



www.animalfriendsjogja.org

CHILD PROTECTION POLICY

2014

We at Animal Friends Jogja [AFJ] are committed to a practice that protects children from harm.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

Child Protection Policy

CODE OF BEHAVIOUR

Statement of Intent

It is the policy of Animal Friends Jogja [AFJ] 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 creating a safe environment in which young people can feel comfortable and secure while engaged in any of AFJ's programmes, training events or workshops. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of AFJ.

Guidelines for all *Animal Friends Jogja [AFJ]* staff and volunteers

ATTITUDES

- Staff and volunteers should be 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.

BY EXAMPLE

- Staff and volunteers should endeavour to
 - Provide an example, which we would wish others to follow.
 - Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
 - Respect a young person's right to privacy.

ONE TO ONE CONTACT

- Staff and volunteers should
 - Not spend excessive amounts of time alone with children, away from others.
 - In the unlikely event of having to meet with an individual child or young person, make every effort to keep this meeting as open as possible.
 - If privacy is needed, ensure that other staff is informed of the meeting and its whereabouts.

PHYSICAL CONTACT

- Staff and volunteers should never
 - Engage in sexually provocative or rough physical games, including horseplay.
 - Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, AFJ staff/volunteers should seek a member of staff or senior member to deal with such an incident.
 - Allow, or engage in, inappropriate touching of any kind.

GENERAL

- Staff and volunteers should
 - Be aware that someone might misinterpret our 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 such as tantrums or crushes.
 - Never exaggerate or trivialize child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun.

RELATIONSHIPS

- Staff and volunteers
 - who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within AFJ or the work of AFJ.

SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, STAFF AND VOLUNTEERS

Good communication is essential in any organisation. At AFJ every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

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

When sharing information, AFJ personnel 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.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

- Publicising information on all our primary, post-primary, youth and parenting work.
- Publishing the named Designated Child Protection Person(s) and how to make a complaint on the internet site www.animalfriendsjogja.org
- Publishing a full copy of the Child Protection Policy on the internet site www.animalfriendsjogja.org

Staff & Volunteers

As an organization that offers support and guidance to children and young people it is imperative that each member of the AFJ staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of AFJ's procedures. Each member of staff will receive updated training in Child Protection.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

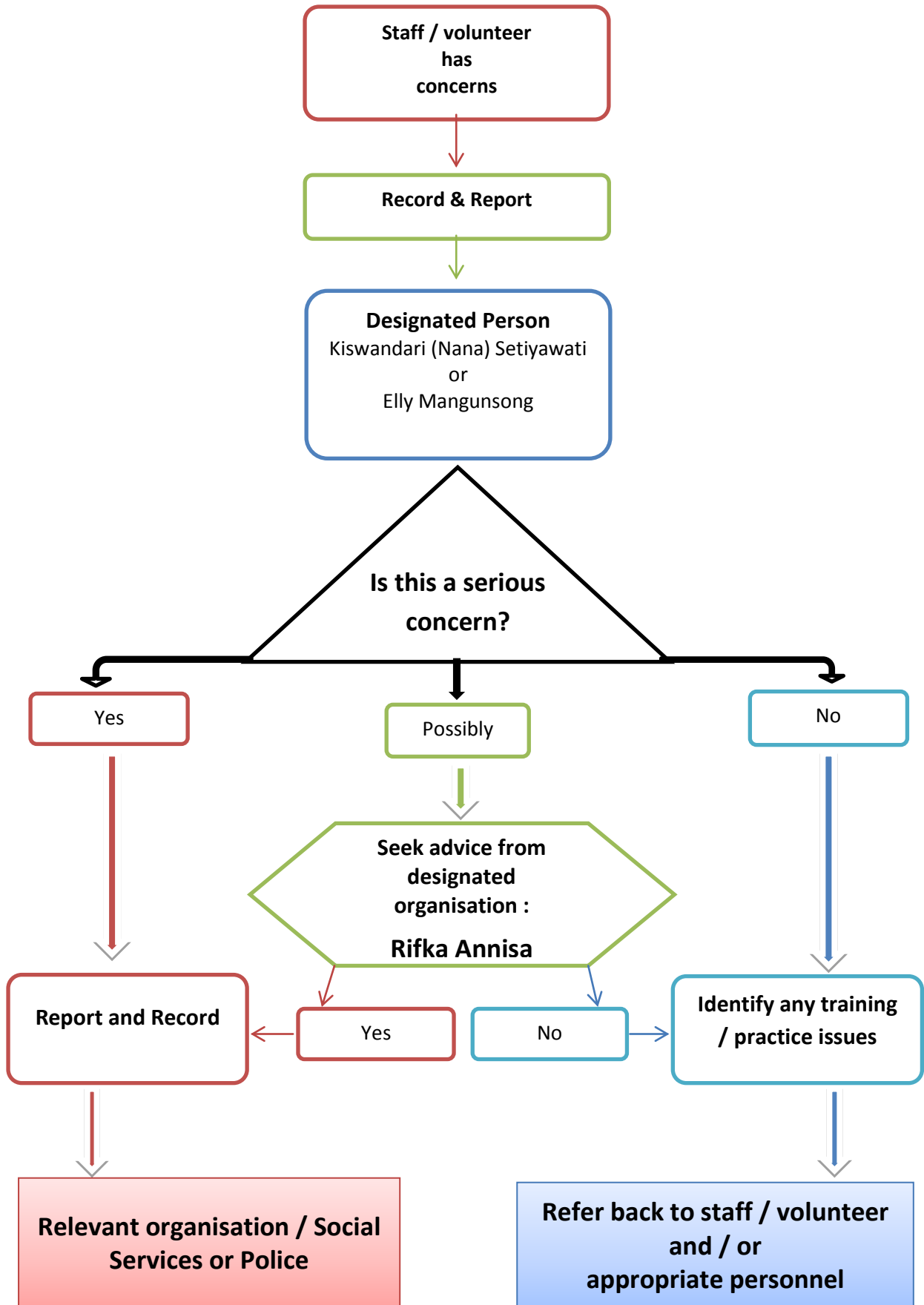
○ PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made, or someone in AFJ has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?
Include dates and times of any specific incidents
- Has the child or young person been spoken to?
If so, what was said?
- Has anybody been alleged to be the abuser?
If so, record details
- Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services, etc.
- Has anyone else been consulted?
If so, record details:

