



Safeguarding Policy

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1. About this policy

1.1. Why does Safe Child Thailand need a Safeguarding Policy?

Safe Child Thailand (SCT) is a UK-registered charity that supports local partners who work directly with children and adults at risk in Thailand. Our partners include registered Thai foundations, international NGOs, local community-based organisations, schools and healthcare facilities.

Safe Child Thailand has administrative offices in London and Ireland. We work through schools and churches to organise events and activities for fundraising and/or campaign purposes, in which children are frequently involved alongside SCT staff and volunteers.

As an organisation committed to safeguarding children, Safe Child Thailand must actively advocate the safety and security of children and adults at risk. Safe Child Thailand's Safeguarding Policy is in place to ensure that children and adults at risk are safeguarded from abuse, in all its forms.

All staff, Trustees and volunteers and representatives of Safe Child Thailand need to be aware of its policy and commitments in relation to safeguarding children even though the majority of its staff and many volunteers may never have any unaccompanied contact with children or young people through their work.

1.2. What activities are covered by this policy?

This policy covers Safe Child Thailand's activities in the UK and overseas in Thailand and surrounding countries.

These activities include:

- Programmes – our work on the ground, primarily in Thailand
- Fundraising events and activities (in the UK and overseas)
- Child sponsorship (using child cases and messages to engage regular donors)
- Marketing, communications and campaigns (using children's images, stories etc to promote our work for marketing, campaigning and fundraising purposes)
- Field visits by staff, volunteers and representatives (primarily in Thailand)
- Safe Child Thailand management, governance and recruitment

1.3. Who does this policy apply to?

This policy should be read, understood and signed by all staff, Trustees, consultants, volunteers, representatives and third-party service providers as part of their contractual obligations to Safe Child Thailand. All SCT staff and volunteers need to be aware of this policy and commitments and procedures in relation to child protection even if their employment duties do not involve direct contact with children.

1.4. Related policies

Safe Child Thailand has in place other employment and organisational policies that compliment this Safeguarding Policy and help ensure the safety of children. These include the Data Protection Policy, Privacy Policy the Social Media Policy, and the Equality and Diversity Policy. SCT is also registered with the Fundraising Regulator and, as such, adheres to the Fundraising Regulator Code of Fundraising Practice V1.3.

1.5. Reviewing this policy

This policy will be reviewed by the Trustees and CEO annually and when there are changes in relevant UK and/or Thai legislation.

2. Terms and Definitions

2.1. Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child (and adult) protection is about responding to circumstances that arise.

2.2. Child/Children refers to any person under the age of 18, and this is how the term is used in this policy. In many cases, especially in Thailand, the term "child" can be used to refer to those over 18 who require particular support or help. In this policy we refer to these individuals as adults at risk (see below).

2.3. Adults at risk may be in need of particular protection and the needs and concerns of this group may be different from those of children. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:

- i. Is elderly and/or frail
- ii. Has a mental illness including dementia
- iii. Has a physical or sensory disability
- iv. Has a learning disability
- v. Has a severe physical illness
- vi. Is a substance misuser
- vii. Is homeless

2.4. Abuse is any form of maltreatment. It is the infliction of harm, or the failure to act to prevent harm. Children and adults at risk may be abused in a family or in an institutional or community setting, by those known to them or by others (e.g. via the internet). Abuse is referred to as historical abuse if it took place some time ago, such as where an adult discloses abuse suffered as a child. Abuse can be adult-to-child, child-to-adult or child-to-child.

In relation to children and young people, there are 5 main kinds of abuse: physical abuse, sexual abuses, emotional abuse and neglect. Please see Appendix 1 for full definitions of abuse and how to recognise it.

For adults at risk, there are additional kinds of abuse to consider; including financial abuse (taking, mismanaging or abusing power over an adult's finance or personal possessions).

2.5. Beneficiaries are any adults or children receiving services from work implemented by Safe Child Thailand and its partners. Beneficiaries can be direct (those who receive immediate, tangible or individual services) or indirect (those who benefit from the wider reaching impact of a programme or initiative).

3. Policy Statements

3.1. Equality and diversity

Safe Child Thailand recognises the personal dignity and rights of children and at-risk adults, towards whom it has a special responsibility and a duty of care and respect. Our safeguarding policy applies to all beneficiaries with whom Safe Child Thailand has contact regardless of gender, religion, race or ethnicity.

