Child Protection Policy and Procedure
Link Community Development International

Policy introduction

Humanitarian and development efforts require a very clear understanding of the roles and responsibilities towards the care and protection of children. Link Community Development International (from here referred to as Link International or the Company) as a development agency, is committed to achieving the highest level of child safeguarding and protecting the welfare of the children and young people with whom we come into contact. We affirm our belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, in line with national child protection legislation and UN recommendations\(^1\). It is the duty of all those who work with children and young people to prevent harm and abuse of every kind, and to report any abuse discovered or suspected. We recognise our duty of care to keep children safe in our interventions as much as our mandate allows and our responsibility to ensure that they are treated with dignity and respect.

The Company believes that to achieve successful result, staff and its partners need to be aware of the roles they play and the responsibilities they take while interacting with children directly or indirectly. This policy document provides Company staff and partners the framework on the standards and mechanisms to these. It provides the basis for effective measures to prevent and respond to violence, from awareness raising to safeguarding measures. In this regard, it does not only provide an excellent opportunity for the enhancement on the quality and professionalism of those working with children but also will help to achieve better impacts on all Company interventions.

General Principles

Link International’s Child Protection Policy is based on the following set of principles:

- All children have equal rights to protection from abuse and exploitation.
- All children should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- NGOs have a duty of care to children with whom they work and with whom their representatives work.
- If agencies work through partners, they have a responsibility to meet minimum standards of protection for the children in their partners’ programmes.

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\(^1\) This refers to national legislation and action plans on Child Protection in Link International’s countries of operation, including The Children Act (1989) in the UK; the Child Care Protection and Justice Act (2010) in Malawi; the National Social Protection Strategy 2007 (NSPS) and The Children’s Act of 1998 (Act 560) in Ghana; The National Strategic Programme Plan of Interventions for Orphans and Vulnerable Children (NSPPI-2) and The Children’s Act in Uganda; and the UN Convention of the Rights of the Child (UNCRC) 1989.
This policy aims to set out the legal and management structures for child protection and the Company aims to ensure that certain minimum standards of behaviour are observed. The Company adheres to the following Child Protection Policy and Procedures:

1. **Scope of the policy**

The Policy applies to all staff, whether international or national, full time, part time, and to those engaged on short-term contracts e.g. consultants, researchers, volunteers and board members of the Company. The policy also applies to staff and representatives of partner agencies and any other individuals, groups or organisations who have a formal/ contractual relationship with the company that involves any contract with children (unless it is formally agreed that a partner organisation mainly enforce its own child protection policy).

Donors, journalists, celebrities, politicians and other people who visit any of the Company’s programmes or offices in order to make contact with children, must be made aware that this protocol applies to them. The Company expects that all of the above must act in accordance with this policy in both their professional and personal lives.

2. **Definition of terms**

‘Child’ is anyone under the age of 18 years”. For the Company, the term Child Protection refers to the set of policies, procedures and practice that we employ to ensure that the Company is a child safe organisation in which individual children we work with are safe and that we respond appropriately to individual cases of abuse and exploitation (either internal or external to the Company) when they occur.

‘Child Abuse’ consists of anything which 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. The main categories of abuse are defined by WHO as Physical Abuse, Emotional Abuse, Neglect and Negligent treatment, sexual abuse and exploitation.

‘Sexual Exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from sexual exploitation or another.

3. **Recruitment, selection and assignment of personnel and partners**

For staff and volunteers to be recruited to join the Company;

- A standardised interview process is to take place to ensure the selection of the best candidate according to pre-determined specific essential and desirable skills; with consideration to the suitability of a candidate in relation to child protection issues; and to ensure candidates are judged on the basis of equal opportunity.

- Two references are to be requested and checked. Referrees are to be asked to comment on a candidate’s suitability for the specific position for which they are applying in terms of character and skills. Referrees should be asked in particular to give their opinion on the candidate’s suitability to work involving children.

- Where appropriate, the Company reserves the right to perform Criminal Records Bureau (CRB) and/ or Disqualification and Barring Service checks before concluding appointment.
• Those involved in the selection of candidates are to pay attention to and follow up on any gaps in a candidate’s employment history.

• A successful candidate will be asked to commit to the organisation’s child protection policy and procedures as a condition of employment.

• Prior or at the time of issuing any employment contract all staff and representatives receive and understand this policy, a copy of the local procedures, and the code of conduct as incorporated in our Employee Handbook.

• The job description of all staff spells out the specific child protection responsibility each of the positions involve which in broad terms include that they fully understand the provisions of the Child Protection Policy, ensure the way they are carrying out their work is not putting children at risk or further risk, and be vigilant about observing possible child abuse/harm in their personal and professional lives.

For organisations selected to work in partnership with the Company;

• They will be requested to have a child protection policy and procedures in place that are both rigorous and appropriate.

• The Company is committed to supporting partner organisations to put in place rigorous and appropriate policies and procedures that are applied across the organisation.