Action Taken:

REPORTING PROCEDURE FLOW CHART



DESIGNATED CHILD PROTECTION PERSONS

- **For reasons of confidentiality the only person(s) who need to know this information are the following Designated Child Protection Persons**
 1. Kiswandari Setiawati (Mbak Nana)
Founding Member, Program Manager for Animal Population Control & Designated Child Protection Person

Macanan DNIII/368
Yogyakarta55221 DIY
Tel:0274 516664
 2. Elly Mangunsong
Founding Member, Legal Administration Officer& Designated Child Protection Person

Jl. Amerta VI No. 17 Kav. 22
Jombor Kidul RT007/RW023
Sleman, Yogyakarta
Tel:081227526343
- **The Designated Person(s) will inform the relevant outsideorganisation of the incident.**
 1. RIFKA ANNISA WCC
Jalan Jambon IV Komp. Jatimulyo Indah
Yogyakarta 55241
Telp: 0274 552904; Hotline: 0274-553333; Fax: 0274-552904;
Email: rifka@indosat.net.id
Kontak Person : Tyas / Roswati

RECORD-KEEPING

- All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- Only the designated Persons will have access to these files.

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.
- Alleviate 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 accurately, 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 misconstrued what the child was trying to say.
- Contact one of the AFJ Designated Persons for advice / guidance. The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.
- If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves
- Record any discussions or actions taken within 24 hours.

FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

AFJ operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

From April 2014 each new member of staff will be required to undergo a police check as part of our recruitment policy.

AFJ will also conduct referee checks with previous employers.

RISK ASSESSMENT AND MANAGEMENT PROCESS

1. Candidates for new positions within the organisation will be required to provide a current police clearance letter during the interview stage.
2. Candidates will be asked to provide a minimum of 3 work referees who will be verbally contacted (by phone or in person) and asked to provide a verbal referral and a written email to confirm what was stated verbally.
3. Questions will be asked during interviews to see how candidates will respond to child protection concerns.
4. Candidates will be asked to state whether they have been charged with any child related crimes.
5. All activities carried out by staff or volunteers of the organisation involving children or proximity to children will be assessed for unacceptable behavior risk and will be assessed and classified for risk management.
6. Mitigation processes will be implemented in any situation where risk of unacceptable behavior is present.

PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

Animal Friends Jogja [AFJ] encourages the development of staff and volunteers through its ongoing support, supervision and training.

- **INDUCTION**

Each new member of staff or volunteer is made familiar with AFJ's policies and procedures including the Child Protection Policy.

- **APPRAISALS**

Each new member of staff undergoes 1 monthly appraisals for the first 3 month followed

by quarterly appraisals.

○ **MENTORING SCHEMES**

Each new member of staff is assigned to a mentor for the first month of their assignment. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

○ **TRAINING**

At AFJ, the management takes responsibility for the training needs of staff and volunteers. The individual, however, is expected to play a part in identifying areas they feel they require training in and informing management of those needs.

○ **ANNUAL APPRAISAL**

There is an official annual appraisal system for each member of staff.

○ **BREACHES**

If any member of staff or volunteer is found to have breached any clause in this code of conduct, he/she will be subject to disciplinary action and will be removed from working with children if deemed unsuitable.

They staff or volunteer may be dismissed, suspended or transferred to other duties if they are found to not comply with the child protection code of conduct.

○ **POLICY REVIEWS**

This policy will be reviewed in June 2019, or at an earlier time if there are changes made to the Australian guidelines for Child Protection and Code of Conduct Policies.

○ **POLICY CONSULTATION**

This policy was created in line with Australian government guidelines on Child Protection Policies.