



Child Protection Policy



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Registered Charity in England and Wales, no. 1119706
Registered Non profit organisation in the UK, no. 05839604

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Globalteer's Child Protection Policy

Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

UN Convention on the Rights of the Child (1989), Article 19

1. Towards a 'child safe' organisation

Child abuse consists of anything that individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood.

Report of the UK National Commission of Inquiry into the Prevention of Child Abuse and Neglect, 1996

Globalteer rejects all forms of abuse and exploitation suffered by children, and seeks to ensure that, throughout our work, we commit to policies, practices and procedures that are consistent with the best interests and the protection of the child at all times.

In this, we are guided by international agreements, such as the UN Convention on the Rights of the Child, legal protection afforded children and young people by the state, and by the professional demands of best practice.

Globalteer believes that our employees, and all those over whom we have any authority and influence, must demonstrate behaviour that is not simply consistent with protocols and legislation, but also with an appropriate set of personal and professional standards.

Child protection is both a corporate and an individual responsibility. At Globalteer we are committed to best practice in recruitment, to ensuring staff understanding of and commitment to child protection principles, and to advising our partners of our policies in this regard.

Globalteer understands that a *paedophile* is described as a vocational abuser of children, and a *situational abuser* is someone who takes advantage of a particular situation or set of circumstances to abuse a child.

The best protection for children is prevention, and Globalteer is committed to protecting children. We understand the nature and risks of child abuse and have an open and aware culture. We have developed our policies and procedures to protect both children and staff. Establishing and maintaining a child safe environment is a guiding principle in all our activities and management practices.

2. Staff recruitment

At Globalteer we believe in risk management and, where possible, elimination, which means identifying the potential for an incident to occur and taking steps to reduce the possibility of that incident occurring. This strengthens and adds value to the activities we offer.

2.1 Those bound by Globalteer's child protection policy

- 1 All staff of Globalteer, and all volunteers and interns.
- 2 All those acting for Globalteer, such as consultants and trainers, will be apprised of Globalteer's child protection policy, and will be bound by its demands on corporate and personal behaviour and responsibility.
- 3 Those who visit Globalteer's partners' projects in the name of Globalteer, such as volunteers, patrons, donors, corporate sponsors, journalists, supporters and trustees.

2.2 Recruitment

At Globalteer we believe there is a greater likelihood of attracting the most suitable person for the job when it is clear what the job involves, so all posts in our organisation have job descriptions, and key selection criteria describe the ideal skills, experience, knowledge and understanding required from a person, in order to carry out their role.

Insufficient screening is a risk factor, which could allow child abuse to occur by the placement of a child sex offender or otherwise unsuitable candidate. Hence, Globalteer screens all staff and volunteer staff who will have contact with children as part of our recruitment and selection process.

Globalteer collects data from potential employees and interns, and prospective volunteers for internal use only. The personal data supplied to Globalteer will only be used by us and our partner projects and will not be passed on or sold to any outside organisation. We take privacy very seriously and do everything possible to protect it.

2.3 Employees and interns

The following detailed procedure is followed:

- 1 A candidate specification accompanies each job description, and applicants are judged against these criteria.
- 2 When advertising vacancies, we inform candidates of our Child Protection Policy, our Behaviour Code of Conduct and of our screening process.
- 3 At least one member of the recruitment panel will be fully aware of Globalteer's child protection policy requirements and procedures.
- 4 All candidates must fully declare on the application form all criminal convictions,

spent and unspent. A false declaration that results in employment will render the person liable to dismissal without notice. Candidates must explain gaps in their employment history.

- 5 Preferred candidates must supply a DBS/police check obtained within the previous 3 years (*see Appendix 5 for Disclosure and Barring Service/police check information*). The candidate must organise this, with Globalteer's support.
- 6 If a prospective employee is unable to obtain a DBS/police check, they must complete the background check process (*see Appendix 6 for Background check information*). Referees will be informed in the reference request that volunteers will have access to children. They will be asked to draw to Globalteer's attention any child protection concerns they may have. An offer of employment will not be made until a background check has been carried out. Preferred candidates will also be subject to an online screening process.
- 7 Only the General Manager, Director and Chair of Trustees will know the findings of the disclosure check and screening process, and only relevant convictions will be taken into account.
- 8 On appointment, Globalteer staff will be given a copy of the child protection policy, and will be asked to sign a declaration that they understand this policy and agree to be bound by it. This is a contractual obligation within the staff contract.

