRIN's other Co-Director: Leo Ratledge, [leo@crin.org](mailto:leo@crin.org)

CRIN Council Chair: Margaret Tuite, [margaret.tuite@gmail.com](mailto:margaret.tuite@gmail.com)

The Safeguarding Officers are responsible for managing CRIN's Child Safeguarding Policy and Procedures and in particular, for ensuring that:

- They are sufficiently trained in safeguarding (see [Appendix X](#) for trainings).
- Confidentiality is upheld, including by not sharing any sensitive information with those outside of the reporting channel (see [section VII](#) on confidentiality).

- Any children, and their parents/carers, with whom CRIN interacts (whether in person or remotely) are clear on CRIN's responsibility to protect them from harm. This will eventually include ensuring they have access to a child friendly version of this document (to be completed by September 2021) but should at a minimum ensure they know how to report a safeguarding concern.
- Any concerns are reported in a timely manner to the Director and the CRIN Council and that appropriate action is taken.
- This policy is reviewed on an annual basis, and sooner should there be developments that warrant it (e.g. if CRIN changes the way it interacts with children).
- All CRIN staff and Council members have undergone criminal record checks which are renewed every four years (see [section V](#) on recruitment) and have read and signed the policy and are clear as to their safeguarding responsibilities.
- Any partners CRIN works with who come into contact with children (whether in person or remotely) have their own robust safeguarding policy and procedures.
- CRIN holds itself accountable to the highest standards of child safeguarding, including by acting in a timely manner and being as transparent as possible about actions taken.
- Children are able to hold CRIN accountable - there is [space](#) created for children to ask CRIN questions and provide their viewpoint on safeguarding and for CRIN to value their viewpoints and respond appropriately.

## V. RECRUITMENT

Ensuring that CRIN keeps children safe in all of its interactions with them starts with ensuring that the people CRIN hires and works with adhere to the Child Safeguarding Policy and Procedures. CRIN will strive to ensure that its recruitment procedures are designed to minimise the risk of staff and/or representatives posing any sort of threat to children.

As a part of its recruitment policies and practices (for employees, volunteers, interns, consultants and Council members), CRIN will:

- Outline its commitment to child safeguarding early on, including in the job advertisement, interviews and contracts.
- Think carefully about what kind of involvement with children the role may have and include this in the role description, along with any relevant experience needed if the post does involve working with children.
- If the post involves working with children, ask interview questions that gauge applicants' values and attitudes towards protecting children.
- Ask job applicants to declare relevant criminal convictions, reprimands, final warnings and cautions, even those which might have been considered 'spent' under the Rehabilitation of Offenders Act 1974 for appropriate roles, by signing a declaration of criminal record when signing their offer letter acceptance form, or equivalent. A criminal conviction would not necessarily prejudice their possible appointment at CRIN as this depends on the nature, seriousness and relevance of the conviction and other factors.
- Collect two references for anyone who will be coming into contact with children or gain access to children's information. One of the references should be from a

previous employer who would have knowledge on the individual's suitability to work with children.

- Obtain proof of identity.
- Conduct a criminal background check from each available jurisdiction.
- Ask them to read the Child Safeguarding Policy and Procedures and sign the [Declaration of Acceptance](#).
- Use probationary periods to ensure suitability for the position.
- Ensure that any new staff member is provided with a copy of the Child Safeguarding Policy and Procedure, has a training session with the Safeguarding Officers where they can discuss the policy, ask any questions and raise any concerns, and signs the Declaration of Acceptance and Code of Conduct.

Recognising that there are current CRIN staff and Council members who did not have to have criminal background checks upon their recruitment or appointment, CRIN will undertake these checks for each individual starting in March 2021 and ensure that we have on file the above documents. This information will be kept restricted (CRIN's Admin and Finance Officer and one of the Safeguarding Officers will coordinate the check) and filed in a password protected and encrypted folder (e.g. via Crypt Drive).

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## VI. RISK ASSESSMENT AND MITIGATION STRATEGY

To more fully assess and understand what types of harm children may face in their involvement with CRIN's work (and how to mitigate it), the appropriate staff member (i.e. the one leading on a project which is involving children) should fill out a Risk Assessment form (see [Appendix III](#)) and discuss it with CRIN's Safeguarding Officers.

A risk assessment should be carried out each time there is a new activity or programme which involves children. The risk assessment should look at both health and safety and child safeguarding. The risk assessment will:

- Describe the nature of the activity;
- Identify who is involved, both CRIN staff and representatives and the children;
- Describe how those involved will interact with each other;
- Identify all possible risks (both direct and indirect) of this interaction;
- Evaluate the risk in terms of the likelihood that they could occur and the level of impact on children;
- Identify strategies to mitigate the risks;
- Designate responsibilities within CRIN to monitor implementation of the mitigation strategy.

Where appropriate, children themselves who are involved in a CRIN activity should be consulted about any potential risks and mitigation strategies. The mitigation strategies should be properly overseen, to ensure that CRIN's work becomes safer for children.

To mitigate risks, some of the things that can be looked at include:

- Organisational culture: are there changes that need to be made so that CRIN is open and transparent about the safeguarding measures it takes and how it addresses concerns and incidents?
- Roles and responsibilities: are there any changes that need to be made to existing roles and responsibilities to ensure that safeguarding is clearly covered?
- Policies and procedures: do any changes need to be made to existing policies and procedures to better integrate child safeguarding?
- Systems and processes: how do existing systems and processes need to be adapted (i.e. risk assessments, project planning, impact measurement, reporting of a safeguarding concern)?
- Capacity building: what may need to be developed to ensure safeguarding responsibilities and procedures are clear to each member of staff, which is appropriate to our organisation?

Risk levels can be broken down in the following way:

- High: highly likely to happen and significant impact on a child.
- Medium: Either highly likely to happen or significant impact on a child.
- Low: Less likely to happen and less of an impact on a child.

