

CHARITY NAME

Impact Next Gen

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IMPACT NEXT GEN Safeguarding Policy

States 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 (1988), Article 19

Why does IMPACT NEXT GEN need a Safeguarding Policy?

'Any international NGO should have a child protection policy if its direct or indirect beneficiaries include individuals under the age of 18'

(Setting the standard: A common approach to Child Protection for international NGO's, Standard 1 (Policy))

- As a registered charity, it is our duty to ensure that our promotion of children's rights includes specifically protecting children from accidental harm as well as deliberate abuse within organisations intended for their benefit. This policy will assist in fulfilling this duty.
- Children are especially vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, other project workers, and those with access to their personal information. In the case of children who have run away from home, many have already experienced ruptured relationships of trust or abuse or an adult-child relationship in the form of physical, psychological or sexual abuse.
- Organisations working with vulnerable children have been, are and will continue to be vulnerable to harbouring abuse until the issues are brought into the open.
- Organisations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.
- Without proper policies, guidelines and procedures in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising (thus undermining an organisation's entire portfolio of work, even beyond the scope of the particular project concerned) as well as damaging the reputation of the street children NGO sector as a whole.

In the context of its Child Protection Policy IMPACT NEXT GEN is mindful of:

Direct contact with children

Being in the physical presence of a child or children in the context of the organisation's work, whether contact is occasional or regular, short or long term. In the UK this could involve delivering talks to schools, churches and youth groups. In Ghana this could involve school and project / site visits at which children are also present. (This list of examples is not exhaustive.)

Indirect contact with children

1. Having access to information on children in the context of the organisation's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.
2. Providing funding for organisations that work 'directly' with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility for child protection issues.

Partner Projects

For the purposes of this policy:

3. A Ghanaian organisation that receives funding from IMPACT NEXT GEN, whether funding is occasional or regular, short or long term, for a specific project or towards core costs and regardless of the amount of money involved.
4. A Ghanaian organisation involved in project work with IMPACT NEXT GEN whether the project relationship is short or long term, a one-off or regular / on-going arrangement, and regardless of whether or not any funding is involved.

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

IMPACT NEXT GEN rejects all forms of abuse and exploitation suffered by children, and seeks to ensure that throughout its work it commits to policies, practices and procedures that are consistent with the best interests and the protection of the child at all times.

In this, it is 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.

In this regard, IMPACT NEXT GEN believes that its employees, and all those whom it may employ, or all those over whom it has 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.

Safeguarding is both a corporate and an individual responsibility. IMPACT NEXT GEN is committed to best practice in recruitment, to ensuring staff understanding of and commitment to Safeguarding principles, and to advising partners of its policies in this regard.

IMPACT NEXT GEN 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 IMPACT NEXT GEN is committed to protecting children. It understands the nature and risks of child abuse and has an open and aware culture. Policies and procedures are developed to protect children and staff. Establishing and maintaining a child safe environment is a guiding principle in all of its activities and management practices.

2. Recruitment

Risk management prompts IMPACT NEXT GEN to think more broadly about the work that it does. It involves identifying the potential for an incident to occur and taking steps to reduce the possibility of it occurring. It strengthens and adds value to the activities that we offer.

2.1 Those bound by IMPACT NEXT GEN Safeguarding policy

- All staff of **IMPACT NEXT GEN**, and all volunteers and interns.
- All those acting for **IMPACT NEXT GEN**, such as consultants and trainers, will be apprised of IMPACT NEXT GEN Safeguarding policy, and will be bound by its demands on corporate and personal behaviour and responsibility.

- Those who visit IMPACT NEXT GEN partners' projects in the name of **IMPACT NEXT GEN**, such as volunteers, patrons, donors, journalists, supporters and trustees.

2.2. Recruitment

Recruitment problems begin when organisations are not clear about the job and the skills that are required in order for the post holder to perform his or her duties. We believe there is a greater likelihood of attracting the most suitable person for the job when it is clear what the job involves. Job analysis allows definition of the tasks involved and the type of person needed for the position. Hence all posts in IMPACT NEXT GEN have job descriptions and key selection criteria describe the ideal skills, experience, knowledge and understanding required from a person, in order to carry out the position.