2.4 Volunteers

All volunteers who will be working with children must be DBS/police/background checked and will be subject to an online check. The following detailed procedure is followed:

1. When advertising for volunteer placements, we inform candidates of our Child Protection Policy and our screening process.
2. The employee who handles the placement application will be fully aware of Globalteer's Child Protection Policy requirements and procedures.
3. All prospective volunteers must supply Globalteer with a DBS/police check obtained within the previous 3 years (*see Appendix 5 for Disclosure and Barring Service/police check information*).
4. If a prospective volunteer is unable to obtain a DBS/police check, they must complete the background check process (*see Appendix 6 for Background check information*). Referees will be informed in the reference request that volunteers will have access to children. They will be asked to draw to Globalteer's attention any child protection concerns they may have.
5. All prospective volunteers will be subject to an online screening process.
6. Only the General Manager and Child Protection Officer will know the findings of the DBS/police check, the background check, and the screening process, and only relevant convictions and information will be taken into account when assessing the volunteer's suitability for a placement.
7. Volunteers will be emailed a link to Globalteer's Child Protection Policy and told that

they will be required to sign a declaration that they understand it and agree to be bound by it.

8. On arrival at the Globalteer or partner project, as part of their orientation volunteers will be briefed about Globalteer's Child Protection Policy. They will be required to sign a declaration that they understand this policy and agree to be bound by it.

2.5 Consultants

Consultants working for Globalteer will be required to abide by our Child Protection Policy. Those with an enhanced DBS/police check less than three years old will be asked to produce it. Without it, consultants must organise an enhanced DBS/police check.

Consultants living overseas in countries where DBS/police checks (or similar) are not feasible must provide Globalteer with details of two organisations that will provide professional and character references. Satisfactory references must be obtained before the consultancy can commence.

Globalteer's contracts with consultants will include a signed commitment to abide by Globalteer's Child Protection Policy.

3. Management and training

Globalteer believes that every employee should be aware of the principles and procedures of child protection, and of how to recognise and respond to child abuse. To this end, Globalteer will:

- a. Designate a Child Protection Officer to be responsible for child protection implementation. This person is responsible for training, supervision, monitoring and support of child protection within the organisation. New staff will be made aware of the role and responsibilities of the Child Protection Officer and will be encouraged to approach them with questions on child protection issues.
- b. Induct new staff in child protection principles and procedures within three months of appointment.
- c. Induct and train interns, trustees, consultants and other representatives in child protection principles and procedures in a timely fashion.

4. Volunteers and visitors to partner projects overseas

Globalteer works overseas, usually through partners. Partners determine who may visit their projects and when. With their agreement, Globalteer can place visitors, such as volunteers and researchers, at our overseas partners' projects. However, even with this brief association, Globalteer will require visitors to sign up to the Child Protection Policy (*see Appendix 8: Statement of Commitment*). Failure to do so will be made known to our partner

overseas.

Volunteers will be required to provide their passport along with any entry stamp or visa to our overseas representative before visiting the overseas project. This will allow Globalteer to positively identify the volunteer to authorities if required.

Our Aware Culture: Organisations give messages in all that they do, and need to give clear messages to potential offenders. Our aware culture is sustained by protocols, policies and procedures: the emphasis is on helping people to implement them. Protocols should not lead to fear and negative impact on services to children. Interviewing, selecting, gate keeping, vetting, developing and maintaining institutional memory are important tools for developing an aware culture within an organisation.

5. Child protection in project partnerships

Globalteer has a responsibility to children through the work of its partners.

On occasion children may disclose to our partners overseas, or to visiting Globalteer personnel, that they are being abused. Also, staff may bring to the attention of Globalteer, allegations or suspicions of abuse by fellow staff members.