After an activity is completed, the Safeguarding Officers, in liaison with the activity lead, should do a review of the risk assessment and assess how well it captured the risks and ways to mitigate them.

## VII. CONFIDENTIALITY

CRIN places great importance on staff and children having positive relationships based on respect, trust and honesty. It is important to maintain a balance between the need to retain this trusted relationship and the need to share information to protect children.

CRIN's principles in relation to confidentiality and information sharing are that:

- The safety of children is paramount.
- Respect for the principle of appropriate control by children over the information they provide.

When consistent with good practice and legal requirements, CRIN will ensure that children retain control of the information they provide. Children should be given the opportunity to discuss any concerns they may have about confidentiality, so that they can make informed decisions about sharing information.

CRIN understands confidentiality to mean that no information regarding a child shall be given directly or indirectly to any third party which is external to CRIN, without that child's expressed and informed consent to disclose such information. However, when CRIN has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected, CRIN has a responsibility to inform relevant authorities.

Reasonable grounds for a child protection or welfare concern include (from Tusla):



- “Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused”

In the event that a child discloses sensitive information to CRIN, but requests that such information is not passed on to others, the following steps should be taken:

- The child should be made aware that confidentiality is between the child and CRIN (as an organisation), and that the matter will be discussed with the Director.
- The child should also be advised that CRIN will treat information confidentially (if the child requests this) unless a threshold is met and CRIN is concerned that the child may have been, is being, or is at risk of being abused or neglected. In this case, CRIN will discuss with the child what information will be shared.
- Other colleagues should be informed in an appropriate and proportionate manner where there are ongoing concerns about the child’s safety or well-being.
- Staff should retain all correspondence relating to the matter, and keep confidential records of all conversations with the child and relevant adults.
- CRIN will make all efforts to support and encourage the child to seek appropriate help (from parents/carers or from statutory agencies, as appropriate). CRIN will seek to work in partnership with those who hold parental responsibility, unless this would be contrary to the best interests of the child/young person concerned.

If the matter disclosed amounts to reasonable grounds for a child protection or welfare concern (e.g. if a child is in immediate danger) CRIN’s Safeguarding Officers, in liaison with its Director and/or Chair, have a responsibility to report the concern to the relevant authorities (see [section IX](#) on reporting suspected abuse).

## VIII. COMMUNICATIONS

CRIN is committed to ensuring that all of its communications are done in a manner which protects the safety, dignity and privacy of children.

### Photos

CRIN does not typically use identifiable images of children, preferring instead to use artwork to provoke critical discussions about children’s rights and children’s place in society. However, it is possible that especially as CRIN involves children in our work more, that images may be used. While images have their downsides and dangers, they can also be empowering and it is in this vein that CRIN may consider using images in its work with child advisers. If this is done, the following standards must be adhered to:

- Only take and use images of a child with the consent of the child and that of their parents/carers.
- Ensure that images do not show children in a state of undress or in inappropriate poses.

- Ensure the image is not exploitative, avoids stereotypes and doesn't misrepresent a situation.
- Ensure that there isn't any possibility to geo-trace from the image - including ensuring there are no distinctive buildings, street signs or landmarks in the photo and that geotagging is disabled when taking a picture.
- If a photographer, journalist or researcher has been employed to take this picture, ensure that they have been properly vetted and they have signed up to the Child Safeguarding Policy and Procedures.
- Ensure that children are aware that they have the right at any time to revoke their consent of use of the image.
- That images are not used for fundraising purposes as this goes against CRIN's ethos of 'rights, not charity'.

Should CRIN begin to use photos in its work, it will develop a separate policy on this, as well as a consent form.

### Digital communications

Most of CRIN's interactions with children is via remote means - email and video calls. Social media is rarely used, except as an initial way to contact. This guidance is to ensure that any remote interactions are done in a manner which uphold safeguarding standards.

- There should always be a Safeguarding Officer present in digital interactions with children.
- CRIN uses Google Meets internally and while this can be used for any meetings with children, staff should assess what is the best medium and what risks may be inherent. For example, are they communicating with a child where the communication tool they use could put the child at risk (i.e. due to government or other third party surveillance)? If they are, then more secure and encrypted communication channels should be used. Such channels should be decided upon in consultation with the child(ren) themselves and, if needed, external experts, such as Tactical Tech or Frontline Defenders.
- Before engaging in video calls staff will ensure they have the parental/carer consent of any child under the age of 18.
- CRIN will not publish any links for meetings and will ask other participants not to share. The meetings will be set up whereby external participants have to be asked to be admitted, thereby ensuring CRIN is able to manage participants.
- No screenshots should be taken unless consent has been given by each individual.
- CRIN will not record video calls. Should there be a reason why a call should be recorded CRIN will seek the prior informed and written consent of all children (and their parent(s)/carer(s)).
- Digital house rules should be set up at the start of any new group involving children - this should include things like muting yourself when not speaking, raising your hand to speak, etc.
- CRIN will check with children about how they prefer to be communicated with. Any communications should include two members of staff, one of them being a Safeguarding Officer.

- CRIN will ensure that any documents it uses to communicate about work that involves children are secure.
- CRIN will ensure that any information stored about children is done in compliance with [CRIN's Data Protection Policy](#).

### What information can be published online?

CRIN will speak with the children it involves in its work about what information they are comfortable sharing online (i.e. CRIN's website). In most circumstances this will just be their first name, age and country, unless there are reasons to provide more information and this is done with their approval.

### Complaints procedures

Any children involved in CRIN's work have the right to raise a complaint about any manner of their interactions with CRIN. This right extends to the child's parents/carers. This complaint can either be sent via email to CRIN's two Safeguarding Officers ([lianne@crin.org](mailto:lianne@crin.org) and [isabelle@crin.org](mailto:isabelle@crin.org)) or by filling out this [complaints form](#). CRIN will ensure to communicate how a complaint should be raised, including by ensuring that children have contact information for CRIN's Safeguarding Officers.