3.2. Responsibilities of Safe Child Thailand

Safe Child Thailand, and all its staff and volunteers, undertakes to do everything in its power to create a safe environment for children and at-risk adults and to prevent any kind of abuse. Safe Child Thailand is committed to acting at all times in the best interests of children, seeing these interests as paramount. We will do this by:

- Setting in place, implementing and regularly monitoring and reviewing procedures and protocols that protect children and at-risk adults.
- Adopting a set of protocols and code of behaviour for all staff, Trustees, associates, consultants, volunteers and representatives.
- Ensuring that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.
- Aiming to be an example of best practice in the prevention of child abuse and, if necessary, in responding to it.
- Developing and implementing Safeguarding protocols for Safe Child Thailand activities
- Ensuring that all staff are aware of and have access to the safeguarding policy.
- Delivering an induction programme for all new staff, which will include an explanation of the policy and its protocols.
- Provide relevant training on safeguarding and the application of these safeguarding procedures to staff roles to all staff and volunteers within the organisation.
- Holding contact details for statutory authorities including UK social services and International Social Services (ISS) and the police in the region Safe Child Thailand are working.
- Use a standard risk matrix template to ensure that safeguarding issues are considered as part of the risk analysis and/or health and safety arrangements for all Safe Child Thailand activities involving children (see Appendix 2).
- In planning or co-ordinating multi-agency or coalition or network organised events and activities, Safe Child Thailand will ensure that safeguarding considerations have been taken into account if relevant.

3.2. Appointment of Designated Safeguarding Officer/s (DSOs)

Safe Child Thailand has appointed two Designated Safeguarding Officers (DSOs); one full-time member of staff and one Trustee. These DSOs take **lead responsibility** for child protection. By acting as the point of liaison on safeguarding, both internally and externally and by managing the process of disclosure and referral, the DSO is responsible for ensuring the upkeep of this Safeguarding Policy across all SCT activities. The roles and responsibilities of the DSO can be found in Appendix 3.

3.3. Responsibilities of SCT partner organisations

Safe Child Thailand does not seek to impose our policy verbatim on agencies we support overseas, but we expect them to have in place and to actively implement a safeguarding policy, which should be consistent with Thai law and with international child protection legislation. Compliance to an up-to-date safeguarding policy is a condition of our support and partnership. Safe Child Thailand monitoring and evaluation and due diligence procedures ensure that partners act in compliance with their Safeguarding policies.

We respect that Thai law differs from UK law, but in any event of conflicts emerging between different jurisdictions and locations when handling Thailand-based safeguarding cases, we apply what is considered to provide the higher standard of safeguarding and protection.

To ensure due diligence is carried out with regards to safeguarding, we ask all partner organisations:

- To submit up-to-date Child Protection/Safeguarding Policies and Protocols to Safe Child Thailand for review.
- To provide a focused Child Protection feedback report annually to outline changes in safeguarding policy/procedure and highlighting any records/disclosure/incidents.
- To have a named safeguarding and child protection officer that reports directly to SCT on safeguarding issues.
- To have staff attend appropriate training on safeguarding and child protection, including attendance of one of Safe Child Thailand's Child Protection training events (once a year).
- To be subject to Safe Child Thailand monitoring and evaluation procedures, which include child protection monitoring.
- To read and sign the Safe Child Thailand Safeguarding Policy.
- To read and sign partnership agreements with Safe Child Thailand, which require them to meet the above safeguarding obligations.
- Safe Child Thailand's medium-term plan is to hire a Child Protection Officer in Thailand to implement capacity building activities directly with partners.

4. Safe Child Thailand Safeguarding Protocols

4.1. Protocol for professional boundaries and code of behaviours relating to working with children and adults at risk

Safe Child Thailand expects staff, Trustees and representatives to protect the professional integrity of themselves and the organisation.

Professional boundaries are what define the limits of a relationship between an employee and a service-user and/or beneficiary. They are a set of standards we agree to uphold that allows this necessary relationship to exist while ensuring the correct detachment is kept in place.

The professional boundaries outline in this protocol must be adhered to at all times when in activity involving children and adults at risk. If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures.