Procedures for working with children to construct safe organisations are essential. Boys and girls should be involved in defining the risk and minimising it. Children need to be aware of child abuse and misconduct and how they may be targeted and manipulated. Reporting procedures need to be accessible and appropriate, and the entire procedure from complaint or information to follow-up and possible legal action should be made apparent. Globalteer expects from its partners that children be involved in maintaining and influencing an environment of maximum safety.

Therefore, in relation to the work of its partners, Globalteer will:

- 1 Advise partners on Globalteer's Child Protection Policy (attach the CPC to Globalteer's partnership criteria).
- 2 Request its partners overseas to implement a Child Protection Policy: where assistance is required, Globalteer will prioritise child protection training, policy development and implementation as a capacity building priority.
- 3 Encourage a reporting system that confers respect on complainants and respects confidentiality.

6. Providing gifts to children

All donations to a project or the children at a project must first be discussed with the project manager. All gifts must be given to the project manager for distribution – no items are to be

given directly to the children.

There are very serious reasons for this. Firstly, giving gifts to individual children can cause jealousy and self esteem issues. Even if gifts are bought for all the children, some may be missed, which is why it is best for the manager of the project to distribute any items. The manager will also know which gifts are suitable and what items are needed for the project and children.

Secondly, at our projects we teach the children about child protection, which includes not accepting gifts from people. Those people who wish to do harm to the children may groom the children over time by buying them gifts to gain their trust. Although volunteers' gifts are bought with the best of intentions, giving the children gifts directly undermines our lessons about not accepting gifts from people. Only a child's family or the volunteer organisations are allowed to give gifts. This encourages the children to question a situation where a person gives them a gift, which will hopefully keep them safe.

If the children see accepting gifts from people as normal behaviour, then they will also see accepting gifts from those people who wish to do them harm as normal behaviour.

We understand that providing gifts to the children is done from great generosity and with the best intentions but our policy regarding gifts is to help us to keep the children safe.

7. Behaviour protocols

As a child safe organisation, Globalteer works to secure an open and aware culture where all participants feel responsible for the protection of the children in their programmes. The approachability and supportiveness of managers regarding staff supervision, induction periods, and appraisal is essential. An essential element of this is a comprehensive understanding of moral and legal responsibilities, best laid out in behaviour protocols.

A Code of Conduct for Behaviour includes explicit clarification of unacceptable forms of behaviour which will result in a formal enquiry and which could lead to disciplinary measures being taken or criminal proceedings being instituted, as well as guidance on appropriate/expected standards of behaviour of adults towards children, and also of children towards other children.

Globalteer's Behaviour Code of Conduct is attached in Appendix 1.

The Code shall be prominently displayed for or easily accessible to all organisation representatives.

Representatives of Globalteer shall disseminate and promote copies of the Code of Conduct in all situations where Globalteer is responsible for bringing children in contact with adults.

8. Reporting processes

- 1 Should a person travelling as a representative of Globalteer refuse to accept, or to agree to be bound by Globalteer's child protection policies, the visit will be called off, and the partner informed.
- 2 Should a partner identify a case of abuse, or suspect the behaviour or intent of a Globalteer employee, or someone acting on behalf of the organisation, this should be reported as a matter of urgency to Globalteer's Child Protection Officer or any senior member of staff. The person responsible for human resources or the chairperson of the organisation will deal with this. *(See Appendix 2 for guidelines on recognising signs of abuse, Appendix 3 for the reporting format, and Appendix 7 for details of how to report suspected abuse)*
- 3 In the event of an allegation of child abuse, Globalteer will request that, when still in country, the matter is reported immediately to the Director of the project and the local authorities.
- 4 When the allegation is made after the person's departure from the country in which the alleged offence took place, a formal enquiry will be initiated that could lead to further measures being taken.

9. Globalteer's communication guidelines

Globalteer will sometimes use text and imagery from its partners' projects. We recognise a child's right to be accurately represented and accept our responsibility not to portray a manipulated or sensationalised depiction of the child's life and circumstances.