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## **IX. REPORTING SUSPECTED ABUSE**

It should be noted that a safeguarding concern reported to CRIN may not be because of CRIN's activity with the child involved in their work - but an individual may decide to report to CRIN because they see CRIN as an organisation that will take action to protect the child. CRIN has a responsibility to take action whenever a concern is raised about a child who is involved with CRIN's work, regardless if it's arising from its own activities or not.

### **Allegation of abuse**

It is hoped that staff will never have to deal with an alleged incident of child abuse. But it is sensible that staff are prepared to do so if necessary. Deciding when to report is also a very difficult responsibility. There are four likely scenarios which staff should be aware of and be prepared to deal with if necessary. These are:

1. There is suspicion or evidence that a child is being abused by a member of staff or other person associated with CRIN.
2. A child accuses a member of staff or other person associated with CRIN of abusing them.
3. Abuse takes place or is suspected on CRIN premises by an individual unrelated to CRIN.
4. A child discloses abuse happening elsewhere e.g. at home.

### **Course of Action**

Plan International (in its document Child Protection Policy Reporting and Responding to Child Protection Issues in Plan) has developed the following acronym for when a child safeguarding concern is brought to your attention - ACT:

*Act on your concerns. If in doubt, speak out!*

*Child-centred. The safety and protection of children is the most important consideration.*

*Time counts. Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.*

When acting, however, it is important that any staff member ensures one or both of the Safeguarding Officers are involved.

## **Reporting and responding to the concern**

There are five different likely ways that a safeguarding concern would come to the attention of the Safeguarding Officers.

1. They have personally witnessed the concerning behaviour or incident.
2. A CRIN staff member or representative has raised it.
3. An external adult, including parents/carers, has raised it.
4. The child themselves has raised it.
5. One of the other children involved in the activity has raised it.

Concerns may be brought to the Safeguarding Officers verbally or in written form. The Safeguarding Officers should ask whoever is reporting the incident to fill out a Child Safeguarding Incident Reporting Form (see [Appendix VII](#)) or they should ask if they have consent to fill it out based on the information provided to them.

This form will gather all of the known information and help the Safeguarding Officers to take action. All cases of alleged or suspected abuse should be immediately reported to the Director or the Chair in the Director's absence, or if the concern involves the Director.

In responding to the concern, the child's needs are of paramount concern and the Safeguarding Officers should deal with this in a sensitive and timely manner (see [Appendix VI](#), Dos and don'ts if a child discloses to you). If it is a child they are speaking with, particularly the child who is allegedly being abused, the Safeguarding Officers must treat this with utmost care. They should keep calm and maintain appropriate boundaries. They should not act as investigators and dig deeply into abuse, nor overly push the person reporting to speak if they are reluctant to do so. They also need to be careful about keeping clear expectations of what they are able to do, while also being clear about what they will do and keeping them updated. Children should be informed of CRIN's Child Safeguarding Policy and Procedures and be told that any action CRIN takes will be in their best interests.

The Director will advise on the course of action. If the concern involves the Director then the Council Chair will advise. It may be that the concern is something that can be dealt with internally and that no further action is needed once concerns have been fully allayed, including by the person who reported the concern. A record should be kept of the course of action.

It may be that more information is needed and if necessary the Director will seek expert advice from an appropriate organisation. If the concern is serious in nature then CRIN should seek specialist advice.

- In an emergency, concerns may need to be referred to local social services / police department (as CRIN is a UK-registered charity information for these specific services are provided below). However, CRIN will consider this based on the country-specific context - the local authorities and police in some countries may be weak or corrupt and more harm may be caused by alerting them. In this case, you should seek the advice of external experts who may have more country-specific knowledge. We do not want to cause more harm in our reporting process.
- For combatting online child sexual abuse, [INHOPE](#) is a global network of 47 member hotlines that can help provide guidance (+31 20 257 1100).
- The NSPCC Child Protection Helpline (0808 800 5000) can also be called in situations where some external advice or guidance is needed.

### UK-specific contact information for reporting child safeguarding concerns

If you are concerned about a child who may be suffering harm, contact the referral and assessment team at children's services social care:

Social Services Child Protection Team  
Lambeth Safeguarding Children Board (LSCB) Tel: 020 7926 6508  
Out of hours: 020 7926 1000

Local Police - Non-Emergency Tel: 101 and ask to speak to Lambeth Child Abuse Investigative Team

Police – emergency 999

[Charity Commission guidance on reporting to the police](#)

### Key guidelines when responding to a concern:

- If the child is in immediate danger, CRIN should call the police (unless calling them places them at considerable further risk).
- The child should be informed before action is taken (unless doing so places them at considerable further risk). The reasons why the decision has been made should be explained clearly and the child's response recorded. In such circumstances CRIN will work with the child and notify them of the action it proposes to take and help them to have as much involvement as possible in the disclosure process.
- CRIN's Director (or Safeguarding Officers) will then make contact with the child's parents/carers and/or the statutory authorities (as appropriate in each situation), with the full knowledge of the child.
- The child should be kept informed of developments as much as is possible.
- CRIN's Director (or Safeguarding Officers) will retain all correspondence relating to the matter, and keep confidential records of all conversations with the child and relevant adults.
- If an allegation of abuse or mistreatment is made against a CRIN member of staff, the Director and Council should be contacted immediately. Staff about whom an allegation has been made will be subject to the appropriate investigatory / disciplinary procedure, including by statutory authorities. Their contact with children involved in CRIN's work will be immediately suspended pending the outcome of the investigation.

Should there be any concerns about either of the Safeguarding Officers, then concerns should be reported directly to CRIN's Director and Council Chair.