• There will be an agreement at the outset of partnerships that child protection issues will be included as an appropriate element of monitoring, evaluation and reporting

• Partnership agreements should reflect a commitment to child protection and to putting protection measures in place where they do not exist

• All individual consultants or contractors working with the Company must be issued with a copy of the child protection policy (in the form of the Company’s Employee Handbook which will also contain all other company policies and procedures) and must abide by the policy during the entire period of their involvement with the Company.

• All implementing partners, or other organisations who have a formal/contractual relationship to the Company that involves their staff having contact with children, will be committed to include in their contracts a requirement that staff;

  ✓ Comply with this policy or that they comply with the organisations own policy of a similar standard including procedures for reporting and investigating concerns; and

  ✓ Comply with the code of conduct

4. Education and training in child protection

The Company will ensure that opportunities are available to staff, volunteers and consultants, as appropriate, to develop and maintain the necessary skills and understanding to safeguard children including:
• An induction process for all new and existing staff that considers all aspects of the Child Protection Policy and Procedures, including training on acceptable and unacceptable sharing of information about children, communications about children, reporting and reaction protocol, ramifications of misconduct, and commitments of partners. The aim is to ensure a common understanding of child protection issues, standards of practice, and the organisational implications of these.

• Child protection issues will also be included in staff appraisals and in team meetings, as appropriate, to provide an open atmosphere to discuss related issues and to ensure staff knowledge and skills can be assessed so that appropriate education and training is identified.

• Where required, practical guidance will be provided through putting together resource bank on child protection to assist staff, volunteers and consultants in overcoming a host of obstacles that may confront them in tackling child protection issues in their work. Further capacity building will be undertaken through individualised training for all staff who request or require it; including through access to good quality resource bank and online training.

• Guidance for ensuring projects and programme design make sure that children are adequately supervised and protected at all times.

• Annual budget provision is made for staff who require training on child protection via their individual Staff Development Allowances.

• Ensuring all new and existing representatives of the organisation understand that all children, regardless of gender, ethnicity, age, socio-economic background or disability have equal rights to protection.

• Ensuring that the UN Convention of the Rights of the Child, the short version of the child protection policy and reporting guidelines, is prominently displayed in all Company offices or easily accessible via the company website.

• Identification of any gaps in knowledge in relation to and skills to deal with child protection issues of all representatives of the organisation.

• We are committed to reviewing and updating the education and training offered to all staff of the organisation to ensure it is both relevant in the organisational context and robust in relation to child protection.

• The Senior Management Team ensures all members of staff who require training will take part in Child Protection refresher sessions annually.

Where the opportunity arises, the Company will include child protection promoting messages in training delivered to beneficiaries including:

• Addressing issues at school level that compromise a child’s right of access to quality education

• Promotion of a child-friendly school environment for all children

• Encouraging schools to adopt an anti-bullying strategy and approach as an integral part of protecting children and helping them to feel safe in school
• Raising awareness of the importance of vigilance as beneficiaries become aware of the damage bullying (child to child or adult to child) can inflict on children
• Guidance to teachers and managers on promoting good relationships and positive discipline procedures
• Definitions of abuse and how some groups of children are particularly vulnerable, including disabled children
• Guidance to teachers and managers giving children a voice and listening to their concerns
• Guidance to teachers on educating children about their rights to protection
• Promotion of guidance and counselling services and schools
• Creating an atmosphere in which abuse can be disclosed by children and addressed
• Guidance on how to avoid reinforcing beliefs and practises which are harmful to children
• Guidance on how to respond to a child who says they, or another child, are experiencing abuse
• Guidance on how to respond to allegations against a member of staff/volunteer or another young person
• Guidance on how to respond to concerns about a child’s welfare where there are concerns but no specific allegation has been made
• Contact details for local child protection services

5. Management structure
The Company will adopt a management structure in order to facilitate the implementation of the child protection policy and procedures including:

• Permanent appointment of a suitable trained designated person with a clearly defined role responsible for implementing the child protection policy and procedures to ensure a clear understanding among all representatives of the organisation of all relevant issues relating to child protection.
• Ensuring the retention of personal information on children is limited to those who need to know to ensure respect for children’s right to confidentiality and privacy, and to protect children from those who may use information to harm children (see ‘use of data’ below).
• Overall responsibility for overseeing the implementation of the child protection policy and procedures will lie with the Company’s Board of Trustees to ensure due importance is afforded to this area.
• Incorporation of child protection into regular internal and external programmes, project and organisational evaluations and assessments, Office Procedures and Manuals to ensure internal monitoring against targets, and external transparency and objectivity.

