



LAYTON RAHMATULLA BENEVOLENT TRUST

Child Safeguarding Policy

Child Safeguarding Policy

1.1 Purpose

1. For the purpose of this policy a child is any human being under the age of 18 years. Children represent a small number as patients in LRBT Hospitals and Community Eye Health Centers as compared to a large number in our School Screening Programmes. We know that children with disabilities are more likely to be abused. LRBT is committed to keeping children safe in its facilities from abuse through awareness raising, prevention, responding and reporting and the implementation of LRBT's Child Safeguarding Policy. LRBT believes that every child has the right to protection, regardless of gender, ethnicity, religion, sexual orientation and whether or not they have a disability.

1.2 Scope

1. Policy is designed to provide guidance to all LRBT Representatives so that they understand the importance of child safeguarding issues as well as undertake their legal, ethical and policy responsibilities within and outside working hours.

1.3 Policy

1. LRBT believes in creating a protective environment for ALL children visiting LRBT's facilities that ensure their safeguarding against all forms of violence (physical, psychological, emotional, socio-cultural, and gender-based), abuse, exploitation, neglect and discrimination.
2. LRBT also ensures that its staff, programmes and operations do not harm any child in the manners as mentioned below:
 - a. LRBT is obliged to protect children from any form of discrimination.
 - b. All actions concerning the child shall take into account of his or her best interests.
 - c. Every child has the inherent right to life.
 - d. Every child shall be protected against violence, abuse, neglect and exploitation, including sexual abuse and exploitation, economic exploitation and worst forms of labour, illegal use of drugs and drugs trafficking, kidnapping, selling and child trafficking and protection during armed conflict.
 - e. Every child has the right to express his or her opinion freely and to have that opinion taken into account in any matter or procedure affecting the child.
3. All LRBT Representatives should be aware of the circumstances in which the risks of harm or disgrace to children are increased and must mitigate these risks by:
 - Undertaking a Risk Analysis prior to any activity involving children.
 - Abiding by the LRBT's Code of Behavior pertains to this policy.
 - Abiding by the instructions for communication and fundraising as described in this policy.

Undertaking a Risk Analysis

A Risk Analysis will be undertaken prior to any activity involving children or out of the ordinary visits where children are present, or research with children and measures undertaken to mitigate any risks. Risk Identification form is attached at Annex-1.

Child Safe Recruitment & Selection

Following procedures will be taken into consideration to ensure child safe recruitment and selection:

1. All job advertisements will mention that LRBT is a “child-safe organisation”.
2. Candidates for hospital and community jobs will be asked specific child safeguarding related questions during their interviews.
3. All LRBT Hospitals and community staff will undergo mandatory orientation training including safeguarding children.
4. All LRBT staff will be provided Employee Handbook for their information and record which will include child safeguarding policy too.
5. Any information in contrast to child safeguarding will disqualify the candidate from service immediately.

Code of Behavior

All LRBT Representatives are required to understand their responsibility to keep children safe and obey this Code of Behavior. This is designed primarily to protect children; however it also serves to guard representatives from false accusations; and the name and reputation of LRBT.

Adherence to this Code of Behavior is mandatory for all LRBT representatives. Any violation will result in disciplinary proceedings which may include termination from service or legal action where the severity warrants it.

Acceptable Behavior:

LRBT representatives should:

1. Be committed to creating a culture of openness and mutual accountability at workplaces. This culture will enable all child protection concerns to be raised and discussed and abusive behavior can be challenged.
2. Contribute to an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them.
3. Ensure the use of the ‘Two Adult Rule’. This means, when interacting with children, ensure that another adult is present or within reach.
4. Ensure physical contact is at all times appropriate and not an invasion of the child’s privacy.
5. Use positive, non-violent methods to manage children’s behavior.
6. Respond to all concerns, allegations or disclosures according to the reporting protocol.
7. Comply with any investigation (including interviews) and make available any information necessary for completion of the investigation.