The [Child Safeguarding Incident Reporting Form](#) should be kept up to date with all action to date and this should be kept confidential in a password secure file. Confidentiality is of utmost importance and details about any investigation are truly on a 'need to know' basis.

### **Follow up**

Dealing with a safeguarding concern can be a traumatic experience for all involved. The Safeguarding Officers should seek external specialist support when appropriate for the child and others directly affected by or involved in the incident. This could involve referrals for counselling or medical support.

CRIN should also organise a debrief with involved members of its team to assess how the incident was handled and any lessons learned. This session should also assess what support CRIN staff and representatives may need to help them address the experience. It should not be discounted how traumatic it can be for staff to deal with a safeguarding concern and CRIN should foster an environment that encourages peer support (without risking confidentiality) and professional support.

Lastly, as a UK-registered charity, CRIN will need to ensure that any serious incident is reported to the Charity Commission. According to the Charity Commission, CRIN should report "as soon as is reasonably possible after it happens, or immediately after your charity becomes aware of it." Further information on how to report can be found here:

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

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## **XI. CONCERNS ABOUT CRIN STAFF OR REPRESENTATIVES**

If there are concerns about the behaviour of CRIN's staff or designated representatives, then these will be addressed immediately. A concern can either be raised via the safeguarding form or can be raised verbally directly with the Safeguarding Officers or CRIN's Director. If there is an immediate danger or threat to life because of a CRIN staff member or designated representative, then the police or appropriate authorities should be alerted.

Any investigation will be carried out with no bias towards the CRIN staff member or representative and any child or adult who raises a safeguarding concern against CRIN staff or representatives will not face reprisals. Any contact between the CRIN staff member or representative and children involved in CRIN activities will be suspended while an investigation is being carried out.

If a concern is raised then the possible outcomes from an investigation include:

- No negative finding on the staff member or representative - no further action.
- A solution which addresses and satisfies the concern is identified and implemented.
- Evidence found of professional misconduct and disciplinary action is taken.

- Strong concern or evidence found that abuse has taken place and referral is made to the relevant Child Protection Services or the police. The Director and Council Chair should assess how to notify the Charity Commission and CRIN's donors of the situation in a manner that does not compromise confidentiality, safety and any judicial proceedings.

Personnel files and training records, including disciplinary records, will usually be retained for 6 years after employment ceases. However, the record shall be retained until at least retirement age, or for 10 years if that is longer, in any situation in which:

- There were concerns about the behaviour of an adult who was working with children where they behaved in a way that has harmed, or may have harmed, a child;
- The adult may have committed a criminal offence against, or related to, a child;
- The adult behaved towards a child in a way that indicates that they are unsuitable to work with children.

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## XII. ACCOUNTABILITY

CRIN believes that safeguarding is a responsibility of all - we all need to be aware of the impact we could have on children via our work and we all also need to understand our responsibilities to keep children safe. While CRIN has appointed two Safeguarding Officers who will champion and lead on implementing the Child Safeguarding Policy and Procedures, ultimate responsibility and accountability for ensuring the safety of children rests with CRIN's Director and its CRIN Council, led by its Chair.

Having a policy in and of itself is not enough for accountability. CRIN commits to holding itself accountable to putting in place measures to properly implement it. The words on paper are important, but even more so are the actions that back those words up. Towards this end, the following accountability guidelines should be considered to ensure that:

- There are processes to monitor how well CRIN is implementing its safeguarding responsibilities: CRIN's Safeguarding Officers will hold quarterly meetings to assess how well the current procedures work with the manner in which CRIN is interacting with children.
- There is a system of regular reporting to those who are ultimately accountable: In addition to alerting the Director and Council Chair to a safeguarding concern, the Safeguarding Officers will report quarterly to the Director and CRIN Council on progress and challenges of implementing the Child Safeguarding Policy and Procedures (reports should address any safeguarding concerns and assess how well safeguarding is being implemented across CRIN). The Director and CRIN Council will monitor performance of the Safeguarding Officers and can at any time ask for an update or further clarification. CRIN's Safeguarding Officers may ask children they are involving in their work for informal feedback (including via an anonymous optional survey).

- There is constant learning: As CRIN develops its work with children it will improve its knowledge of safeguarding - this experience should be fed back into organisational development.
- Policies and procedures are regularly reviewed: CRIN will conduct a review and evaluation of its safeguarding policy on an annual basis. Between reviews, the Safeguarding Officers will informally review progress in implementing this policy.
- Learning is shared widely: CRIN believes strongly in holding itself to account and sharing learning. Therefore, how it feels it has done in terms of safeguarding children should be shared publicly. This will be via a section in its annual report (a more formal method) and/or it could also be via its newsletter (a more informal method to share reflections).
- Children can ask the organisation questions about what it's doing to uphold their rights and protect them from harm: For example, the group of Advisers will be developing a Code, which sets out their values and how they interact with each other. The Safeguarding Officers can propose a principle on safeguarding and can tell the advisers that at any time they can come to them with concerns or questions.
- Not upholding the standards set out in this policy and in the Code of Conduct (see [Appendix II](#)) may result in action in accordance with CRIN's disciplinary procedures.



## Appendix I - Declaration of Acceptance

*Please read the Child Safeguarding Policy and Procedures carefully and then sign and return this accompanying Declaration of Acceptance to CRIN's Safeguarding Officers.*

As a representative of Child Rights International Network (CRIN) I have received and read the Child Safeguarding Policy and Procedures. I have raised any questions or concerns I may have with CRIN's Safeguarding Officers and any questions or concerns have been fully addressed. I agree to be bound by CRIN's Child Safeguarding Policy and Procedures and to hold myself to the highest standard of child safeguarding.

