



HERE IF YOU NEED FOUNDATION LTD

CHILD SAFETY & PROTECTION POLICY

1. PURPOSE

This policy empowers children who are vital and active participants in our programs. It equally guides our staff and volunteers on how to behave with children while also creating awareness in our greater communities.

2. STATEMENT OF COMMITMENT

Here If You Need Foundation Ltd (HIYNF) is committed to child safety and protection. Our organisation wants children to be safe, feel happy, and empowered.

We support and respect all children, as well as our staff and volunteers, and are committed to:

- i) The safety, participation, and empowerment of all children.
- ii) HIYNF has zero tolerance for child abuse, including abuse within an online environment. All allegations and safety concerns will be treated very seriously and consistently in line with our child safety and protection policies and procedures.
- iii) HIYNF acknowledges its legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- iv) We are committed to preventing child abuse, identifying risks early, and removing and reducing these risks.
- v) HIYNF has screening procedures and recruitment practices for all staff and volunteers.
- vi) HIYNF is committed to regularly training and educating our staff and volunteers on child abuse risks.
- vii) We are committed to the cultural safety of children from diverse cultural and/or linguistic backgrounds. We also seek to ensure that children with a



disability and children who are vulnerable are safe and can participate equally.

- viii) We have policies, procedures, and training in place that support our staff, and volunteers to achieve these commitments.

3. GUIDING PRINCIPLES:

- i) Respect for dignity, liberty, and freedom of all children.
- ii) Recognition of the best interests of the child.
- iii) Belief in the child's right to express opinions and make decisions.
- iv) Respect for the child's privacy and confidentiality.
- v) Zero tolerance for any form of abuse.
- vi) Child protection is everyone's responsibility.

4. OBJECTIVES:

- i) Ensure high standards of child protection.
- ii) Implement a defined reporting mechanism for violations.
- iii) Maintain minimum child protection standards for all staff, volunteers, and associates.
- iv) Promote awareness about child protection.

5. POLICY STATEMENT:

- i) Adopt the highest possible standards of child protection.
- ii) Create a mechanism for reporting and addressing violations.

6. DEFINITION OF CHILD:

- i) Includes persons aged 0 to 18.
- ii) Mentally challenged individuals are considered children regardless of age.

7. DEFINITION OF CHILD PROTECTION:

- i) Protect children from risks to their life, personhood, and childhood.
- ii) Address social, physical, psychological, and emotional risks to children in our care.

8. DEFINITION OF CHILD ABUSE:

- i) **General:** Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, and serious neglect.
- ii) **Physical Abuse:** Actual or potential physical harm.
- iii) **Emotional Abuse:** Psychological ill treatment or harm which undermines a child's feelings of self-worth.
- iv) **Neglect:** Failure to provide for the child's physical and emotional development.
- v) **Sexual Abuse:** Involvement in any form of sexual activity.
- vi) **Grooming:** Behaviour that involves a perpetrator manipulating a child to gain their trust, and build rapport, in order to exert power over them.
- vii) **Exploitation:** Use of child in work/activities for the benefit of others.

9. CHILD PROTECTION VIOLATION:

- i) Any act or behavior that puts a child at risk.
- ii) Failure to act when a child is being abused.
- iii) Not following the Code of Conduct

10. CODE OF CONDUCT:

Staff & Volunteers Should:

- i) Respect child's privacy and dignity.
- ii) Be visible while working with children.
- iii) Encourage open communication.
- iv) Ensure children's participation in decisions.
- v) Protect abchild's privacy.
- vi) Respect each child and their rights.

Staff & Volunteers Should Not:

- i) Touch a child.
- ii) Be alone with a child.
- iii) Engage children in personal work.
- iv) Use inappropriate language.
- v) Discriminate or humiliate children.



- vi) Develop exploitative relationships, including grooming.
- vii) Give inappropriate gifts directly to individual children which are outside of the intentions or principles of HIYNF.

11. IMPLEMENTATION OF THE POLICY:

- i) This policy forms part of all appointments, and adherence is required by all staff, volunteers and associates.

12. REPRESENTATION IN MEDIA/COMMUNICATION:

- i) Protect children's dignity, identity, and privacy.
- ii) Obtain informed consent before sharing information.
- iii) Monitor media coverage for appropriateness.

13. PROTECTION DURING HIYN PROGRAMS:

- i) Ensure proper infrastructure and resources are available.
- ii) Provide separate change and bathroom facilities for boys and girls.
- iii) Employ trained staff and volunteers, and ensure proper supervision and security.

14. HUMAN RESOURCES:

- i) Appoint only appropriate staff and volunteers.
- ii) Conduct background and reference checks for staff and volunteers.
- iii) Provide child protection training to staff and volunteers, as part of performance management.

15. FOR THE CHILDREN

- i) Involve children in decision-making, especially on matters that directly affect them.
- ii) Listen to their views and respect their opinions.
- iii) Promote diversity and tolerance, welcoming children from all cultural backgrounds.

