



CHILD SAFEGUARDING POLICY FOR SIRA

Adopted by the Executive Committee of SIRA on behalf of the Board on November 12, 2018, and confirmed by the SIRA Board on January 19, 2019 together with Appendix 1 on Procedures and routines for child safety reporting.

Background

An important basic principle of the SIRA Foundation is that our activities are safe for children. Child protection means that we have routines and practices to ensure that SIRA provides safe activities for children.

This policy describes the policies and procedures that our schools in Palestine must follow to ensure that all children we are in contact with are respected and that their right to freedom from all forms of intentional or accidental injury, discrimination, violations, violence, sexual abuse and exploitation in the organization's programs are recognized.

Fundamental values

SIRA should be a safe and secure organization for children. We have zero tolerance for all forms of discrimination, violations, violence, sexual abuse and exploitation of children and do not accept any behavior that violates this policy.

This means that all staff, all representatives and any partner organizations have an obligation to read the policy, share the basic philosophy and comply with the commitments established.

SIRA's basic philosophy is that

- A child is a person under 18 years of age
- All children have the same value and the same rights and must never be discriminated regardless of the child's or parent's / guardian's skin color, gender, gender identity or gender expression; language, religion, political or other opinion, national, ethnic or social origin.
- All children have the right to freedom from discrimination, violations, violence, harm, sexual abuse and exploitation
- SIRA informs its students and works to make them aware of their right to be free from discrimination, violations, injuries, sexual abuse and exploitation.

- SIRA has an obligation to ensure that all our staff and all our representatives as well as employees in any partner organizations, regardless of where they are based, apply the best practices regarding their behavior towards children in both professional and private life.

Extent

Every child in our schools must be protected from all forms of violations, injuries, physical, mental and sexual abuse and sexual exploitation in accordance with current policies.

SIRA is actively working for the children in our activities and their families/caregivers to be aware of and understand the importance of this policy. They should be informed of how policy discrepancies should be reported.

This policy must be clear, visible and accessible to all staff, all representatives and partner organizations.

Contact persons for child protection are the Principal / Social Worker at the respective school

The policy applies to:

1. All staff, whether they work full or part time, locally or in Sweden
2. Staff employed on short-term contracts, e.g. consultants, researchers etc.
3. Active members, volunteers and board members in Palestine and Sweden.
4. Children in our schools
5. Staff and representatives of partner organizations and individuals, groups and organizations with a formal or contractual relationship with SIRA that involves contact with children.

How SIRA defines child abuse

Physical abuse: The act in which a person causes a child physical injury, illness or pain. Any form of bodily punishment is considered to be physical abuse of children.

Psychological abuse: Psychological abuse involves serious punishment, derision, criticism, mockery, deviation, rejection, exclusion, unreasonable demands, forced isolation from social contacts and constant refusal to listen to what the child has to say. All forms of physical abuse of children, including sexual assault, involve psychological abuse.

Sexual abuse: encompasses all forms of sexual acts against a child of another person.

Sexual exploitation: Abuse or attempt to abuse the child's exposed position for sexual purposes based on power or trust. This includes, but is not limited to, promising the child money, social or political gain through sexual exploitation.

Sexual abuse online (on the Internet): Comprises all forms of sexual abuse, physical and non-physical, forced on a child by another person via the Internet. SIRA shall pay attention to, prevent, act and report this form of child abuse.

All staff and all representatives of SIRA should strive for:

- Planning and organizing their work and workplace in a way that minimizes the risk of child abuse, exploitation, injury or other violation of their rights
- Promoting an environment that is characterized by openness about children's vulnerability to abuse and exploitation, where all questions or views can be investigated and discussed.