Name:

Position:

Location:

Date:

Signature:

As one of CRIN's two Safeguarding Officers I can confirm that I shared CRIN's Child Safeguarding Policy and Procedures and answered any questions or concerns that the above CRIN representative raised. Notes of any questions or concerns that were discussed are summarised below. I am signing below to attest to the fact that I have received their signed Declaration of Acceptance and will share a copy of this signed document with them.

Name:

Position:

Location:

Notes of any questions or concerns raised:

Date:

Signature:

## Appendix II - Code of Conduct

The aim of this Code of Conduct is to make clear what is expected of all staff in their interactions with children - what the professional boundaries should be and what is and is not acceptable behaviour. CRIN staff and representatives must abide by the following Code of Conduct (with thanks to Child Rights Connect and Defence for Children International for their Codes of Conduct which we have incorporated here and built on):

### CRIN staff and representatives do not:

- Hit or otherwise physically assault or physically abuse children.
- Develop physical/sexual relationships with children.
- Develop relationships with children which could in any way be seen as exploitative or abusive.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive.
- Behave physically in a manner which is inappropriate or sexual in nature.
- Sleep in the same room as a child.
- Do things for children of a personal nature that they could do on their own.
- Permit or participate in behaviour of children that is illegal, unsafe, or abusive.
- Act in ways meant to shame, humiliate, belittle, patronise or degrade children, or otherwise commit a form of emotional abuse.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- Expose children to pornographic materials in electronic or any other form.
- Use an image, information or story of a child online including on social media, unless consent has been given by the child, or where relevant, their parent or guardian.
- Think that safeguarding is not our concern or responsibility.
- Overstep professional boundaries, such as having contact with children outside of CRIN's work and discussing personal topics.

### CRIN staff and representatives do:

- Ensure that they are familiar with CRIN's Child Safeguarding Policy and Procedure and their individual responsibility to uphold it.
- Cooperate fully with any investigation on a safeguarding concern.
- Use the two-adult rule - meaning that there should be two adults present in any interactions, whether in-person or virtual, with children.
- Observe and respect confidentiality of all children and their personal information.
- Ensure child-friendly language and communicate clearly.
- Respect children's views and give equal opportunity to all for expression of their views without discrimination.
- Empower children to understand their rights and to participate in decision-making processes, especially those related to their involvement with CRIN.

- Help other adults better understand their responsibilities to safeguard children, give children space to participate in decision-making, and value children's voice.
- Ensure that all activities involving children are smoke, drug and alcohol-free zones.
- Consider the ways children could be indirectly harmed by involvement with CRIN.
- Always conduct a risk assessment for any new activity that involves children.
- Discuss any questions or concerns you may have about safeguarding with CRIN's Safeguarding Officers.
- Dress appropriately and respectfully.
- Plan activities that involve children in a way that safeguards them from harm.
- Be aware of the typical power imbalance between children and adults and do what you can to level it out, including by creating a participatory, egalitarian and safe space for dialogue and giving equal consideration to both children's and adult's views.
- Be cognisant of the time you are asking them to commit and that they are children with their own lives and other things to do (i.e. school, jobs, family, friends, play time).
- Be careful about the expectations you help set of children's involvement in an activity to ensure they are reasonable and agreed upon mutually.
- Accept to apply the safeguarding principles, where relevant, in their private lives.
- Abide by CRIN's Guidance on Interacting with Children ([Appendix IX](#)).

The above is not an exhaustive list. CRIN staff and representatives should consider all ways in which their behaviour can impact upon the well-being and safety of children and not engage in any activity that would compromise this. When in doubt, seek the advice of CRIN's Safeguarding Officers.

I agree to abide by the professional boundaries set out in this Code of Conduct.

Name:

Position:

Location:

Date:

Signature:

**Appendix III - Risk Assessment Form**

Before CRIN representatives begin any activity where children will be involved (whether in-person or virtual) a risk assessment must be filled out, in consultation with one of the child Safeguarding Officers, and kept on file.

<b>Nature of activity</b>	<b>CRIN representatives involved</b>	<b>Nature of children's involvement</b>	<b>How will CRIN representatives and children interact</b>	<b>Are there any risks in this activity and interaction?</b>	<b>Likelihood of these risks and impact on children</b>	<b>Mitigation strategies</b>	<b>Designated responsibilities to monitor implementation of mitigation strategy</b>

## Appendix IV - Definitions and Types of Harm

As stated at the top of this policy, Article 19 of the Convention on the Rights of the Child states that children should be protected “from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.”

Breaking this down, this can include (taken from [Keeping Children Safe's Child Safeguarding Standards](#), see [Appendix X on resources](#)):

- **Physical abuse**: actual or potential physical harm perpetrated by another person, adult or child.
- **Sexual abuse**: forcing or enticing a child to take part in sexual activities that they do not fully understand and have little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.
- **Child sexual exploitation**: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual. Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple people.
- **Neglect and negligent treatment**: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions.
- **Emotional/Psychological abuse**: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.
- **Commercial exploitation**: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

CRIN staff and representatives should be aware of other types of harm, such as unintended consequences that can arise from children's involvement in CRIN's work:

- Not meeting expectations: Children may develop high expectations for what we will be able to accomplish by their very involvement in our work. At the outset of working together (i.e. with the group of Advisers on children's rights and the environment work) CRIN should ensure that there is a conversation around expectations for the activity so that no one develops expectations that can't be met.
- Too much being asked of them and causing stress: CRIN needs to be conscious that while it wants to involve children in its work, it also wants to do so in a way that is conscious of other things they have on, including school, jobs, family life and time with friends. Stress can also be caused not just by time demands but by feeling they have too much responsibility and pressure. Therefore, staff should set reasonable expectations in collaboration with the child - discuss what kind of time they can give and assess whether there are any periods where they are too busy to give their time. Staff should ensure they've made clear that the child can let them know about any concerns and change their ability to engage with CRIN's work at any time.
- Their very involvement in CRIN's work not being supported by their government: Human rights, and even climate activism, are not supported in many countries, particularly for children. In some countries, international NGOs can be seen as a foreign threat and having any citizens involved with them could be seen as an illegal activity in the eyes of their government. Children may also share their activism online, which could prompt reprisals from their government or others. CRIN must be incredibly careful in this regard, include it in their risk assessment and consult with external experts, such as Frontline Defenders, Tactical Tech and country-specific experts, to assess the risk.
- Bullying and peer pressure: Through its Adviser group(s) children will be interacting with each other. While every effort will be made to ensure communications are done in a respectful manner from everyone involved, it is possible that individuals could say something that may be perceived as insensitive, particularly when we are dealing with multiple cultural contexts (see below).
- Insensitivity to other cultures: CRIN's work is global by nature and therefore the involvement of children in our work strives to be representative of the world we live in. This means we deal with many different cultures, which raises the risk of harm of children and adults not being aware of different cultural sensitivities.
- Upsetting information: The very nature of the issues that CRIN works on is difficult - whether it's child rights violations or climate breakdown and what our future may hold. While CRIN has to be careful to not dance around issues and patronise children, it also needs to ensure that in communications with them that it discusses these issues in a sensitive manner and focuses as much as possible on solutions, while also giving space for each child to share their experience with an issue.

## Appendix V - Indicators of Child Abuse

The below indicators are not exhaustive and are taken directly from Child Matters:

<https://www.childmatters.org.nz/insights/abuse-indicators/>

### Indicators of Emotional Abuse

There may be *physical indicators* that a child is being emotionally abused. Some examples of this are:

- Bed-wetting or bed soiling that has no medical cause
- Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains)
- Prolonged vomiting or diarrhoea
- Has not attained significant developmental milestones
- Dressed differently from other children in the family
- Has deprived physical living conditions compared with other children in the family

There may also be *behavioural indicators* that a child or young person is being emotionally abused. Some examples of this are:

- Suffers from severe developmental gaps
- Severe symptoms of depression, anxiety, withdrawal or aggression
- Severe symptoms of self-destructive behaviour – self-harming, suicide attempts, engaging in drug or alcohol abuse
- Overly compliant; too well-mannered; too neat and clean
- Displays attention seeking behaviours or displays extreme inhibition in play
- When at play, behaviour may model or copy negative behaviour and language used at home

There may be *indicators in adult behaviour* that could indicate emotional abuse. Some examples of this are:

- Constantly calls the child or young person names, labels the child or publicly humiliates the child
- Continually threatens the child or young person with physical harm or forces the child to witness physical harm inflicted on a loved one
- Has unrealistic expectations of the child or young person
- Involves the child or young person in “adult issues”, such as separation or access issues
- Keeps the child or young person at home in a role of subservient or surrogate parent

### Indicators of Neglect

There may be *physical indicators* that a child or young person is being neglected. Some examples of this are:

- Inappropriate dress for the weather
- Extremely dirty or unbathed
- Inadequately supervised or left alone for unacceptable periods of time
- Malnourished

- May have severe nappy rash or other persistent skin disorders or rashes resulting from improper care or lack of hygiene

There may also be *behavioural indicators* that a child or young person is being neglected. Some examples of this are:

- Demonstrates severe lack of attachment to other adults
- Poor school attendance or school performance
- Poor social skills
- May steal food
- Is very demanding of affection or attention
- Has no understanding of basic hygiene

There may be *indicators in adult behaviour* that could indicate neglect. Some examples of this are:

- Fails to provide for the child or young person's basic needs, such as housing, nutrition, medical and psychological care
- Fails to enrol a child or young person in school or permits absenteeism
- Leaves the child home alone
- Is overwhelmed with own problems and puts own needs ahead of the child or young person's needs

### Indicators of Physical Abuse

There may be *physical indicators* that a child or young person is being physically abused. Some examples of this are:

- Unexplained bruises, welts, cuts, abrasions
- Unexplained burns
- Unexplained fractures or disclosures

There may also be *behavioural indicators* that a child or young person is being physically abused. Some examples of this are:

- Is wary of adults or of a particular individual
- Is violent to animals or other children or young people
- Is dressed inappropriately to hide bruises or other injuries
- May be extremely aggressive or extremely withdrawn
- Cannot recall how the injuries occurred or gives inconsistent explanations

There may be *indicators in adult behaviour* that could indicate physical abuse. Some examples of this are:

- May be vague about the details of the cause of injury and the account of the injury may change from time to time
- May blame the accident on a sibling, friend, relative or the injured child or young person
- Shakes an infant
- Threats or attempts to injure a child or young person
- Is aggressive towards a child in front of others



- May delay in seeking medical attention for a child or young person

### Indicators of Sexual Abuse

There may be *physical indicators* that a child or young person is being sexually abused.

Some examples of this are:

- Torn, stained or bloody underclothing
- Bruises, lacerations, redness, swelling or bleeding in genital, vaginal or anal area
- Blood in urine or faeces
- Sexually transmitted disease
- Unusual or excessive itching or pain in the genital or anal area

There may also be *behavioural indicators* that a child or young person is being sexually abused. Some examples of this are:

- Age-inappropriate sexual play with toys, self, others
- Bizarre, sophisticated or unusual sexual knowledge
- Comments such as “I’ve got a secret”, or “I don’t like uncle”
- Fire lighting by boys
- Fear of certain places e.g. bedroom or bathroom

Some examples of this in older children or young people are:

- Eating disorders
- Promiscuity or prostitution
- Uses younger children in sexual acts
- Tries to make self as unattractive as possible

There may be *indicators in adult behaviour* that could indicate sexual abuse. Some examples of this are:

- May be unusually over-protective of a child or young person
- Is jealous of a child or young person’s relationships with peers or other adults or is controlling of the child or young person
- May favour the victim over other children
- Demonstrates physical contact or affection to a child or young person which appears sexual in nature or has sexual overtones”

## Appendix VI - Dos and Don'ts if a Child Discloses to You

The below helpful tips are taken from:

<http://guides.womenwin.org/gbv/readiness-and-response/response-referral-and-reporting/dis-closure-dos-and-donts> They are also available in [French](#), [Spanish](#) and [Portuguese](#).