Staff and partners **must never:**

- Take children to the home or accommodation of staff, unless they are acting to protect the children from immediate danger.
- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children.
- Sleep in the same room or bed as a child with whom they are working.
- Develop any form of relationship with children which could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive (see definitions of abuse in Appendix 1.)
- Place a child at risk of abuse or exploitation.
- Fail to act when aware of abuse or exploitation.
- Exploit their own position vis-à-vis the children by making them run errands, do domestic work or carry out other forms of economic exploitation.
- Share any personal information relating to a child or adult at risk without consent or outside of SCT activities.
- Spend unnecessary time alone with children.
- Inappropriately use children to solicit support, financial or otherwise.
- Promote or endorse any form of child labour – exploitative or otherwise.
- Enter into any online or social media engagement with children or adults who are service-users of the charity's programmes or those they come into contact with at work (e.g. staff must not accept Facebook friend requests, etc.)
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.

- Behave physically in a manner which is inappropriate or sexually provocative to children
- Do things for children of a personal nature they can do for themselves (e.g. showering, dressing, feeding etc.)
- Condone or participate in conduct which is illegal, abusive or unsafe for children.
- Act in ways intended to shame, humiliate or degrade children, or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others. e.g. chosen for treats or benefits, recruitment for fundraising activities, selective award of gifts, etc. Gifts given to individual children must be done so through the defined sponsorship practices by the Sponsorship Team.

4.2. Protocol for staff working at fundraising events/activities

- Safe Child Thailand may carry out fundraising activities which directly involve contact with children and young people. Examples include school talks, community fundraising events, church-based activities etc.
- In any SCT activity organised directly by staff at which children are present, their parents, teachers, carers or relevant responsible adults should be present.
- Every person representing SCT in a paid or a voluntary capacity in a role that may involve working with children or vulnerable adults, in the UK or in Thailand, will be required to apply for DBS clearance. For non-UK residents the applicable background check in their country of residence will be required.
- SCT will also ensure that volunteers organising or participating (involved) in activities involving children at regional and local level are aware of its policies and procedures in relation to child protection.
- Any marketing or communications about fundraising events or activities that features a photo of a child involved must follow the rules on consent and use of images set out below.

4.3. Protocol for marketing, campaigns and the Child Sponsorship Scheme

SCT raises funds through marketing campaigns, appeals and through awareness-raising strategies. When fundraising and marketing, SCT uses emotive images and case studies of children and adults at risk in Thailand, to tell the beneficiary's story, demonstrate impact of our projects and raise the profile of our charitable work.

Furthermore, the SCT Child Sponsorship Scheme allows regular donors to engage in the work of the charity by gaining insight into the life of a beneficiary in Thailand. The scheme allows sponsors to receive updates about their sponsored child and photographs to demonstrate the child's development and the impact of the charity's work.

4.3.1. Data protection, confidentiality and anonymity

- Beneficiaries will have their identities protected to ensure they cannot be located or contacted in any capacity outside of SCT facilitation.
- SCT will never reveal a beneficiary's full name; date of birth; home address (or address of the organisation where the beneficiary is resident); name or location of schools, hospitals, day-care centres or other facilities used by the beneficiary.
- SCT will use nicknames and/or pseudonyms to refer to the beneficiary, to retain anonymity.

- SCT will only reveal the location of the beneficiary by province (regional area) and will not disclose identifying features of projects or programmes used by the beneficiary. This should be observed in all communications with particular attention to social media postings.
- SCT will never share a beneficiary's private or personal contact details i.e. email address, social media handle, phone number, home address etc.
- SCT will not disclose personal details that impeach upon the privacy, rights and dignity of the beneficiary, for example, HIV/AIDs status; sexual orientation; pregnancy; history of severe neglect, rape or sexual abuse; substance addiction; mental health status; criminal convictions; gender orientation or any other personal information deemed likely to threaten the beneficiary's confidentiality, privacy or cause distress or discrimination, and take appropriate steps to keep such information confidential in secure environments.

4.3.2. Participant briefing and consent

- Beneficiaries must never be made to feel that their support, care or services are dependent on their participation in marketing activities.
- All beneficiaries enrolled in the Child Sponsorship Scheme, or featuring in SCT appeals, campaigns or marketing activities will be briefed by programme coordinators about the nature of the Child Sponsorship Scheme and their involvement.
- Beneficiaries over the age of 16 will be asked to give consent to featuring in the charity's publications. They must read and sign a consent form, explaining how their data and images may be used and giving SCT permission to use this information in fundraising activity and the Child Sponsorship Scheme.
- Beneficiaries between the ages of 12 – 16 will co-sign a consent form with a parent or legal guardian.
- Beneficiaries are under the age of 12, a parent or legal guardian will be asked to give consent on behalf of the child.
- In all cases where beneficiaries over 16 have an intellectual disability or are considered unable to understand the terms of consent, a parent or legal guardian must give consent on their behalf.