Insufficient screening is a risk factor, which could allow child abuse to occur by the placement of a child sex offender¹ or otherwise unsuitable candidate. Hence, IMPACT NEXT GEN screens all staff and volunteers as part of its recruitment and selection process.

The following detailed procedure is followed:

- A candidate specification accompanies each job description, and applicants are judged against these criteria.
- When advertising vacancies, we inform candidates of our Safeguarding policy, our behaviour code of conduct and of our screening
- One member of the recruitment panel will have undergone recruitment training specifically on Safeguarding .
- All candidates for employment 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.
- Preferred candidates will be subject to a full disclosure from the Disclosure and Barring Service (DBS) . *(See Appendix 5 for DBS Information)*. The candidate must organise this, with IMPACT NEXT GEN support. An offer of employment will not be made until this has been obtained and presented to **IMPACT NEXT GEN**.
- Only the Director and Chair of Trustees will know the findings of the Disclosure check and only relevant convictions will be taken into account.
- Referees will be informed in the reference request that employees will have access to children. They will be asked to draw to IMPACT NEXT GEN attention any matter of Safeguarding concern they may have. They are invited to telephone a reference should they wish.
- On appointment, IMPACT NEXT GEN staff are given a copy of the Safeguarding policy and the behaviour code of conduct, and will be asked to sign a declaration that they understand it and agree to be bound by it. This is a contractual obligation within the staff contract.

Staff and volunteers to IMPACT NEXT GEN will be given a copy of the Safeguarding policy and asked to sign the Statement of Commitment (*See Appendix 7, version A*)

2.3. Consultants and Overseas Volunteers

Consultants and volunteers working for IMPACT NEXT GEN will be asked to abide by its Safeguarding Policy and Behaviour Code of Conduct. Those with an enhanced DBS check less than three years old will be asked to produce it. Without it, consultants must organise an enhanced DBS check.

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

IMPACT NEXT GEN contracts with Consultants will include a signed commitment to abiding by IMPACT NEXT GEN Safeguarding Policy and Behaviour Code of Conduct.

2.4. Visitors to partner projects

Where IMPACT NEXT GEN works in Ghana through partners, those partners determine who may visit and when. IMPACT NEXT GEN cannot and will not seek to influence our partners in this matter. With their agreement, we can put visitors in touch with our partners in Ghana. However, even this brief association with IMPACT NEXT GEN will require visitors to sign up to the Safeguarding Policy (*see Statement of Commitment – Appendix 7, Version B*) and abide by the Behaviour Code of Conduct. Failure to do so will be made known to our partner in Ghana.

The Aware Culture: Organisations give messages in all that they do, and need to give clear messages to potential offenders. The 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/maintaining institutional memory are important tools for developing an aware culture within an organisation.

3. Management and training

IMPACT NEXT GEN believes that every employee and volunteer should be aware of the principles and procedures of Safeguarding, and how to recognise and respond to child abuse. To this end, IMPACT NEXT GEN will:

- a. Designate the CEO to be responsible for Safeguarding implementation. This person will be responsible for training, supervision, monitoring and support of Safeguarding within the organisation. New staff will be made aware of the role and responsibilities of the CEO in this light and will be encouraged to approach him or her with questions on Safeguarding issues.
- b. Induct new staff in Safeguarding principles and procedures within three months of appointment.
- c. Induct and train volunteers, trustees, consultants and other representatives in Safeguarding principles and procedures in a timely fashion.

4. Behaviour Protocols

As a child safe organisation, IMPACT NEXT GEN works to secure an open and aware culture where all participants feel responsible for the protection of 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 that will result in a formal enquiry and which could lead to disciplinary measures being taken, or criminal proceedings instituted as well as guidance on appropriate/ expected standards of behaviour of adults towards children, and also of children towards other children.

