

Child Protection Policy and Procedures

Definitions

As per the Office of the Children's Registry (OCR) Jamaica:

Child abuse is any act, or failure to act, on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse, or exploitation of a child. Any act, or failure to act, which presents an imminent risk of serious harm to a child also counts as child abuse.

Abuses against children include:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

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Contents

1. Child Protection Policy Statement
2. Criminal Record Checking
3. Adopting Safe Recruitment Procedures
4. Induction and Training for Staff and Volunteers
5. Code of Behaviour
6. General Supervision
7. Definitions of Abuse
8. Possible Indications of Abuse
9. How to respond to disclosure of Abuse
10. Reporting Procedures
11. Whistle Blowing Procedure
12. Sample Incident Record Form
13. Safe Environment
14. Contact Details
15. Policy Review and Signatures

1. Child Protection Policy Statement

The Chris Gayle Foundation believes that all children have the right to enjoy sport without any form of harassment or abuse.

All those involved with The Chris Gayle Foundation have a moral and legal responsibility to protect all children, regardless of age, disability, gender, racial origin and sexual orientation or identity from abuse. All The Chris Gayle Foundation staff should be aware of all forms of abuse, good practice and also what to do if abuse is suspected to ensure that the welfare of children in their care is safeguarded.

This policy statement sets out the policy of The Chris Gayle Foundation in relation to the programmes delivered and managed by The Chris Gayle Foundation and is based on the following principles:

- The welfare of young people.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibilities to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld

2. Criminal Record Checking of staff and volunteers

The Chris Gayle Foundation will ensure that all staff and volunteers involved in projects will have undergone checks before being recruited for the programme.

3. Recruitment Procedures

The Chris Gayle Foundation staff and volunteers will have either been through or will go through a stringent recruitment process. This will involve an application form detailing any previous convictions, employment history and two references which will be closely scrutinised by The Chris Gayle Foundation. Staff and volunteers progressing will then be interviewed before having checks carried out.

4. Training for Staff and Volunteers

All The Chris Gayle Foundation staff and volunteers are aware of issues related to Child Protection and are aware of the four types of abuse.

The Chris Gayle Foundation staff and volunteers have read this policy and understand that any concerns must be reported to the Child Protection Officer. Both new and current staff and volunteers will undergo Good Practice and Child Protection training through the course of this programme whilst continually being supervised by The Chris Gayle Foundation's Designated Child Protection Officer.

5. Code of Behaviour

- The Chris Gayle Foundation will ensure that enough staff and volunteers are on hand to ensure a safe level of participation for the participants.
- To ensure young participants are not subjected to sporting participation in conditions of extreme heat or cold.
- To ensure that no male staff or volunteers enter female changing rooms and that no female staff or volunteers enter male changing rooms.
- To ensure that staff and volunteers are trained in first Aid and are easily able to access a fully stocked First Aid Kit.
- To ensure that liquid refreshments are easily accessible during the programme session.
- The Chris Gayle Foundation staff and volunteers will report any one to one support to participant's parents.
- No child will be left on their own with only one member of The Chris Gayle Foundation staff or volunteers.

6. General Supervision

The Chris Gayle Foundation will ensure that its staff and volunteers arrive in time to ensure that all equipment and facilities being used are safe and in good working order. The Chris Gayle Foundation will ensure there are enough staff and volunteers to ensure that the activities can be run in a safe and enjoyable way. The Chris Gayle Foundation will ensure that staff coaching a specific sport as part of any programme, have the relevant coaching qualification. The Chris Gayle Foundation will ensure that a suitable number of male and female staff are available to support the gender split of participants.

Health and Safety guidelines will be adhered to at any venues the programme uses. If children participating in the programme are taken off site permission forms will be required from their parents/carers.

7. Definitions of Abuse

It is generally acknowledged that there are four main forms of abuse:

Neglect

Where an adult fails to meet a child's basic needs like food or warm clothing, fails or refuses to give children love, affection and attention. Neglect in a sports situation could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse

Where someone physically hurts or injures a child by hitting, shaking, squeezing, and burning, poisoning, throwing, suffocating or otherwise causing physical harm to the child. In a sports situation physical abuse might occur when the intensity of training and competition exceeds the capacity of the child's immature and growing body.

Sexual Abuse

Where girls and boys are abused by adults or other children – male or female - who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex and fondling or showing pornographic material. In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional Abuse

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This may involve causing children to feel frightened or in danger by constantly being shouted at or taunted which may make the child very nervous or withdrawn. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to high expectations.