4.3.3. Use of images

- Images and stories should only be used in the intended context and for the purpose for which consent was obtained.
- In photographs, beneficiaries will be appropriately and modestly dressed, with outer clothing garments covering their torso (i.e. no swimwear). Photographs will be dignified and age- and culturally-appropriate.
- SCT will not use images of beneficiaries that may cause embarrassment, distress, indignity or upset.

4.3.4. Donor/beneficiary relationship management

- SCT will receive, process and distribute all communications between sponsor and sponsee or donor and beneficiary. This includes the exchange of gifts, messages, cards

and letters. The SCT administration team will ensure that all communications are, to the extent appropriate given the terms of this policy, censored, confidential and uphold commitment to this safeguarding policy and procedures.

- SCT will not facilitate, in any capacity, unaccompanied individual visits to or from beneficiaries. If donors associated with SCT make private arrangements to visit a partner organisation in Thailand, SCT will assist by facilitating a Disclosure Scotland check for the visitor and by providing strict Visitor Guidelines to the partner organisation and the visitor to ensure a safe visit. See Appendix 4. for Visitor Guidelines.
- SCT will not facilitate private financial transactions to individual beneficiaries to private bank accounts.
- Breach of the above procedures by donors or sponsors could result in the termination of sponsorship.

4.4. Protocol for recruitment of staff, Trustees and volunteers

- SCT will identify posts in which direct contact with children or young people is possible or likely. 'Identified posts' will include those in education and fundraising, and particular posts in other areas where strong involvement in either programme is expected.
- Extra care will be taken in dealing with applications for identified posts (from both internal and external candidates).
- Candidates for identified posts will be asked to describe their previous experience of working with children or young people, to provide two referees who can comment on their work with children or young people, and will undergo an enhanced DBS check, where legally eligible as per government criteria.
- SCT will require a full employment history of candidates and expect to have satisfactory explanations for gaps in employment before appointment.
- Adverts and job descriptions for identified posts will include a reference to SCT's commitment to child protection and its Safeguarding Policy.
- Job offers made in relation to identified posts will be subject to satisfactory clearance from checking of statutory records and satisfactory verification of qualifications and the candidate's CV, as well as the adequacy of the candidate's references.
- Volunteers will be vetted to the extent legally permissible Any volunteers who are recruited or designated for work with schools, with young people or with children, will be vetted to the extent legally permissible. In most cases this will mean they are asked to complete a self-disclosure form (provided by CCPAS).
- Designated DBS recruiters will carry out DBS checks as needed. These will be acquired through CCPAS, a third-party disclosures agency.

5. Dealing with disclosures and suspicion

Safe Child Thailand recognises that **disclosures** (when a specific allegation of abuse is made against a named individual) and **suspicion** (when concern is expressed about abuse that may have taken place or be in prospect) should always be investigated and acted upon swiftly, making the welfare of children the paramount consideration. Any information offered in confidence should

be received on the basis that it will be shared with relevant people in authority, a Designated Safeguarding Officer or relevant child protection personnel.

In all disclosure/suspicion cases, Safe Child Thailand will hold a register of incidents.

5.1. Disclosure of abuse protocol

If a child or young person tells you they are being, or have been, abused:

- Listen to and accept what the child or young person says.
- Remain calm and do not show shock or disbelief.
- Do not investigate, and do not inform, question or confront the alleged abuser.
- Take the alleged abuse seriously.
- Reassure the child or young person that they have done the right thing by telling you.
- Let them know you need to tell someone else. Do not promise total confidentiality.
- Do not ask detailed, probing or leading questions.
- Let the child or young person speak freely but do not press for information.
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Record carefully what you have heard whilst it is still fresh in your mind. Include the date and time of your conversation and of any incident disclosed.

5.2. Suspicion of abuse protocol

If there is any cause to suspect abuse (whether through an allegation, disclosure or other means), the following steps should be taken:

- Avoid any delay.
- Report directly to the Designated Safeguarding Officer at Safe Child Thailand.
- The DSO will ensure an assessment is made and a report given to the appropriate Social Services Department or Police Station if necessary.
- If a child is suspected of being in immediate danger, the correct authorities (UK or overseas) must be contacted immediately.
- If the case relates to children at a project in Thailand, the DSO (or equivalent) at the partner organisation must be informed.