Globalteer's Guidelines on communications about children are attached in Appendix 4.

Appendix 1: Behaviour Code of Conduct

Following this Behaviour Code of Conduct will enable you to comply with our Child Protection Policy. By setting standards for appropriate behaviour it also protects people who come into contact with children from unfounded accusations of improper conduct.

The Code clarifies those unacceptable forms of behaviour which will result in a formal enquiry and which could lead to disciplinary measures being taken or criminal proceedings being instituted. Additionally, the Code of Conduct gives guidance on the expected standards of behaviour of adults towards children, and also of children towards other children.

This Code of Conduct applies to Globalteer staff and anyone acting as a representative of, or on behalf of, Globalteer who may come into direct contact with, or be responsible for, bringing children into contact with adults.

The Code of Conduct shall be prominently displayed for, or easily accessible to, all organisation representatives.

The Code of Conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration.

Minimising Risk situations

NEVER

- 1 Condone or participate in behaviour that is illegal or unsafe or sets a bad example.

TRY NOT TO:

- 1 Be alone with a single child, including in the following situations: in a car, overnight, in your home, or in the home of a child.
- 2 Show favouritism or spend excessive amounts of time with one child.

TRY TO:

- 3 Avoid placing yourself in a compromising or vulnerable position.
- 4 Be accompanied by a second adult whenever possible.
- 5 Meet with a child in a central, public location whenever possible.
- 6 Avoid doing something that could be misinterpreted by a third party.

Sexual Behaviour

NEVER:

- 1 Develop physical/sexual relationships with a child or any young adult in your charge.
- 2 Behave physically in a manner that is inappropriate or sexually provocative.
- 3 Engage in or allow sexually provocative games with children to take place.
- 4 Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.

Physical Behaviour

NEVER:

- 1 Hit or otherwise physically assault or physically abuse a child.

DO:

- 2 Wait for appropriate physical contact, such as holding hands, to be initiated by the child.
- 3 Ask permission from children before taking photographs of them, except under exceptional circumstances, based on the child or children's best interest, where this might not be possible or desirable.

Psychosocial Behaviour

DO:

- 1 Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.

DO NOT:

- 1 Use language that will mentally or emotionally harm a child.
- 2 Suggest inappropriate behaviour or relations of any kind.
- 3 Act in any way that intends to embarrass, shame, humiliate or degrade a child.
- 4 Encourage any inappropriate attention-seeking behaviour, such as tantrums by a child.
- 5 Show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

Peer Abuse

DO:

- 1 Be aware of the potential for peer abuse.
- 2 Encourage Globalteer partners to develop special measures and/or supervision to

protect younger and especially vulnerable children.

- 3 Avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).

DO NOT:

- 1 Allow children to engage in sexually provocative games with each other.

Physical Environment

DO:

- 2 Encourage partners to develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g. for projects based near water, heavy road traffic, railway lines).

What to do if you suspect or witness an abuse/ potentially abusive behaviour

Immediately bring to the attention of the partner (this may not always be appropriate) and Globalteer any instance of witnessed or suspected abuse, and any action or behaviour that could be construed as poor practice or potentially abusive.

Appendix 2: Recognising signs of abuse

It can be difficult to recognise signs of abuse and this is no simple checklist to help with this. You may become aware of potential warning signs but these should be observed and assessed carefully. Don't automatically assume that abuse is occurring. When you actually talk to the child concerned, you may find the situation is, in fact, quite innocent. However, do not dismiss significant changes in behaviour, or any fears, worries or physical signs a child may be exhibiting. It is not your role to be an investigator – instead, report any concerns you may have to Globalteer's designated child protection contact.

The chart below may help to recognise when abuse is occurring.