- iv) Ensure the cultural safety, participation, and empowerment of children from diverse backgrounds.
- v) Ensure children with disabilities and vulnerable children are safe and can participate equally.

16. FOR OUR STAFF AND VOLUNTEERS

- i) All staff and volunteers must agree to abide by our Codes of Conduct, which specifies the standards of conduct required when working with children.

17. TRAINING AND SUPERVISION

- i) Training and education ensure everyone understands that child safety and protection is everyone's responsibility.
- ii) Create a culture where staff, volunteers, parents, carers, and children feel confident in discussing allegations of child abuse or safety concerns.
- iii) Train staff and volunteers to identify, assess, and minimise risks of child abuse and detect potential signs of abuse.
- iv) Support staff and volunteers through ongoing supervision to develop their skills to protect children and promote cultural safety.
- v) New employees and volunteers will be supervised to ensure understanding of our commitment to child safety and protection.
- vi) Any inappropriate behaviour will be reported through appropriate channels as required under the laws of the governing country in which the program is being undertaken.

18. RECRUITMENT

- i) Employ skilled and appropriate people to work with children. Develop selection criteria and advertisements that demonstrate our commitment to child safety.
- ii) All staff and volunteers must hold an approved Working with Children Check or Criminal Check, as required by the governing country, state, or territory in which the program is being undertaken.
- iii) Conduct reference checks and police record checks to ensure we recruit the right people. Retain records of these details and provide an opportunity for an applicant to provide further information if a criminal history is indicated.

19. FAIR PROCEDURES FOR STAFF & VOLUNTEERS

- i) Prioritise the safety and wellbeing of children while being fair and just to staff and volunteers.
- ii) Record all allegations of abuse and safety concerns by completing an incident report. All such records should be kept and securely stored.
- iii) Provide updates to children and families on progress and actions taken in response to any allegations or safety concerns.

20. PRIVACY

- i) Respect the privacy of all individuals involved, including staff, volunteers, parents, and children. Safeguard and protect personal information. Inform individuals about how their information is recorded, used, and accessed.

21. LEGISLATIVE RESPONSIBILITIES

- i) HIYNF takes legal responsibilities seriously, including:
 - o **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility.
 - o **Failure to protect:** People in authority must mitigate substantial risks of child sexual abuse.
 - o **Grooming:** Ensure measures are in place to reduce grooming risks, including via online means.
 - o **Mandatory reporting:** Comply with duties to report if a child needs protection from physical injury or sexual abuse.

22. RISK MANAGEMENT

- i) Proactively manage risks of abuse to children.
- ii) Implement risk management strategies to identify, assess, and minimise child abuse risks, including those posed by physical and online environments.

23. GOVERNING PRINCIPLES

- i) Adhere to all legal requirement in relating to child safety and wellbeing as required by the governing country, state, or territory in which the program is being undertaken.

24. CHILD SAFE STANDARDS

- i) Adopt child safe standards, ensuring:
 - o Culturally safe environment.
 - o Leadership, governance, and culture that embed child safety.
 - o Empowerment of children in decisions affecting them.
 - o Involvement of families and communities.
 - o Respect for diverse needs.
 - o Suitability and support for those working with children.
 - o Child-focused complaints processes.
 - o Ongoing education and training for staff and volunteers.
 - o Minimisation of harm in physical and online environments.
 - o Regular review and improvement of child safety and protection standards.
 - o Policies and procedures to keep children safe.

25. ALLEGATIONS, CONCERNS, AND COMPLAINTS

- i) Take all allegations seriously and investigate thoroughly and quickly.
- ii) Ensure all children, families, staff, and volunteers know what to do and who to tell if they observe abuse or are a victim.
- iii) Report allegations if there is a reasonable belief that an incident took place.

26. REPORTING CONCERNS

- i) Children should feel comfortable and empowered to approach a trusted staff member or volunteer to discuss safety concerns or incidents of child abuse.

27. REPORTABLE CONDUCT

- i) Reportable Conduct requires reporting and investigating of allegations against staff or volunteers involving sexual offences, physical violence, emotional or psychological harm, and significant neglect, as required by the



governing country, state, or territory in which the program is being undertaken.

28. REPORTING TO AUTHORITIES

- i) Any suspected criminal behaviour is to be reported directly to the relevant authorities of the governing country, state, or territory in which the program is being undertaken.
- ii) Avoid starting an internal investigation once authorities are involved.

29. MANDATORY REPORTING

- i) Regularly train staff and volunteers of the necessity to report any actual or suspected breaches of this Policy.

30. LIABILITIES

- i) Provide evidence that all reasonable precautions are taken to prevent any form of child abuse.

31. FURTHER REFERENCES

- i) Child safety and protection policies, procedures, and related information are made available for staff and volunteers to ensure compliance and understanding.

32. REGULAR REVIEW

- i) This this policy will be regularly reviewed.
- ii) An immediate review would be required following any significant incident, to ensure all risks related to child safety are addressed.

33. EFFECTIVE DATE

This privacy policy was last revised on September 20, 2025.