5.3. Accusations of abuse concerning SCT staff, Trustees or volunteers

- If a member of staff is the subject of an allegation of child abuse, that staff member will be asked to take leave from their duties on full pay until an investigation has been completed. If a SCT volunteer is the subject of an allegation of child abuse, that volunteer will be asked to withdraw from their work until an investigation has been completed. In both cases, it should be made clear to all that suspension does not imply guilt but rather protects all parties while an investigation is undertaken.
- Safe Child Thailand will inform the statutory authorities if a disclosure of abuse is made. If a suspicion is expressed, SCT will undertake a risk assessment and then take appropriate action, which may involve contacting statutory authorities.
- Any allegation made against a member of staff will be recorded in the staff member's personnel file, together with a record of the investigation undertaken and the outcome. Confidentiality regarding these records will be scrupulously maintained and information will only be released to the line management of the staff member concerned or to those in positions of authority externally who have reason to need it for the protection of children. Records will be kept for 50 years.
- If an incident of child abuse takes place in connection with Safe Child Thailand as an organisation or any activities, SCT undertakes to provide support for the alleged victims

and the alleged abuser while an investigation is carried out. Safe Child Thailand will also seek to ensure that any continuing support needed after a situation has been resolved is made available.

- If a member of SCT staff, trustee board or anyone closely associated with the SCT's work in some recognisable capacity is found to have committed acts in relation to children which are criminal or which contravene in a serious way the principles and standards set out in this policy, Safe Child Thailand will take disciplinary action and/or any other action which may be appropriate to the circumstances. If volunteers are found to have committed such acts, the volunteering relationship will be ended and appropriate action will be taken, up to and including reporting to the statutory authorities and the police.

5.4 Whistle-blower's protection

SCT recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. Those raising concerns can be assured that SCT will not tolerate harassment or victimisation and will take action to protect them from retribution or other penalty when an individual raises a concern in good faith. No staff member or volunteer will be prejudicing their own standing or position within Safe Child Thailand by responsibly reporting potential or suspected child abuse.

Reviewed pro bono by:



Appendix 1: Definitions of abuse and how to recognise them

Type of abuse	Definition	Indicators
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	<ul style="list-style-type: none"> - Any injuries not consistent with the explanation given to them - Injuries which occur to the body in places which are not normally exposed to falls, rough games etc - Injuries which have not received medical attention - Reluctance to change for, or participate in, games or swimming - Bruises, bites, burns, fractures etc which do not have a reasonable explanation - Cuts/scratches/substance abuse
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or mocking what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.	<ul style="list-style-type: none"> - Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. - Depression/aggression/extreme anxiety - Nervousness, frozen watchfulness - Obsessions or phobias - Sudden under achievement or lack of concentration - Inappropriate relationships with peers and/or adults - Attention-seeking behaviour - Persistent tiredness - Running away/stealing/lying
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Once a child is born, neglect may involve a parent or carer failing to: <ul style="list-style-type: none"> - Provide adequate food, clothing and shelter (including exclusion from home or abandonment) - Protect a child from physical and emotional harm or danger - Ensure adequate supervision (including the use of inadequate care-givers) - Ensure access to appropriate medical care or treatment. 	<ul style="list-style-type: none"> - Under nourishment and failure to grow - Constant hunger, stealing or gorging food - Untreated illnesses - Inadequate care - Persistent infections and ailments - Child's clothes and body is dirty, ungroomed - Physical signs i.e. lice, ringworm etc - *As poverty is often the cause of the following points, we need to look at it contextually and in comparison to the community average
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.	<ul style="list-style-type: none"> - Any allegations made by a child concerning child abuse - Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play - Repeated urinary infections or unexplained tummy pains - Sexual activity through words, play or drawing - Child who is sexually provocative or seductive with adults - Inappropriate bed sharing arrangements at home - Severe sleep disturbance, with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations - Infections and/or symptoms of sexually transmitted diseases
Online abuse	Online abuse is abuse carried out over the internet in chat rooms, via social media or any digital communications. Children and adults at risk are particularly vulnerable to online grooming, sexual abuse, pornography, exploitation, trolling, cyberbullying and hacking.	<ul style="list-style-type: none"> - Spending lots, much more or much less time online, texting, gaming or on social media - Child is withdrawn, upset or outraged after using the internet or texting - Child is secretive about who they're talking to and what they're doing online or on their mobile phone - Child has lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

References: Churches' Child Protection Advisory Service (CCPAS); NSPCC

Appendix 2: Safe Child Thailand Safeguarding Risk Assessment Matrix

Brief description of activity: e.g. Fundraising event at village fair			
Location:	Assessment carried out by:	Assessment date:	Assessment reference:

e.g.