<p>Possible signs of physical abuse:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bruises, burns, sprains, dislocations, bites, cuts <input type="checkbox"/> Improbable excuses given to explain injuries <input type="checkbox"/> Refusal to discuss injuries <input type="checkbox"/> Withdrawal from physical contact <input type="checkbox"/> Arms and legs kept covered in hot weather <input type="checkbox"/> Fear of returning home or of parents being contacted <input type="checkbox"/> Showing wariness or distrust of adults <input type="checkbox"/> Self-destructive tendencies <input type="checkbox"/> Being aggressive towards others <input type="checkbox"/> Being very passive and compliant <input type="checkbox"/> Chronic running away 	<p>Possible signs of neglect:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frequent hunger <input type="checkbox"/> Poor personal hygiene <input type="checkbox"/> Constant tiredness <input type="checkbox"/> Inappropriate clothing, e.g. summer clothes in winter <input type="checkbox"/> Frequent lateness or non-attendance at school <input type="checkbox"/> Untreated medical problems <input type="checkbox"/> Low self-esteem <input type="checkbox"/> Poor social relationships <input type="checkbox"/> Compulsive stealing <input type="checkbox"/> Drug or alcohol abuse <p>Please be aware that signs of neglect can be the norm when working with children in developing countries.</p>
<p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical, mental and emotional development is delayed <input type="checkbox"/> Highly anxious <input type="checkbox"/> Showing delayed speech or sudden speech disorder <input type="checkbox"/> Fear of new situations <input type="checkbox"/> Low self-esteem <input type="checkbox"/> Inappropriate emotional responses to painful situations <input type="checkbox"/> Extremes of passivity or aggression <input type="checkbox"/> Drug or alcohol abuse <input type="checkbox"/> Chronic running away <input type="checkbox"/> Compulsive stealing 	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Age inappropriate sexualised behaviour <input type="checkbox"/> Physical indicators (general and in genital and anal areas) <input type="checkbox"/> Behavioural indicators (general and sexual) which must be interpreted with regard to the individual child's level of functioning and development stage

Possible signs of concern regarding adult behaviour:

- A person in whose presence a child becomes unusually distressed or agitated can be a cause for concern.
- A member of staff, volunteer or parent who asks a child to lie about anything – especially if it is about meeting that child – is a cause for concern.
- Any member of staff, volunteer or parent who asks you to lie about a situation involving a child – particularly if that child looks distressed – is a cause for concern.
- Any person who persistently fails to follow our organisation's Code of Conduct and behavioural protocols (detailed in the Child Protection Policy) is a cause for concern, particularly if their reasons are evasive.
- Private (i.e. outside of work) meetings between a child and a member of staff or volunteer are a cause for concern.

Appendix 3: Sample report form for suspected abuse

If you become aware that a child's safety might be in danger, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported directly to the designated contact person immediately (preferably within the same working day). You may wish to complete this form **before** contacting the designated person in your organisation's reporting process **or** you may wish to complete the report **after** contacting the designated person. This report is to be used as a tool to develop the most un-biased information-based report possible. For confidentiality reasons, the report should be written and signed solely by you. It should **only** be sent to the designated contact person. It will be held in a safe and secure place and treated in the strictest confidence.

1. About You

Your name: _____

Your job title: _____

Workplace: _____

Your relationship to the child: _____

Contact details: _____

2. About the Child

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's guardians: _____

3. About your Concern

Was the abuse observed or suspected? _____

Is this concern based on first hand information or information divulged to you by someone else?

(If so, who) _____

Did the child disclose abuse to you? _____

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of alleged perpetrator: _____

Job title: _____

Nature of the allegation: _____

Your personal observations (*visible injuries, child's emotional state, etc.*) [N.B. Make a clear distinction between what is fact and what is opinion or hearsay]

Exactly what the child or other source said to you [if relevant] and how you responded to him or her: [Do not lead the child. Record actual details]

Any other information not previously covered:

Were there any other children/people involved in the alleged incident?

Action Taken:

Signed: _____

Date: _____

Appendix 4: Guidelines on communications about children

Within its fundraising and publicity materials, Globalteer will sometimes be required to use text and imagery from its projects around the world. In so doing, we recognise that we have a responsibility to the children who are portrayed. To this end, Globalteer looks on all children as human beings, who are the subjects and receivers of human rights and will respect these rights at all times.