Unacceptable behavior

Within their work, LRBT representatives must not specifically:

1. Hold, fondle, kiss, cuddle or touch children in an inappropriate and/ or culturally insensitive way.
2. Engage in activities involving close body contact with children beyond the professional requirements.
3. Act in ways that may be abusive or may place a child at risk of abuse.
4. Make sexually suggestive comments or actions to a child, even as a joke.
5. Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defense.
6. Marry a person below the age of 18, regardless of consent and local custom.
7. Assist a child in tasks that he or she can do unaided (such as taking them to the toilet, bathing or changing clothes), unless help is requested, in which case the 'Two Adult Rule' applies.
8. Hit or otherwise physically assault or physically abuse children. All disciplinary measures should not be violent or degrading.
9. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
10. Discriminate against or favor particular children to the exclusion of others.
11. Develop relationships with children that could in any way be deemed exploitative or abusive.
12. Spend time alone with a child, away from others, behind closed doors or in a secluded area (see 'Two Adult Rule' above).
13. Take a child to their home or visit a child at their home where they may be alone with that child, or sleep in the same room, without another adult present.
14. Sleep in the same bed as a child or allow a child to stay overnight at their home unsupervised, when not related to that child.
15. Condone, or participate in behavior with children, which is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse or substance abuse.
16. Exploit children for their labor (e.g. domestic servants) or for sexual purposes (e.g. prostitution) or trafficking of children; The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time, however the 'Two Adult Rule' should be applied.
17. Take a child alone in a vehicle unless it's absolutely necessary and with parental and managerial consent.

Communications

It is imperative that instructions on communications are in place to ensure that people with ulterior motives cannot misuse photographs and related information beyond the agreed purpose and consent. The best interests of each child are to be protected over any other consideration.

1. LRBT is committed to ensure all interviews and images of children are undertaken with sensitivity in order to safeguard the child's right to dignity, identity, confidentiality and privacy. Where possible, children should be prepared for interviews prior to being interviewed. A parent or guardian must always be present during interviews.

2. Pictures of children should always be decent and respectful and it should be avoided that a family and / or a community is stigmatized and stereotyped. All children, both girls and boys should be clothed top and bottom. Consent to use information obtained in interviews and/or images of children who have been interviewed should be obtained from children themselves (if they are of an age, understanding and possess the maturity to do so) and from their parents and/or guardians.
3. LRBT will carefully guard any information about all children who feature in LRBT publications, ensuring that their personal data is used appropriately. This also applies when material is made available to third parties.
4. Pictures, materials and personal information regarding children will be held in a secure database and only authorized personnels will have access.

Confidentiality

All reports and information pertain to this policy will be treated and managed with the confidentiality to protect the identity of the child concerned, informer and accused appropriately.

Reporting and Incident Management

LRBT has reporting and incident management procedures for handling reports related to Child Abuse. The goal of these procedures is to enable an appropriate and swift investigation of any given case and to identify cases of abuse and maltreatment early on. All LRBT staff should be informed of LRBT's Child Safeguarding Reporting and Incident Management Procedures. The welfare and safety of the child serve as the foundation for all the decisions made during the management of an incident or suspected case.

Duties of the designated Child Safeguarding Focal Person

Hospital Administrators/Administrative Superintendent/Admin Officer will be the Child Safeguarding Focal Person in all LRBT Facilities. In the event of a concern being raised, Hospital Administrator of the respective LRBT Hospital will hold a meeting with the Chief Medical Officer on receipt a report on suspected child abuse. He will closely liaise with the GM Operations, LRBT Central Office and provide report to them for further action.

Based on the information provided, decisions will be made by the CEO which may include:

- a. Reporting to relevant local law enforcement agencies or any other external body if the matter is criminal in nature.
- b. Refer or connect support services to the child/children in concern and their families.
- c. Appoint and delegate the investigation to an Investigating Team if the matter is in breach of this Policy and therefore requires further enquiry.
- d. Also monitor the progress of the investigation and give guidance as appropriate.