HAZARD IDENTIFIED: e.g. Volunteer workforce						
Risks to safeguarding	People at risk	Measures to manage the risks effectively	Any further actions or information	Action by:		
				Who	When	Complete
– Abusive or inappropriate behaviour by volunteer	Child and vulnerable adults	<ul style="list-style-type: none"> - Volunteers must carry out a Disclosure Scotland check (or Enhanced DBS is legally permissible) before placement. - Volunteers will read, sign and adhere to the SCT safeguarding policy. - Volunteers must always be accompanied by a member of SCT staff during hours working for SCT. 	Failure to agree to the measures in place will lead to termination of voluntary work.	CEO	[Date]	[Date] [Sign]

HAZARD IDENTIFIED:						
				Action by:		
				Who	When	Complete

HAZARD IDENTIFIED:						
				Action by:		
				Who	When	Complete

RISK ASSESSMENT REVIEW:

To be carried out by:	Date when to be carried out by:	Review assessment reference:
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Appendix 3: The role of the Designated Safeguarding Officer/s

Role requirements

DSO/s will undergo training facilitated by the NSPCC to provide them with the knowledge and skills required to carry out their responsibilities. This training will be updated at least every two years. In addition to formal training their knowledge and skills will be refreshed (i.e. via e-bulletins, meeting other DSO/s, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role. DSO/s will be required to:

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the safeguarding policy and procedures, especially new and part-time staff.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of safeguarding best practice in all areas of SCT's operations and activities.

Role responsibilities

1. Manage referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to the DSO/s and ensure the organisation acting keeping with the whistle-blower's protection policy (Section 6.4)
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- Refer cases where a crime may have been committed to the Police as required

2. Act as a point of liaison on safeguarding both internally and externally

- Liaise with the CEO to inform him or her of all safeguarding issues (in the UK and overseas)
- To monitor safeguarding activity and provide feedback reports to the Board of Trustees, especially in the lead up to policy review.
- Liaise with the designated officer(s) at the local authority for child protection concerns
- Liaise with the designated officer(s) at partner organisations in Thailand to refer and monitor ongoing issues or cases
- Liaise with SCT staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for staff

3. Ensuring awareness of safeguarding procedures

- The DSO/s have the responsibility for ensuring that the staff, Trustees and representatives they manage are aware of, understand and appropriately use the Policy, and for reminding them of its provisions when the need arises.

Availability

During SCT service hours the DSO/s will be available for staff in the organisation to discuss any safeguarding concerns. Whilst generally the DSO/s would be expected to be available in person, there may be times when the DSO/s must be contacted by phone/Skype or email. If DSO/s are unavailable, staff member should seek to discuss matters with the CEO.

Appendix 4: Guidelines for visitors and partners facilitating project visits

For donors/supporters associated with Safe Child Thailand who make private arrangements to visit a partner organisation in Thailand.

1. Visitors should consent to a Disclosure Scotland check, conducted by Safe Child Thailand. The cost is to be covered by the visitor and the Disclosure Certificate submitted to SCT before arrangements to visit a sponsored child in Thailand can begin.
2. Visitors will be accompanied by two members of staff at the partner project **at all times**.
3. Visits can only take place at the partner organisation's facilities (children's home, school etc). Children must not be taken out by visitors unless accompanied by the two members of staff. Children must not meet the visitor in their home or hotel or travel in their car or private vehicle.
4. Visitors must not be taken to the child's school, workplace, family home or any other place the child can be found and visited independently.
5. Visitors can take a token gift for children at the projects, but it should not exceed the monetary value of £20/€25 and strictly no cash gifts can be exchanged.
6. Personal contact details must never be exchanged.
7. Photos of visits should only be taken with the permission of accompanying staff and children and should never be shared online or social media.