IMPACT NEXT GEN Behaviour Code of Conduct is attached in Appendix 1.

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

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

5. Safeguarding in project partnership

The promotion of Safeguarding is one of the key principles underlying IMPACT NEXT GEN development approach. Though it rarely works with children in the UK it has a responsibility to children through its own work and the work of its partners in Ghana.

Children on occasion may disclose to our partners in Ghana, or to visiting IMPACT NEXT GEN personnel, that they are being abused. Also, staff may bring to the attention of IMPACT NEXT GEN, 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, the entire procedure from complaint or information to follow-up and possible legal action should be made apparent. IMPACT NEXT GEN expects from its partners that children be involved in maintaining and influencing the environment of maximum safety.

Therefore, in relation to the work of its partners, IMPACT NEXT GEN will:

- Advise partners on IMPACT NEXT GEN *Safeguarding Policy* (attach the Safeguarding Policy to IMPACT NEXT GEN partnership criteria and funding agreement).
- Require its partners overseas to implement a *Safeguarding Policy*: where assistance is required, IMPACT NEXT GEN will prioritise Safeguarding training, policy development and implementation, as a capacity building priority.
- Monitor safe mechanisms in place for child participation, including structured group feedback on project management.
- Encourage a reporting system that confers respect on complainants and respects confidentiality.

6. Reporting processes

- Should a person travelling as a representative of IMPACT NEXT GEN refuse to accept, or to agree to be bound by the Safeguarding policies, the visit will be called off, and the partner informed.
- Should a partner identify a case of abuse, or suspect the behaviour or intent of a IMPACT NEXT GEN employee, or someone acting on behalf of the organisation, this should be reported as a matter of urgency to the CEO at head office. The CEO and 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 6 for Management Flowchart for Reporting Suspected Abuse*)
- In the event of an allegation of child abuse, IMPACT NEXT GEN will request that when still in country, the matter is reported immediately to the Director of the project and the local authorities.
- When the allegation is made after the IMPACT NEXT GEN staff member's departure from the country in which the alleged offence takes place, a formal enquiry will be initiated that could lead to disciplinary measures being taken.

7. IMPACT NEXT GEN Communications Guidelines

IMPACT NEXT GEN 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.
IMPACT NEXT GEN Guidelines on Communications about Children is attached in Appendix 4.

Appendix 1: IMPACT NEXT GEN Behaviour Code of Conduct

IMPACT NEXT GEN

IMPACT NEXT GEN Behaviour Code of Conduct:
An essential component of IMPACT NEXT GEN Safeguarding policy

Charity Contact details

IMPACT NEXT GEN Behaviour Code of Conduct

(An essential component of IMPACT NEXT GEN Safeguarding policy)

This aim of IMPACT NEXT GEN Behaviour Code of Conduct is to protect children from abuse. By setting standards for appropriate behaviour it also protects people who come into contact with children from unfounded accusations of improper conduct.

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

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

Minimising Risk situations

NEVER

- Condone or participate in behaviour that is illegal or unsafe

TRY NOT TO:

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

TRY TO:

- Avoid placing yourself in a compromising or vulnerable position
- Be accompanied by a second adult whenever possible
- Meet with a child in a central, public location whenever possible
- Immediately note the circumstances of any situation which occurs which may be subject to misinterpretation by a third party.
- Avoid doing something that could be misinterpreted by a third party

Sexual Behaviour

NEVER:

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

Physical Behaviour

NEVER:

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

DO:

- Wait for appropriate physical contact such as holding hands, to be initiated by the child

- Ask permission from children before taking photographs of a child/children except under exceptional circumstances, based on the child/children's best interest, where this might not be possible or desirable.

Psychosocial Behaviour

DO:

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

DO NOT:

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

Peer Abuse

DO:

- Be aware of the potential for peer abuse
- Encourage IMPACT NEXT GEN partners to develop special measures/supervision to protect younger and especially vulnerable children
- Avoid placing children in high-risk peer situations (eg. Unsupervised mixing of older and younger children).

