



óμιλος ιστορικού διαλόγου
και έρευνας **association**
for historical dialogue
and research tarihsel
diyalog ve araştırma derneği

ASSOCIATION FOR HISTORICAL DIALOGUE AND RESEARCH (AHDR)

CHILD PROTECTION POLICY

A **child** is officially defined as any person up to and including the age of 18 years of age. A **young person** refers to children in the upper age ranges of a child. A **vulnerable adult** refers to people who are or may be in need of care because of mental or physical disability or people who are unable to protect themselves against significant harm or exploitation.

The Association for Historical Dialogue and Research (AHDR) is committed to protect children, young people and vulnerable adults from harm while they are with staff, facilitators and others associated with the organisation. Staff and others in the organisation accept and recognise the responsibility to develop awareness of the issues that may cause children harm.

The AHDR commits to protect children via the following practices:

- Adopting child protection guidelines through a code of behaviour for staff, facilitators and others as appropriate.
- Ensuring that the groups and organisations we work closely with adopt a child protection policy where appropriate.
- Sharing information about child protection and good practice with children, parents, staff, facilitators, researchers and others.
- Sharing information about concerns with agencies that need to know and involving parents and children appropriately.
- Following careful procedures for recruitment and selection of staff, facilitators, researchers and others.
- Providing effective management for staff, facilitators and others through supervision, practical support and training.
- Ensuring that those who are working with children are at all times supported by a member of staff.

The AHDR is committed to reviewing our policy and practice at regular intervals.

The AHDR respects the rights of the child and promotes a child-centred ethos:

- listen to children
- value and respect children as individuals
- involve children in decision-making where possible and as appropriate
- encourage children





CODE OF BEHAVIOR:

Guidelines for staff, facilitators, researchers and others:

- Staff, facilitators, researchers and others should not spend excessive amounts of time alone with children, away from others. Meetings with individual children or young people should take place as openly as possible. If privacy is needed, the door should be left open and other staff, facilitators or coaches informed of the meeting.
- Staff, facilitators, researchers and others are advised not to make unnecessary physical contact with children and young people. However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, provided this is age appropriate, for example, sports and teambuilding activities. In all cases, physical contact should only take place with the consent of the child or young person.
- Tasks of a personal nature should only be carried out:
 - for very young children or children with disabilities
 - with the full understanding and consent of parents
 - in an emergency situation - parents should be fully informed
 - all tasks of a personal nature are to be undertaken with utmost discretion.
- It is not good practice to take children alone in a car journey, however short. Where it is unavoidable, it is advised to use a taxi service or gain full consent from the parents.
- Staff, facilitators, researchers and others should not meet with children outside organised activities, unless it is with the knowledge and consent of parents and the AHDR.
- Staff, facilitators, researchers and others who are in relationships with other employees, should ensure that their relationships do not affect their role within the organisation.
- Staff, facilitators, researchers and others should respect the individuals' self-esteem and avoid inappropriate punishment (physical, psychological and verbal abuse).
- Staff, facilitators, researchers and others should never:
 - engage in sexually provocative or excessively rough physical games, including horseplay
 - allow children to use inappropriate language unchallenged
 - make sexually suggestive comments about or to a child, even in fun
 - let allegations a child makes go without being addressed or recorded
 - do things of a personal nature for children that they can do themselves
 - display anger inappropriately.





REPORTING PROCEDURES

The AHDR will designate a person responsible. A confidential record book will be available to make notes of any incidents or accidents. Details should include what was said, when, where it occurred, who was present and what, if any, action was taken as a result. This record will be signed and kept confidential, in a secure place with the Child Protection Designated Person, for safekeeping and access. It is important that facts, not opinions, are recorded as soon as possible after the incident.

CHILD PROTECTION DESIGNATED PERSON: Loizos Loukaidis, AHDR Director

RESPONSIBILITIES:

- coordinating action within AHDR;
- liaising with statutory bodies and the Police Service of Cyprus and other agencies about suspected or actual cases of child abuse and informal consultation; and
- hold and maintain a record book.