Our commitment and responsibility

All staff and all representatives of SIRA shall:

- Do everything to protect children from harm, discrimination, violation, all forms of physical and mental violence, sexual abuse or exploitation
- Treat children as individuals and with respect - regardless of the child's or parent's / guardian's skin colour; gender, gender identity, language; religion; political or other views; national, ethnic or social origin, real property; functional variation, sexual orientation, civil or other status
- Respect the child's integrity and never endanger their physical and / or mental health
- Respect children's views and concerns and give them space to express their views in situations affecting them in ways appropriate to their age and maturity
- Act respectfully in relation to children by avoiding to talk to or touch them in ways that may be perceived as inappropriate or offensive or make suggestions that may be perceived in the same way
- Never expose children to situations that they cannot understand, are not sufficiently mature to handle or they cannot consent to
- Never act with the intention of making children feel guilty, worsened, devalue or shame or otherwise expose a child to emotional abuse

All staff and all representatives of SIRA and our partner organizations have an obligation:

- To act in accordance with this policy in both their professional and private lives
- To sign a statement in conjunction with employment or commitment to confirm that they have acquainted themselves with and understood the policy and will act accordingly.
- To report immediately, in accordance with SIRA's reporting procedures, when a child has been subjected to any form of discrimination, injury, crime, physical or psychological violence, sexual abuse or exploitation
- To know where to turn suspicions about abuse and to make sure that the suspicions are being investigated
- To define, minimize and avoid situations that may expose children to risks
- To identify and avoid situations where staff behaviour can be misinterpreted
- To ensure, for example when photographing and videoing children, that an agreement was made with the parents / caregivers
- To ensure that pictures and / or information about children and parents involved in SIRA's activities are not published on social media, such as Facebook, without agreement between the child and the parents / caregivers

Reporting

Reporting shall take place when

- You see or suspect that a child has been exposed to deliberate or accidental injury, violation, discrimination, any form of physical or mental violence, sexual abuse or exploitation
- You get a report
- A child tells about an offense or abuse

The report shall be made primarily to the principal, in second hand to the board of SIRA. The principal shall always report to the board in case of serious violation.

Reporting must be performed regardless of risk level. Everything that increases the risk of children getting injured must be reported.

If you notice shortcomings in the activities that could have affected child safety but no child has been injured yet, you should report it to the principal.

Responsibility for implementation, follow-up and continuous improvement

The following functions are responsible for implementing and following up the policy within their areas of work:

- The Principals of the two SIRA Schools
- The SIRA Board.

Appendix 1 to the SIRA Child Safeguarding Policy

PROCEDURES AND ROUTINES
FOR CHILD SAFETY REPORTING
Adopted by the SIRA Board 2019-01-19

Purpose

This action plan is a supplement to the SIRA Child Safeguarding Policy, which was decided on January 19, 2019, and is intended to be applied when any form of suspicion of child exposure arises / has arisen.

All reports are handled according to the procedures described in this document. All reports made in confidence will be processed for the best interests of the child, regardless of the outcome of the investigation.

Reporting

Two types of reporting procedure

There are two types of reporting procedures within Child Protection, namely reporting of incident and reporting of risk of incident.

A. Reporting an incident

If child protection measures have failed in our own operations, reports are made within and to our own organization.

- You see or suspect that a child has been exposed to intentional or unintentional harm, violation, discrimination, any form of physical or mental violence, sexual abuse or exploitation
- You get a report
- A child talks about violation or abuse

B. Reporting a risk of incident

Risk reporting is an important element in constantly strengthening and improving our own operations and routines. Reporting must be performed regardless of the level of risk. Anything that increases the risk of harm to children must be reported.

- You must submit a report if you discover deficiencies in our business that may have violated the Child Safeguarding Policy but where no child has been harmed yet.

Obligation to report

All employees or representatives of the organization who suspect, observe or are informed of deviations from the policy

- must inform the designated contact person immediately
- may not submit information to others unless they have been delegated responsibility for forwarding or responding to notifications.

When should reporting be done?

- All deviations from the policy has to be reported immediately.
- Notification should normally be made on the same working day or within 24 hours.

To whom should reporting be done?