DO NOT:

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

Physical Environment

DO:

- Encourage partners to develop clear rules to address specific physical safety issues relative to the local physical environment of a project (eg. 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 IMPACT NEXT GEN any instance of witnessed or suspected abuse, and any action or behaviour that could be construed as poor practice or potentially abusive.

IMPACT NEXT GEN Behaviour Code of Conduct

Declaration

I have read the IMPACT NEXT GEN behaviour code of conduct. I understand it to be an essential component of IMPACT NEXT GEN Safeguarding policy and that this policy is available for me to read in full.

I declare that I have had every opportunity to discuss both the behaviour code of conduct and the Safeguarding policy with the CEO.

I declare that I understand it the behaviour code of conduct, and agree to comply with it.

Signed

Date

Appendix 2: Recognizing Signs of Abuse²

“Recognising indications of potential abuse is complex and there is no simple checklist to allow easy recognition.”³ “There are potential warning signs that [you] can be alert to but they should be observed and assessed with care.”⁴ “It should not be automatically assumed that abuse is occurring, and talking to the child may reveal something quite innocent. It is important, however, not to dismiss significant changes in behaviour, fears, worries, and physical indicators a child is exhibiting. [...] Do not ignore these signs, but remember it is not your role to become an investigator.”⁵ Report any concerns to the designated Safeguarding contact in your organisation.

<p>Possible signs of physical abuse⁶:</p> <ul style="list-style-type: none"> • Bruises, burns, sprains, dislocations, bites, cuts • Improbable excuses given to explain injuries • Refusal to discuss injuries • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Being aggressive towards others • Being very passive and compliant • Chronic running away 	<p>Possible signs of neglect⁷:</p> <ul style="list-style-type: none"> • Frequent hunger • Poor personal hygiene • Constant tiredness • Inappropriate clothing, e.g. summer clothes in winter • Frequent lateness or non-attendance at school • Untreated medical problems • Low self-esteem • Poor social relationships • Compulsive stealing • Drug or alcohol abuse
<p>Possible signs of emotional abuse⁸:</p> <ul style="list-style-type: none"> • Physical, mental and emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to painful situations • Extremes of passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing 	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> • Age inappropriate sexualised behaviour (Sense International, 5.2.3) • Physical indicators (general and in genital and anal areas)⁹ • Behavioural indicators (general and sexual) which must be interpreted with regard to the individual child’s level of functioning and development stage¹⁰

Possible signs of concern regarding adult behaviour:

- A person in whose presence a child or children becomes unusually distressed or agitated can be a cause for concern (Sense International, 5.2.5)
- A member of staff, volunteer, or parent asks a child to lie about anything (especially if it is about meeting that child) is a cause for concern (Sense International, 5.2.7)

² This material has been based on information compiled from Sense International Child Protection Policy, section 5.2. and ECPAT Australia, *Choose with Care*, pp.34-35.

³ Sense International Child Protection Policy, section 5.2.1.

⁴ Sense International Child Protection Policy, section 5.2.2.

⁵ ECPAT Australia, *Choose with Care*, p.34.

⁶ ECPAT Australia, *Choose with Care*, p.34.

⁷ ECPAT Australia, *Choose with Care*, p.35.

⁸ ECPAT Australia, *Choose with Care*, p.35.

⁹ Detailed indicators are outlined in ECPAT Australia, *Choose with Care*, p.36.

¹⁰ Detailed indicators are outlined in ECPAT Australia, *Choose with Care*, p.37.

- Any member of staff, volunteer, or parent who asks you lie about a situation involving a child – particularly if that child looks distressed – is a cause for concern (Sense International, 5.2.6)
- Any person who persistently fails to follow the organisation's Code of Conduct / behavioural protocols (detailed in the Safeguarding policy) is a cause for concern, particularly if reasons are evasive (Sense International, 5.2.4)
- Private (i.e. outside of work) meetings between a child and a member of staff or volunteer are a cause for concern (Sense International, 5.2.8)

APPENDIX 3: Sample Report Form for Suspected Abuse¹¹

If you have knowledge that a child's safety might be in danger, please complete this form to the best of your knowledge. Please note that Safeguarding 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 *only* 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: _____

¹¹ Based on tools and resources from Child Protection Policies of SENSE International and Tearfund.