“If a child discloses child abuse to you, it is critical to be prepared to handle the situation in the appropriate manner and then report it to the appropriate authorities.

The guiding principle in responding to any concerns around child protection is that the safety and welfare of the child should always take precedence. No child should be put at more risk by any action you undertake.

If a young person informs you that she/he is concerned about someone's behaviour towards them or makes a direct allegation you can follow the points below.

General points (<https://www.nsvrc.org/elearning/21385>):

- Accept what the child says
- Keep calm
- Don't panic
- Don't seek help while the child is talking to you
- Take what they say seriously, even if it involves someone you feel sure would not harm them. We know from experience that we must listen to what we are told even if it is difficult to believe
- Be honest
- Look at the child directly
- Do not appear shocked
- Let them know that you need to tell someone else
- Assure them that they are not to blame for the abuse
- Never ask leading questions
- Try not to repeat the same questions to the child
- Never push for information
- Do not fill in words, finish their sentences, or make assumptions
- Be aware that the child may have been threatened
- Take proper steps to ensure the physical safety and psychological well-being of the child. This may include referring them for medical treatment or to a psychologist
- Make certain you distinguish between what the child has actually said and the conclusions you may have made. Accuracy is paramount in this stage of the procedure
- Do not permit personal doubt to prevent you from making a report.
- Let the child know what you are going to do next and that you will let them know what happens

Things to say or do

- Repeat the last few words in a questioning manner
- 'I believe you'
- 'I am going to try to help you'
- 'I will help you'
- 'I am glad that you told me'
- 'You are not to blame'
- 'You did the right thing by telling me'
- Say I cannot keep this a secret, but I won't tell anyone except for those who must know to help (doctors, police)
- Report to the authorities
- Bring the survivor to get external medical and legal help immediately

Things not to say or do

- 'You should have told someone before'
- 'I can't believe it! I'm shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'
- Doubt the child's disclosure
- Make promises you cannot keep
- Confront the offender
- Wash or fix the survivor if they have been abused (as long as their safety is not jeopardized). The survivor's condition is evidence for prosecution.

At the end of the disclosure

- Reassure the child that it was right to tell you but do not promise confidentiality
- Let them know what you are going to do next
- Immediately seek help, in the first place from the designated child protection officer
- Write down accurately what the young person has told you. Records should be detailed and precise. Sign and date your notes. Keep all notes in a secure place for an indefinite period. These are essential in helping your organisation/ Social Services/ the Police decide what is best for the child, and as evidence if necessary
- Use the reporting form is a sensible way of making sure that you gather all the relevant and important information
- Seek help for yourself if you feel you need support"

**Appendix VII - Child Safeguarding Incident Reporting Form**

*This report should be filled out if there is a safeguarding concern about any child with whom CRIN interacts. It is important when filling this out to remember that you are to report on what was seen/heard - not drawing your own conclusions. The report can be filled out by any individual to whom a child discloses the incident and must be submitted to CRIN's Safeguarding Officers. It can be submitted via email to [lianne@crin.org](mailto:lianne@crin.org) and [isabelle@crin.org](mailto:isabelle@crin.org). This form is also available via [Google Forms](#) whereby an individual can submit a concern anonymously.*

*Once this incident reporting form is received by CRIN's Safeguarding Officers they must take swift action, including by reporting anything that involves CRIN staff to CRIN's Director and CRIN Council. They must also ensure that the contents of this form are digitally stored in a secure and confidential manner in line with CRIN's Data Protection Policy.*

<p><u>Date:</u></p> <p><u>Name of child whom there is a concern about:</u></p> <p><u>Name of person submitting this form:</u></p> <p><u>Contact details of person submitting this form:</u></p> <p><u>Your relationship to the child:</u></p> <p><u>Details of concern (what, who, where, when):</u></p> <p><u>Did the child disclose directly to you? If so, what was shared and how did you respond?</u></p> <p><u>Any known information about the perpetrator:</u></p> <p><u>Details of any action that may have already taken place:</u></p> <p><u>Current location and safety of child:</u></p> <p><u>Who else is aware of the concern (provide contact details if possible)?</u></p> <p><u>Does the child know that you are raising this concern?</u></p> <p><u>Any other information you think is important to provide:</u></p> <p><u>I attest that this information is true to the best of of my knowledge: [name]</u></p>
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**To be filled out by CRIN's Safeguarding Officers upon receipt of the form**

Electronic version of this form is [here](#).

Name:

Position:

Location:

Date that incident report was received:

Is more information needed? If so, from whom can you collect this information?