In communications about children, the following, therefore, applies:

- 1) Every child has a right to be accurately represented through both words and imagery. The organisation's portrayal of each child must not be manipulated or sensationalised in any way, but must provide a balanced depiction of their life and circumstances. Children must be presented as human beings with their own identity and dignity preserved.
- 2) Globalteer will avoid the following:
 - a) Language and images that could possibly degrade or victimise or shame children.
 - b) Making generalisations which do not accurately reflect the nature of the situation.
 - c) Discrimination of any kind.
 - d) Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible and should be relevant to any accompanying text).
- 3) Where children are indeed victims, the preservation of the child's dignity must, nevertheless, be preserved at all times. The organisation should attempt to depict a balance between victimisation and empowerment by using the necessary tools, such as 'before' and 'after' shots.
- 4) In images, children should not be depicted in any poses that could be interpreted as sexually provocative.
- 5) Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk will not be used on the organisation's website or in any other form of communication for general or public purposes. Where it is necessary to use case studies to highlight the work of Globalteer, names of children will be changed.
- 6) Permission will always be sought from the child/children themselves before taking photographs, except under exceptional circumstances, based on the child/children's best interests, where this may not be possible or desirable.
- 7) To the greatest extent possible, the organisation will acquire informed consent / the permission of the child, child's guardian and/or NGO responsible for the child, before

using any image for publicity, fundraising, awareness raising or other purpose. The purpose should be made clear to the consent giver.

- 8) As far as possible, people (including children) should be able to give their own accounts, rather than have people speak on their behalf. People's (including children's) ability to take responsibility and action for themselves should be highlighted.
- 9) Information about a child/children's life and photographs of children (including information stored on the PC) will be kept in secure files. Access to these should be limited to those that need to use them during the course of their work.
- 10) Individuals or organisations that request the use of Globalteer's resources, such as photographs, will be required to sign an agreement with the organisation as to the proper use of such materials. The suggested wording of this agreement is below:

Globalteer Photo/Photo Negative/Slide/Resource Lending

Globalteer is pleased to lend you the resources detailed below, for the purpose listed. They are lent on the basis that you or your organisation uses them specifically for the purpose agreed. In order to comply with our child protection duties, we reserve the right to cancel this agreement if we feel that the use of Globalteer's materials breaches the organisation's agreement or infringes on the rights of the child/children in the photograph.

Description	Agreed use of resource

I have borrowed the above photographs from Globalteer. I agree to abide by Globalteer's policy as outlined above.

Signed _____ Date _____

Lent By _____.

Globalteer Statement of Consent for use of information and photos relating to individual children and young people

I _____

agree to the use of my story and/or information about my life, and photographs by Globalteer in its publications, reports and website for the purposes of raising awareness about the situation of children around the world.

Globalteer will not pass on this information to a third party who wishes to use the information or photos, without seeking further approval from you.

Signed (child/youth) _____

Print Name _____

Signed (on behalf of Globalteer) _____

Print Name _____

Date _____

Appendix 5: Disclosure and Barring Service/police check information

As Globalteer takes child protection very seriously, we require all volunteers to obtain a DBS/police check from their country of nationality or the country where they are resident. This process is to be completed by the volunteer after they have paid their deposit.

If volunteers are unable to obtain a DBS/police check, they will be required to complete a background check, providing referees to attest to their character (*see Appendix 6 Background check information*).

When they receive their certified document, they need to scan or photograph it and send it to Globalteer as an email attachment. This process must be completed and the findings approved **before** a volunteer placement can be accepted by Globalteer.

If prospective volunteers already have a DBS/police check that was completed within the past 3 years, this is acceptable to Globalteer.

In Australia, all states except Tasmania have a Working with Children (WWC) system in place. The WWC check is an ongoing assessment by the Department of Justice of a person's suitability to work with children, examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. Globalteer will accept a current WWC check as a valid substitution for a police check.