Implementation of the Child Safeguarding Policy

LRBT will take the following measures to ensure the effective implementation of this policy:

1. All LRBT Hospitals and community employees will be required to sign an acknowledgement and consent to the terms of this policy during orientation training.
2. LRBT website homepage and every workplace will display information that LRBT is a 'Child-Safe' organization with contact details for reporting possible child abuse concerns to the relevant authority.



3. LRBT will integrate child safeguarding measures into relevant core internal processes such as: planning and program design, partner agreements, risk management, monitoring and accountability mechanisms and recruitment processes.
4. Submit a summary of child safeguarding concerns received (without confidential details) annually to the Chairman to ensure transparency and accountability.

Risk Identification Chart

Areas of risk	Risk factors	Risk Significance High, Medium, Low	Mitigating strategy	Actions to implement



CONFIDENTIAL

REPORTING FORM FOR SUSPECTED CASES OF CHILD ABUSE OR MALTREATMENT

To : Hospital Administrator / Administration

What kind of situation are you concerned about?

Did you witness child abuse?	Yes	No
Do you suspect someone of child abuse?	Yes	No
Has someone been accused of child abuse?	Yes	No
Has someone reported child abuse to you?	Yes	No
Do you believe that a child may have been neglected?	Yes	No
Do you believe that a child may have been mentally abused?	Yes	No
Do you believe that a child may have been emotionally abused?	Yes	No
Do you believe that a child may have been sexually / physically abused?	Yes	No
Do you believe that a child may have been spiritually abused?	Yes	No

Your concern is found if you answered YES to any of these questions. As a LRBT Representative it is your duty to report your concern with this form. Please do not delay; a child could be at risk or in serious danger if you do not act. However, please do not take any personal action or disclose any information to Third Parties until you have spoken with the Administration.

Information about You

Name:	Designation / Relation with LRBT:
Location:	Mobile No.:
Address:	

What is your relationship to the child?

Information about the Child (if other children are affected, please fill out separate form for each)

Name:	Father Name:
Date of Birth:	Gender:
Address of Child:	
Relationship to the potential abuser:	
Current location of the Child:	
What measures have been instituted for the child's safety at present?	
What measures have been instituted to ensure that the abuse cannot continue?	
What other measures are necessary to protect the Child?	
Is the child particularly vulnerable? <input type="radio"/> Yes <input type="radio"/> No If yes, please explain:	
Does the child have a disability? <input type="radio"/> Yes <input type="radio"/> No If yes, please specify the disability:	
Does the child have special communication needs? <input type="radio"/> Yes <input type="radio"/> No If yes, please specify:	
Has the child been repeatedly abused? <input type="radio"/> Yes <input type="radio"/> No	
Has the child been traumatized? <input type="radio"/> Yes <input type="radio"/> No	
Please mention special cultural factors that need to be taken into consideration:	
Other information (if any):	
What relevant bodies have been informed?	



Mention date & time while contact was made, the name of the person with whom you spoke and what you talked about:

Information about the Potential Abuser

Name:	Gender:
Age:	Nationality:
Suspected abuser’s relationship to the child:	
Suspected abuser’s relationship to LRBT:	

Information about Your Concern

Type of concern/suspicion (please describe the type of abuse or maltreatment, who reported it, circumstances of the abuse and course of events):

Location of abuse:	
Date:	Time:
Witness 1 (if any):	Witness 2 (if any):

Conversation Report:

Please describe exactly what the child said with his/her own words and what you said. Please do not direct the conversation with leading questions, report exactly what the child said:

<p>Observations (such as injuries, fear, general impression of the child, etc.)</p>
<p>Have you confronted the suspected individual with the allegations? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, how did the suspected individual respond to the allegations?</p>
<p>What other steps have you taken? What other measure have you initiated?</p>
<p>Location:</p>
<p>Date:</p>



CONSENT FORM TO INTERVIEW AND USE IMAGES OF CHILDREN

Guidelines on obtaining consent

Age of Child	Child's Consent	Consent of Parents/Guardians
Under 7	No	Yes
7 to 14	Yes, only if the child can fully understand what they are consenting to.	Yes
Above 14	Yes, only if the child can fully understand what they are consenting to.	Not necessary if child's consent has been obtained

Part A

Consent by a child under 18 with necessary age, maturity and understanding (as per above guidelines). Where needed ensure this document is presented to the child or his/her parents in an appropriate language.