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, IMPACT NEXT GEN will sometimes be required to use text and imagery from its projects around the world. In so doing, it recognises that it has a responsibility to the children that are portrayed. To this end, IMPACT NEXT GEN looks on all children as human beings, who are the subject and receivers of human rights and will respect these rights at all times.

In communications about children, the following therefore, applies:

- 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 provide a balanced depiction of their life and circumstances. Children must be presented as human beings with their own identity and dignity preserved.
- IMPACT NEXT GEN will avoid the following:
 - Language and images that could possibly degrade or victimise or shame children.
 - Making generalisations which do not accurately reflect the nature of the situation
 - Discrimination of any kind
 - 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).
- 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 necessary tools, such as 'before' and 'after' shots.
- In images, children should not be depicted in any poses that could be interpreted as sexually provocative.
- 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 IMPACT NEXT GEN, names of children will be changed.
- 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.
- 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.
- 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.
- 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.

- Individuals or organisations that request the use of IMPACT NEXT GEN resources, such as photographs, will be required to sign an agreement with the organisation as to the proper use of such materials. Suggested wording of this agreement is below:

IMPACT NEXT GEN Photo/Photo Negative/Slide/Resource Lending

IMPACT NEXT GEN 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 Safeguarding duties, we reserve the right to cancel this agreement if we feel that the use of IMPACT NEXT GEN 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 IMPACT NEXT GEN. I agree to abide by the policy as outlined above.

Signed..... Date.....

Lent By.....

Appendix 5. The Disclosure and Barring Service (DBS) Information

The Disclosure and Barring Service (DBS)

Contact details:

Information Line: 0870 90 90 811
Overseas Enquiry Line: 0870 0 100 450
Address: Customer Services, DBS , PO Box 100, Liverpool L3 6ZZ, UK
Website: www.DBS.gov.uk