Procedures in the UK, Ireland, the USA, Canada, Australia and New Zealand, Hong Kong and Malaysia

The UK

In the UK, Globalteer has signed up to SAFE, which can carry out DBS checks for volunteers on our behalf. An **Enhanced DBS Check for Volunteers** is required.

Volunteers need to access the SAFE website, pay a small fee and provide their personal details. A form is then mailed to them, which they must complete and send back to SAFE with the specified documents. Once the DBS check has been carried out, SAFE will mail them the certificate.

Ireland

Volunteers need to apply in writing to their local Garda Police Station for a **Certificate of Character**. The information on how to apply is not available online so a visit to their local police station is required.

The USA

A **Criminal Background Check** can be obtained directly from the FBI or from one of its FBI-accredited Channelers. Details of both service providers can be found on the FBI website.

Canada

Full instructions on how to obtain a **Certified Criminal Record Check** can be found on the Royal Canadian Mounted Police website.

Australia

Potential volunteers resident in Australia need to apply to their local State or Territory police forces for a **Name Only National Police Certificate**, with complete disclosure, which

reports all offences a person has been convicted of.

New Zealand

To obtain a copy of their **Record of Criminal History**, volunteers need to complete form “Priv/F1” and submit it to the New Zealand Ministry of Justice.

Hong Kong

The check required is a **Sexual Conviction Record Check**. The details of how to obtain a copy of this check can be found on the Hong Kong Police’s website.

Malaysia

To obtain a copy of their **Certificate of Good Conduct**, volunteers must contact the Consular Division of the Ministry of Foreign Affairs, Malaysia.

Procedures in other countries

If prospective volunteers are nationals of, or resident in, a country other those listed above, they should contact the police authorities in that country to enquire about the procedure for obtaining a DBS/police check. Globalteer will provide assistance with this process if required.

All DBS/police check documents must be provided in English. If a volunteer comes from a non-English-speaking country, they must have their DBS/police check translated into English and notarised to confirm its authenticity before sending it to Globalteer.

Appendix 6: Background check information

If volunteers are unable to obtain a DBS/police check, they will be required to complete a background check, providing referees to attest to their character.

Three referees will be required: 1) the volunteer's current or most recent employer, or, for those volunteers who have never worked, a teacher, lecturer or professor; 2) a professional who knows the volunteer well, e.g. a lawyer, accountant, doctor, member of the clergy, etc., and 3) a close family member (e.g. parent, sibling, grandparent, aunt, uncle or cousin).

Appendix 7: Reporting suspected abuse

Globalteer's operations are usually with partner organisations overseas.

Any suspected abuse should be reported to both Globalteer's representative at the location and the Director of the project where possible.

Where possible an email should also be sent to Globalteer's Child Protection Officer at child.protection.officer@globalteer.org to advise of a report being made.

An investigation of the report will be made at the earliest possible point by the Globalteer representative and the Director at the partner project.

To protect the privacy of the child, the report will not be made public (even to the individual reporting the abuse).

The report can be compiled using Globalteer's Child Protection Policy Appendix 3 *Sample report form for suspected abuse* or can be given verbally to Globalteer's representative or the Director of the project.

If the individual feels they are unable to report the abuse to the designated persons present at the project then the following options should be applied:

1. Email Globalteer's Child Protection Officer at child.protection.officer@globalteer.org for advice.
2. Seek advice from fellow individuals at the location.
3. Report the abuse to the relevant authorities – this can be very problematic due to language barriers and the authorities' possible inability to investigate the abuse.

Persons suspected of abuse will immediately be suspended from the project for the safety of the children. Only after a positive investigation will the individual be allowed to return to the project.

If the investigation by the Director / Globalteer representative raises concerns of abuse, the appropriate authorities will be informed. The Director / Globalteer representative will then fully cooperate with the authorities in their investigation and legal action against the abuser.

Appendix 8: Statement of commitment

STATEMENT OF COMMITMENT

to Globalteer's Child Protection Policy

"I, _____ [name], have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained herein and accept the importance of implementing child protection policies and practice while working with Globalteer.

(Signature)

(Print name)

(Job title / role)

(Date)