8. Possible Indications of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly situated on a part of the body not usually prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally have been expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

9. How to respond to Disclosures of Abuse

- React calmly so as to not frighten the child.
- Tell the child he/she is not to blame and that he/she has the right to tell.
- Take what the child says seriously.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child but do not make promises of confidentiality, which may not subsequently be feasible.
- Make a full record of what has been said, heard and/or seen as soon as possible.

It is not the responsibility of anyone working under the auspices of sport in a paid or unpaid capacity for the The Chris Gayle Foundation, to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that the appropriate agencies can then make inquiries and take any necessary action to protect the child.

10. Reporting Procedures

The first point of contact should be the The Chris Gayle Foundation Designated Child Protection Officer who will direct the enquiry to the correct agency. The Chris Gayle Foundation staff/volunteers should fill in a Report Form as soon as is possible following the incident.

Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to investigate the matter
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A copy of this information should be kept by The Chris Gayle Foundation and the OCR

Sharing Concerns with parents

There is always a commitment to work in partnership with parents and carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation.

When it is Not Appropriate to Share Concerns with parents

There are circumstances in which a child may be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these, or where concerns still exist, any suspicious, allegation or incident of abuse must be reported to the designated person as soon as possible and recorded.

Designated Officer

It is the responsibility of the Designated Child Protection Officer to inform the OCR without delay. If the Designated Child Protection Officer is not available the person discovering or being informed of the abuse should immediately contact the OCR - the relevant contact numbers are at the rear of this policy document.

Expert Advice

If you are not sure what to do, you can obtain advice by telephone from the OCR – contact details at the rear of this document

11. Whistle Blowing Procedures

The Designated Child Protection Officer may be informed of situations where they are unsure about whether the allegation constitutes abuse or not, and are therefore unclear about what action to take. Those responsible should always consult the OCR..

Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

The Chris Gayle Foundation assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child may be being abused.

Action if there are Concerns

- If, following consideration, the Designated Child Protection Officer is unsure then he must contact the OCR.
- If the allegation is about the Designated Child Protection Officer, or the matter has been handled inadequately and concerns remain, it should be referred to the Director of The Chris Gayle Foundation and the OCR.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person, who will take such steps as considered necessary to ensue the safety of the child in question and any other child who may be at risk.

- The designated person will refer the allegation to the OCR who may involve the police, or go directly to the police if out-of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The designated person should also notify The Chris Gayle Foundation and the OCR who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the OCR who is then responsible for taking the action outlined above.

Action by The Chris Gayle Foundation

- The Chris Gayle Foundation will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and OCR inquiries.
- Irrespective of the findings of the social services or police inquiries, The Chris Gayle Foundation must assess all individual cases under the appropriate misconduct/ disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff and volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, The Chris Gayle Foundation must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.
- Consideration should be given about what support may be appropriate to children, parents and members of staff and also to the alleged perpetrator of the abuse.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event. Where such an allegation is made, The Chris Gayle Foundation should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

12. Sample Incident Form

Name of Programme: The Chris Gayle Big 6:

Your Name:

Your Position:

Child's Name

Child's Address:

Parents/Carers Name and Address:

Child's Date of Birth:

Date and Time of any Incident:

Your Observations:

Exactly What the Child Said and What You Said (Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)

Action Taken so far:

External Agencies Contacted Date: Time:

POLICE

Name and Contact Number:

Details of Advice Received:

OCR

Name and Contact Number

Details of Advice Received:

Print Name:

Date:

Remember to maintain confidentiality on a need to know basis - only if it will protect the child.
Do not discuss this incident with anyone other than those who need to know.

13. Safe Environment

The programmes being run by The Chris Gayle Foundation will take place throughout the parishes of Jamaica, predominantly in Kingston. The programme will be run at a range of locations that will have a Risk Analysis carried out before the programme begins. The Chris Gayle Foundation staff and volunteers will ensure the centre and the equipment being used is safe and of a high quality before each session.

14. Contact Details

The Chris Gayle Foundation
Designated Child Protection Officer

OCR (Office of The Children's Registry)

Toll Free: 1-888- PROTECT (776-8328) (LIME)

Tel: 908-2132 (LIME) 618-5888 (Digicel Landline) 631-8933 (Flow) 631-8908 (Flow)

Cell: 822-7031 (Lime) 878-2882 (Digicel) **Fax:** 908-2579 **Email:** report@ocr.gov.jm

For all other matters, the Children's Registry may be reached at:

Tel: 908-1690 **Fax:** 908-0246

619-0723 (Digicel Landline)

631-4566 (Flow)

Email: ocrjamaica@yahoo.com

15. Signatures & Review

The Chris Gayle Foundation Designated Child Protection Officer will ensure that regular Child Protection courses are run for staff and volunteers. The OCR Website will also be monitored regularly in case of alterations in Child Protection Policy.

Raddy Haynes

Manager – The Chris Gayle Foundation