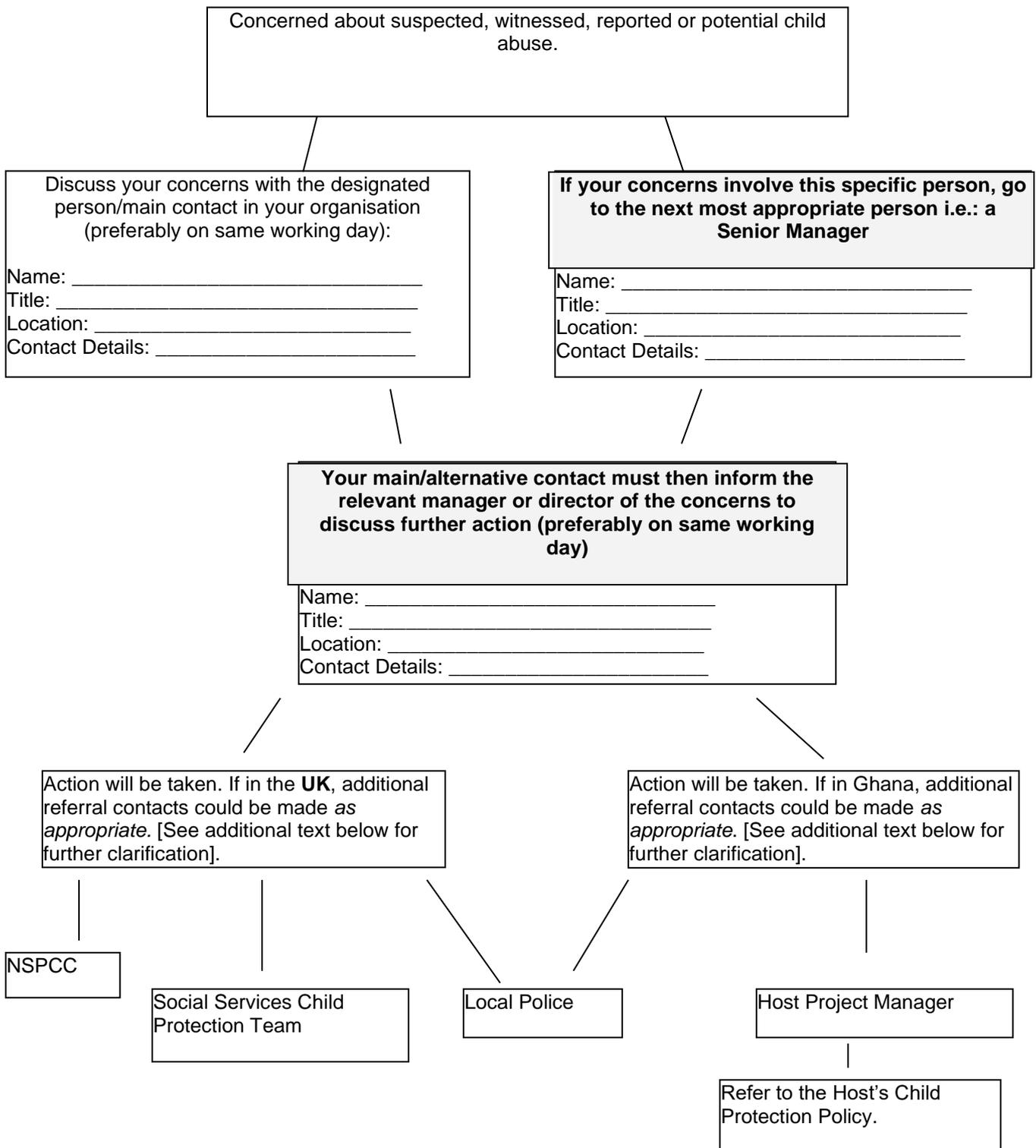
- The DBS is the government institution responsible for administering criminal record checks for England and Wales for recruitment and licensing purposes. It operates as an executive agency of the Home Office. It is run by a Chief Executive who is responsible to the Home Secretary. It was conceived under Part V of the Police Act of 1997 largely in response to public concern about the safety of children and vulnerable adults.
- “The DBS helps organisations to perform better by screening out candidates who may be unsuitable for certain kinds of work. In doing this it particularly helps to provide protection for children and other vulnerable members of society.”

The DBS achieves its purpose by providing a service called Disclosure, which operates, at 3 levels: Basic, Standard and Enhanced Disclosure.

- A **Basic Disclosure** will show all convictions held at national level which are not “spent” under the Rehabilitation of Offenders Act 1974.
- A **Standard Disclosure** will be available for posts or purposes that are exceptions to the Rehabilitation of Offenders Act. **Groups eligible to apply to this certificate will include those whose duties involve regular contact with children and young people under the age of 18** and elderly, sick or disabled people, those involved in the administration of the law and those employed in certain other sensitive areas and professions. The certificate will include details of convictions, including convictions “spent” under the Rehabilitation of Offenders Act, and cautions, reprimands and warnings recorded at national level; and for those working with children or vulnerable adults the Disclosure will include a check of the DfEE (Department for Education and Employment) and DoH (Department of Health) lists of people barred from working with the vulnerable.
- An **Enhanced Disclosure** which will be available for **those applying for positions which involve regularly caring for, training, supervising or being in sole charge of persons aged under 18**, or vulnerable adults, for certain statutory licensing purposes and for those being considered for judicial appointments. Like the Standard Disclosure, and Enhanced Disclosure will contain information on spent and unspent convictions and cautions held at national level but, in addition, will include information from local police records including relevant non-conviction information. The DfEE and DoH lists will also be checks for those working with children and the vulnerable.

