



## **Child protection policy**

### **1. Introduction**

Everyone involved in the community projects of the Move Forward Foundation are committed to a practice, which protects children from harm. Our trustees, crew and volunteers accept and recognise the responsibilities to develop awareness of issues, which cause children and young people harm.

We will do everything within our power to protect children and young people by:

- Following child protection guidelines through a code of behaviour.
- Sharing information about child protection and good practice with everyone involved.
- Following the procedures for recruitment of our coaches and selection of crew and volunteers.
- Checking our crew members and trustees on their judicial past prior to the start of their position.
- Volunteers can not be alone with the children and young people to avoid the possibility of unprofessional behaviour.
- Crew members can only be one on one with the children and young people in exceptional circumstances. Those confidential conversations can only take place in an open space, visible by other crew members.
- A zero tolerance policy for the use of drugs, alcohol and/or strong medication during our projects by everyone involved.

### **2. Statement of intent**

It is the policy of the Move Forward Foundation to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm. This organisation is committed to create a safe environment in which young people can feel comfortable and secure while engaged in any of our projects. Crew and volunteers should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Move Forward Foundation.

### **3. Guidelines for all crew members and volunteers of the Move Forward Foundation.**

#### **Approach**

Crew and volunteers are committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying.
- Valuing each child and young person.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child or young person.

#### **One to one contact**

Crew and volunteers will:

- Not spend time alone with children, away from others. At least two crew members or a crew member and a volunteer need to be there with the child or young person.
- If in a specific situation privacy is needed, ensure that other crew members are informed of the meeting a crew member has with the child or young person and its whereabouts. Make sure the meeting is visible for other crew members to witness it from a distance.

#### **Physical contact**

Crew and volunteers should never:

- Have unnecessary physical contact with a child or young person.
- Engage in sexually provocative or rough physical games.
- Allow, or engage in, inappropriate touching of any kind.

#### **General**

Crew and volunteers should:

- Be aware that someone might misinterpret their actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts.
- Never allow ourselves to be drawn into inappropriate attention seeking situations.
- Never overestimate or minimize child abuse issues or make suggestive remarks or gestures about, or to a child or young person.

## **Sharing information**

Good communication is essential in any organisation. In the Move Forward Foundation every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

## **Children & Young People**

Children and young people have a right to information, especially any information that could make life better and safer for them. The Move Forward Foundation will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information the Move Forward coaches and crew will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

## **Staff & Volunteers**

As an organisation, which offers support and guidance to children and young people, it is necessary that each member of the Move Forward Foundation is aware of their responsibilities under the Child Protection legislation and has a working knowledge of our procedures. Each person involved by our projects as a crew member will receive training in Child Protection every two years.

## **Alleged abuse**

When an allegation is made against a crew member or volunteer, then the allegation must be passed to the local police and to the organisation Veilig Thuis 0800-2000 or one similar too that one in any of the countries we are active in. The contacted persons will record a note of the consultation and will advise on the appropriate action that needs to be taken.

## **Training**

Online we ask each coach and crew member to check out the play by the rules - Child Protection and Safeguarding course.

In 2022 we will add the following courses for our crew members:

Introduction to Safeguarding Children Training Course (Level 1 Safeguarding)

Advanced Safeguarding Children (Level 2)

Designated Safeguarding Lead Training (Level 3).

All crew and volunteers shall have access to appropriate training on a regular basis, at least every 2 years.

## **Disclosure**

- Never guarantee absolute confidentiality, as child protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him / her reassurance without making promises, and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Take away feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion precisely, as soon as possible after the event.
- Use the child's words or explanations – do not translate into your own words, in case you have misunderstood what the child was trying to say.
- Contact the police or Dutch organisation Veilig Thuis for advice / guidance.
- Record any discussions or actions taken within 24 hours.