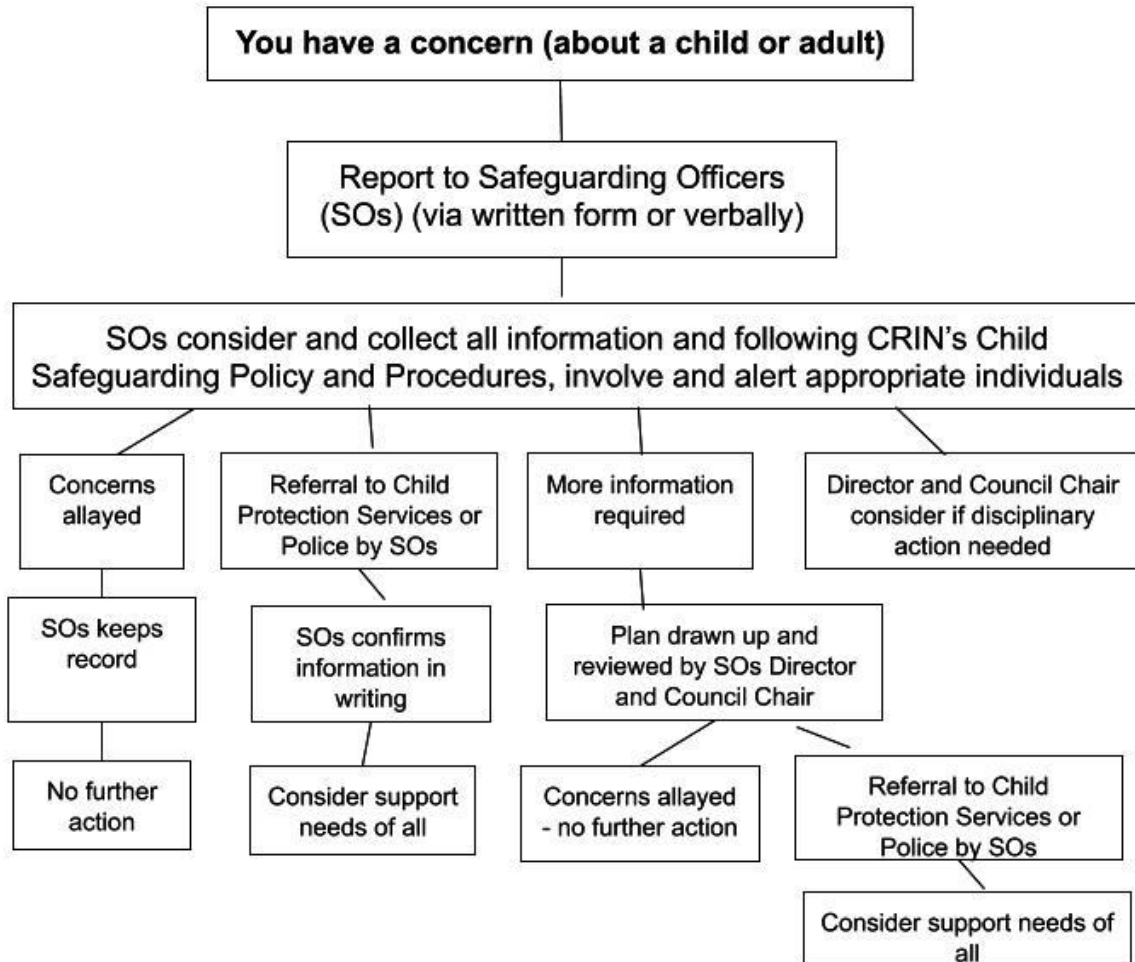
Is this incident in relation to any action of a CRIN associated individual? If yes, CRIN's Safeguarding Officers are to immediately alert CRIN's Director.

Details of any action taken (i.e. Referral to police, children's services, social welfare, other. Give contact details and date and time of action):

Was this incident referred to the police or child protection services? If not, why?

**Appendix VIII - Child Safeguarding Procedure Flowchart**

This flowchart was developed using the one provided by Child Rights Connect (see [Appendix X](#) on resources).



## Appendix X - Resources Used in the Drafting of This Policy and Safeguarding Training

### Resources used

It should be noted that CRIN has referred to a lot of external guidance in developing its Child Safeguarding Policy and Procedure, including:

- [UN Convention on the Rights of the Child](#)
- [Keeping Children Safe's Child Safeguarding Standards and how to implement them](#)
- [Child Rights Connect's Child Safeguarding Policy and Procedure](#)
- Child Rights Connect's Internal Checklist - Child Safeguarding in Your Child Participation Activity
- Defence for Children International's Child Safeguarding Policy and Principles
- [Plan International's Global Policy on Safeguarding Children and Young People](#)
- [https://plan-international.org/sites/files/plan/field/field\\_document/annex\\_b.pdf](https://plan-international.org/sites/files/plan/field/field_document/annex_b.pdf)
- Act2Gether's Zoom Safety Guidance
- Safe Passage's Guidance for Guest Facilitators

We are grateful to these organisations for the thinking that went into the development of their own policies. Credit has been given where another organisation's text was more or less directly used in the policy.

### Training opportunities

- A 14-minute TEDx Talk by an adult survivor of child sexual abuse on how to respond to disclosure Healing From Sexual Abuse Can Start With One Word (Rena Romano | TEDxOcala)  
[https://www.ted.com/talks/rena\\_romano\\_healing\\_from\\_sexual\\_abuse\\_can\\_start\\_with\\_one\\_word?utm\\_source](https://www.ted.com/talks/rena_romano_healing_from_sexual_abuse_can_start_with_one_word?utm_source)
- TUSLA (Irish child protection agency) guidance on disclosure  
<https://www.tusla.ie/children-first/general-public/how-should-i-deal-with-a-disclosure-of-abuse-from-a-child/>
- 15 minute e-learning course on responding to disclosure (EN) (Guiding principles: Listen-Believe-Act; practical tips on dealing with disclosure)  
<https://campus.nsvrc.org/course/view.php?id=45> (full text version:  
<https://campus.nsvrc.org/mod/resource/view.php?id=301>)
- Guidance on potential indicators of abuse:  
<https://www.childmatters.org.nz/insights/abuse-indicators/>
- e-learning resources on child safeguarding and child protection
- National Sexual Violence Resource Centre, retrieved from  
<http://www.nsvrc.org/elearning/21385> (in English) e-learning portal also available in ES
- Tusla (Irish child protection agency) e-learning on child safeguarding (1.5 hours in English, useful outside of Ireland too for general concepts and understanding including on WHEN to refer to authorities (noting that national law needs to be taken into account) <https://www.tusla.ie/children-first/children-first-e-learning-programme/>
- See list of NSPCC online training courses here:  
<https://learning.nspcc.org.uk/training/our-elearning-courses>