The Consortium for Street Children is registered with the Disclosure and Barring Service (DBS) as an “*umbrella body*”. All members of CSC have the *opportunity to register as counter-signatories* of this resource; with the price included in the price of membership of CSC.

Appendix 6. Management Flowchart for Reporting Suspected Abuse



Appendix 7 – Statements of Commitment

STATEMENT OF COMMITMENT

to IMPACT NEXT GEN Safeguarding Policy

VERSION A:

IMPACT NEXT GEN – staff, contractors, trustees and volunteers

"I, _____[name]_____, have read and understood the standards and guidelines outlined in this Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing Safeguarding policies and practice while working with IMPACT NEXT GEN

(Print name)

(Job title / role)

(Signature)

(Date)

STATEMENT OF COMMITMENT

to IMPACT NEXT GEN Safeguarding Policy

VERSION B:

Individuals on project visits (e.g. donors, journalists, researchers and sponsors)

"I, _____[name]_____, have read and understood the standards and guidelines outlined in this Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing Safeguarding policies and practice while associated with **IMPACT NEXT GEN**

(Print name)

*(Job title / role)

(Signature)

(Date)

*(delete as applicable)

APPENDIX 7 STATEMENT OF COMMITMENT

to IMPACT NEXT GEN Safeguarding Policy

VERSION C: Project partner - Ghana

"I, _____ [name] _____, on behalf of _____ (organisation) _____

_____ have read and understood the standards and guidelines outlined in this Child

Protection Policy. _____ (organisation) _____ I agree with the principles contained therein and accept the importance of implementing Safeguarding policies and practice while associated with IMPACT NEXT GEN.

_____ (Organisation) _____ is open to working with IMPACT NEXT GEN to explore the implications of this policy for our organisation and to work together to build our mutual capacity to develop and implement Safeguarding policies and practice while associated with IMPACT NEXT GEN

The designated contact person within _____ (Organisation) _____ responsible

for communication with IMPACT NEXT GEN on Safeguarding issues is _____ (name of

individual) _____

Senior organisation representative:

(Print name)

*(Job title / role)

(Signature)

(Date)

Appendix 8

Declaration of Qualification for Trusteeship

As IMPACT NEXT GEN is considering you for a trusteeship within the governing body or 'Board of Trustees' of IMPACT NEXT GEN, before you are considered, current trustees must ask you to confirm that you are not disqualified from acting as a trustee, as detailed in section 178 & 178A of the Charities Act 2011 because you:

- have an unspent conviction for one or more of the offences listed here https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731084/010818_Disqualification_Reasons_Table_v2.pdf
- have an IVA, debt relief order and/or a bankruptcy order
- have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of anti-terrorism legislation or are on the sex offenders register or have been found in contempt of court for making (or causing to be made) a false statement or have been found guilty of disobedience to an order or direction of the Charity Commission

I hereby confirm that I am not disqualified from becoming a charity trustee, as defined above.

I also confirm that I have received and read IMPACT NEXT GEN Trustees' pack which includes: IMPACT NEXT GEN governing document, last set of audited accounts, the meeting minutes from the last three Trustees' meetings, and the Charity Commission's publication Responsibilities of Charity Trustees (CC3). After reading these documents, I understand what my responsibilities would be as trustee and foresee no personal interests that would in any way conflict with my ability to serve as an Padding Africa trustee.

Finally I do understand that IMPACT NEXT GEN as an organisation working for vulnerable and marginalised children, has in place a Safeguarding Policy and thereby confirm that I have read the policy and signed the appropriate Statement of Commitment to the policy. I further understand that adherence to IMPACT NEXT GEN Safeguarding Policy will involve the following: undergoing a disclosure from the Disclosure and Barring Service (DBS) ; signing a personal declaration stating any criminal convictions, including those considered 'spent', and declaring any previous investigations or allegations made against me with respect to Safeguarding issues; providing two character references.

Signed: _____

Date: _____

Above policy and appendices approved by the trustees on day of December 2018

Signed:
Trustee name