1. I agree to a LRBT Representative:
 - Speaking to me and recording my words
 - Taking my photographs
 - Making a video

2. I agree for LRBT to use:
 - My story
 - Photographs of myself

3. I understand that my photo and/or information will be used for purposes such as:
 - Educational
 - Promotional
 - Other (specify) _____

Name:	Date of Birth/Age:
Location:	Date:
Signature / Thumb Impression:	



Part B

Consent by parent / guardian:

- I confirm that I agree for LRBT to carry out the above
- I have authority to sign this form on their behalf (if unsigned above)
- I confirm that the child has also agreed to this

Name:	Age:
Relationship to Child:	Date:
Signature / Thumb Impression:	

Part C

Signature of the interpreter:

The interpreter will translate the contents of this form in the appropriate language of the child/guardian and confirm the following:

- The child/parent/guardian is literate and was able to sign the consent form

The interpreter will confirm this below:

- I have translated the contents of this form into a language understood by the child and / or parents/guardian
- I believe that the contents of the forms have been fully understood by the child and / or parents/guardian

Name:	Designation:
Location:	Date:
Signature / Thumb Impression:	

CHILD SAFEGUARDING - CODE OF BEHAVIOR

I acknowledge that I have read and understood LRBT's Child Safeguarding Policy. By signing this document, I agree:

- To comply the Child Safeguarding Policy of LRBT.
- To be responsible for observing and spreading awareness for the Code of Behavior in my work environment.
- To respond immediately to any concerns, allegations and incidents, and to notify the LRBT Child Safeguarding Focal Person without delay.

In this respect I will:

- Be committed to creating a culture of openness and mutual accountability at workplaces. This culture will enable all child protection concerns to be raised and discussed and abusive behavior can be challenged.
- Contribute to create and/or uphold an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with children, ensure that another adult is present or within reach.
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy.
- Use positive, non-violent methods to manage children's behavior.
- Respect children's dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work.
- Protect and handle personal data of children with care and ensure that this is also respected by third parties who receive information about children from LRBT.
- Respond to all concerns, allegations or disclosures according to the reporting protocol.
- Comply with any investigation (including interviews) and make available any information necessary.

I will never:

- Hold, fondle, kiss, cuddle or touch children in an inappropriate and/ or culturally insensitive way.
- Engage in activities involving close body contact with children beyond the professional requirements.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Make sexually suggestive comments or actions to a child, even as a joke.
- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defense.
- Marry a person below the age of 18, regardless of consent and local custom.
- Assist a child in tasks that he or she can do unaided (such as taking them to the toilet, bathing or changing clothes).
- Hit or otherwise physically assault or physically abuse children. All disciplinary measures are non-violent and do not humiliate.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.



- Discriminate against or favor particular children to the exclusion of others.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Spend time alone with a child, away from others, behind closed doors or in a secluded area (see 'Two Adult Rule').
- Take a child to their home or visit a child at their home where they may be alone with that child, or sleep in the same room.
- Sleep in the same bed as a child or allow a child to stay overnight at their home unsupervised.
- Condone, or participate in behavior with children, which is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse.
- Exploit children for their labor (e.g. domestic servants) or for sexual purposes (e.g. prostitution) or trafficking of children; The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time.
- Take a child alone in a vehicle unless it's absolutely necessary and with parental and managerial consent.

Signed: _____

Name: _____

Designation: _____

Date of Joining: _____