- The notification must be made to the nearest principal / social secretary or other management person. The notification can also be made to a board representative.
- If your suspicions concern the person you are reporting to, you have to turn to the person in charge of that person, probably the chairman if it concerns the principal.

The responsible contact person should

- make herself/himself immediately available to discuss suspicions or reports
- arrange a confidential and appropriate environment to discuss the matter.

Reporting of an incident

- An oral and written report should be made within 24 hours.
- The discussion with the contact person should focus on a description of the current event and the risks for the child/children,
- A written report must be made and the responsible contact person must immediately inform the Swedish Board / Chairperson and also ensure that detailed notes are made of all events and note what the child has said in his own words (if possible).

The report shall contain the following points:

1. About the child/children

(A separate sheet is required for each child, since details of violations or abuse are never the same for individual children in a group.)

Name, gender, age, address

Who does the child live with?

2. About your concerns

Why are you worried: Suspicion / observation / accusation / disclosure?

This section covers information about how you became aware of the alleged abuse and when it took place, date, time and place. If a charge is made by a third person, provide details of that person if possible.

3. Type of concern / accusation

This section should contain information about what type of abuse is alleged to have occurred: offensive, discriminatory, physical, sexual, psychological, exploitative. It can include more than one category. Write down exactly what was said or what the child said and what you said.

4. Information about the alleged perpetrator, if known (name, role, type of work, location, etc.)

5. Your observations, e.g. about the child's emotional state and possible physical injuries
Does the child need to visit a doctor?

6. Other relevant information (e.g. disability, language, circumstances)

Are any other organizations involved?

Were other children involved or perhaps aware of the incident? (name, number, age, gender)

7. Which corrective measures have been taken in relation to other children who were / may have been involved? (Have you written another report for these children?)

8. Have you reported to the parent or caregiver?

Names and contact details of people, dates and times when you contacted them or tried to contact them

9. Have you reported to another person or organization?

Enter the name of the organization and the person to whom the report was made, date and time.

10. Your name and your role / relationship with the child in question

11. Signature and position of the person making the report. Date and location

Name of contact person or manager to whom the report was sent and date.

Action / Next step

As soon as a report has been made, it is important for the manager to inform the persons concerned and discuss subsequent measures and assess how the child / children can best be supported and protected.

The responsible contact person / principal shall

- ensure that a written report is provided by the employee or representative who has reported the matter
- contact the ChairpersoC / Board to discuss appropriate measures
- assess whether it is a police matter, conduct further internal investigation
- draw up action plans to meet the identified needs, based on the child's / children's best interests
- follow up on the procedure
- immediately seek help for the child / children if the situation so requires.
- ensure that the case is documented including what measures that have been taken.
- ensure that the report is stored in a central confidential archive and that a copy is sent to the Board in Sweden.

Reporting of RISK of incident

Reporting risks of incident is an important part of ensuring that SIRA's operations are safe and secure for children and an important element in constantly strengthening and

improving our own operations and routines. Reporting must be performed regardless of the level of risk. Anything that increases the risk of harm to children must be reported.

You must submit a report if you discover any deficiencies in the business to the nearest manager / contact person

(A separate sheet must be filled in for each risk to ensure follow-up and corrective action.)

The report shall include:

Description of the risk (What is the deficiency, in what way do our programs fail, how was the defect detected?)

Where and when did the risk of the incident occur?

Who is responsible for that activity?

Are any other organizations affected?

The responsible manager/ contact person is responsible for:

- Internal investigation to ensure that any corrective action is taken
- Deciding whether the issue will be subject to further investigation
- Ensuring that child safety becomes a clear part of the recruitment process for new staff and volunteers.

Prevention

Both the Child Safeguarding policy and the Code of Conduct form part of the employment contract and must be signed separately.

The responsible manager must ensure that all employees are in agreement with the policy and are kept updated if there are any changes. The manager must ensure that all staff and volunteers are well aware of SIRA's efforts to create safe and secure activities for children. The Chairperson has the same responsibility in relation to the Board.