GENERAL REPORTING PROCEDURES

A report would be made by telephone, meeting or writing to the appropriate statutory body and the Police Service of Cyprus by the Child Protection Designated Person. The Director would be notified of the report. Liaisons would continue with appropriate statutory body and the respective police authorities. The AHDR lawyers would be contacted if necessary.

The following examples would constitute reasonable grounds for concern:

- a specific indication that a child was abused;
- a statement from a person who witnessed abuse;
- an illness, injury or behaviour consistent with abuse;
- constant signs of neglect over a period of time; or
- a symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or neglect.

In the event of a member of staff, facilitator or other observing signs of abuse the following procedure will apply:

- the observer would report to the Child Protection Designated Person
- a record will be made of any incidents or accidents
- a report would be made if appropriate following the General Reporting Procedure.





In the event of a child making a disclosure to a member of staff, facilitator, researcher or other person the following procedure will apply:

- the observer would report to the Child Protection Designated Person
- a record will be made of any incidents or accidents
- a report would be made if appropriate following the General Reporting Procedure

If a child discloses it is important to:

- listen and not question;
- offer reassurance not promises;
- take the child seriously and don't delay in taking action;
- not to overreact, remain calm; and
- explain what you have to do and who you have to tell.

In the event of a complaint or allegation being made against a member of staff, facilitator, coach or other person the following procedure will apply:

- Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality.
- The first priority is to ensure that no child is exposed to unnecessary risk. Action will be taken proportionate to the level of risk. Appropriate changes should be made to the programme to protect and not penalise the worker financially or otherwise, unless necessary to protect the child.
- A written report would be requested from the complainant by the Child Protection Designated Person.
- The Designated Person would inform the Board of the allegation and make a full detailed report.
- The Board is responsible for informing the worker of the allegation and the nature of the allegation.
- The employee has a right to respond. This response should be recorded and passed on in the case of a report being made to a statutory body and the respective policy authorities.
- The Board is responsible for providing support for the member of staff to avoid victimisation and to give advice on procedure.
- The AHDR lawyer would be contacted and a close liaison with both the appropriate statutory body and the respective police authorities will be continued.
- Appropriate disciplinary procedure would follow if necessary.





COMPLAINTS PROCEDURE FOR PARENTS

- referred to the Child Protection Designated Person;
- a written complaint would be requested;
- a record of the complaint would be made.

SUPERVISION

When the AHDR is working with children, a member of staff or a parent/volunteer will be available to support and supervise as needed with activities that involve working with children or young people.

Parental consent will be obtained for any organised outings and appropriate safety procedures put in place. There will be a minimum of one adult to ten children in these circumstances.

We will aim to provide one adult per twelve children in the workspace. In cases where larger numbers are unavoidable, for example, school visits, an extra member of staff will be available on call.

STAFF SUPPORT AND TRAINING

Current staff will be given a copy of the policy documents and relevant training in procedures via the monthly staff meetings. The document will be reviewed and updated annually. Any new members of staff will be given copies of the policy documents as part of an induction process.

The Child Protection Designated Person will attend training to support and review the policy documents and to disseminate this information as necessary.

SHARING INFORMATION

Parents are responsible for their children's welfare at all times; however, they should be assured that their children are involved with a credible organisation. The AHDR will do its utmost to ensure that children are safe and well cared for, but the overall responsibility lies with the parent or guardian.

To support this, the AHDR will publicise and make information available to parents or guardians about the type of activities, the facilities available, brief information on facilitators and coaches' experiences, enrolment procedures, the policy documents and members of staff.





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COMMUNICATIONS REGARDING CHILDREN

- Communications about children should use pictures and language that are decent and respectful.
- The AHDR will not publicize children's personal addresses or contact information
- The AHDR will not disclose children's personal information or disclose information that could be used to identify the location of children within their country on our website or in other mass communications
- The informed consent of a child and/or parent/guardian is always obtained before recording information or obtaining images, and the intended use(s) of such materials are explained.