6. Behaviour protocols
Children are not the direct beneficiaries of the Company’s work. Therefore, Company staff, volunteers, consultants etc should not, in the course of their normal employment, come into contact with children without the supervision of the teacher of the children being present. If Company staff do come into direct contact with children, then they will adhere to the same standards of behaviour that are laid out in this codes of conduct and other relevant policy statements. Where the opportunity arises, the Company will include child protection promoting messages in training delivered to beneficiaries including:

- The key provisions of the relevant national child protection legislation
- Addressing issues at school level that compromise a child’s right of access to quality education
- Promotion of a child-friendly school environment
- Guidance to teachers and managers on promoting positive discipline procedures and how to involve pupils in the process
- Promotion of guidance and counselling services and schools
- Creating an atmosphere in which abuse can be disclosed by children and addressed.

The Company will provide step-by-step guidance on what action to take if there are concerns about a child’s safety or welfare. There will be separate procedures for reporting internal and external cases.

7. Code of Conduct

All adults and children have a responsibility to treat one another with dignity, respect, sensitivity and fairness. All behaviour that discriminates, offends or is violent is unacceptable and that complaints will be acted on. Child abuse is classified as ‘gross misconduct’ as listed in our Employee Handbook and will result in summary dismissal. The Code of Conduct is developed in light of these and the Senior Management Team is responsible for ensuring that all staff members sign the Child Protection Policy which includes acceptance of the Child Protection Code of Conduct upon joining the organisation and will be made aware of the consequences of failing to adhere by it as spelt out in this policy, as well as in the Employee Handbook. The same will also be incorporated in agreements with consultants and contractors, and failing to adhere it will lead to termination of contracts or agreements (see the Procurement Policy).

When working with children Company representatives MUST ALWAYS:

- Avoid working alone with children and plan work so that at least two adults are present
- Avoid inappropriate physical contact with a child (based on local norms of behaviour)
- Ensure that language is moderated; refrain from adult comments that may cause discomfort
- Listen to what children are saying, and respond appropriately
- Ensure all interaction is safe, appropriate, child-friendly and sensitive to the child’s feelings
- Be aware of situations that may present risks and manage these
- Be vigilant for signs that a child may have been trafficked, or is at risk of trafficking
- Be familiar with procedures for reporting concerns
- Immediately report any concerns relating to the safety of a child you are in contact with
When working with children Company representatives **MUST NEVER:**

- Hit or otherwise physically assault, harm or abuse them.
- Develop physical/sexual relationships with them.
- Develop relationships with them that could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place them at risk of abuse.
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Behave verbally or physically in a manner that is inappropriate or sexually provocative.
- Have a child with whom you are working stay overnight at personal accommodation
- Do things for a child of a personal nature that they can do for themselves.
- Condone, or participate in, behaviour of a child that is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle 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.
- Allow allegations made by a child or concerns expressed by others about their welfare, to go unrecorded or not acted upon.
- Use any computer or other electronic device to view, download, distribute or create indecent or inappropriate images of children.

In general, staff, associates and visitors **SHOULD ALWAYS:**

- Report any child protection concerns immediately as per the child protection policy;
- Respect the views of children, being careful to listen, show respect and build their confidence by encouraging them to share their opinions and concerns (encouraging their peers to do the same);
- Stop any disagreements between children from escalating;
- Be aware of situations which may present a risk and manage these by planning and organising beforehand;
- As far as possible, be visible whilst working with children;
- Ensure a culture of openness exists to enable any issues or concerns to be raised and discussed;
- Encourage children to feedback on their experiences of any contact with staff, associates and visitors.

**Any staff found to be in contravention of any of the above will undergo the Company’s procedure as detailed in the Staff Handbook.**

8. Communications and confidentiality of information concerning children

With children as the indirect beneficiaries of the Company’s work, the Company will control confidential and inappropriate information (written and verbal) regarding children and will prevent the presentation of
degrading images relating to children by developing and enforcing a set of communication guidelines to safeguard and respect children which representatives will abide by including:

- Guidance on confidentiality and information-sharing which makes clear that the protection of the child is the most important consideration
- Guidelines for appropriate use of information technology (such as email, digital cameras, websites, internet) to make sure that children are not put in danger and exposed to abuse and exploitation.
- Guidelines on appropriate photos of children – i.e. that they should be fully clothed, not sexualised in any way, and empowered rather than vulnerable where possible
- Guidelines for vetting external photographers (e.g. references, character references, police checks)
- Letting children give their own accounts as much as possible rather than others speaking on their behalf, and highlighting the ability of people to take responsibility and action for themselves.
- Portraying an accurate and balanced picture of children, with an emphasis on dignity and with as much reference as possible to their social, cultural and economic environment, and avoidance of sensationalist text and images, and degrading and inaccurate representations.
- Not revealing any personal and physical information to identify the location of a child that could put them at risk. In particular, to change the name and location of children in all images used.
- Always asking permission of children before taking their photos or a video.
- Get their parent/guardian’s consent and make everyone aware what, where and how the images will be used for

9. **Storage and Use of Data**

- All electronic data about children will be stored in password-protected files
- All paper records about children will be stored in locked filing cabinets and identifying details removed from the records as far as possible
- The Senior Management Team is responsible for ensuring that data protection induction and training takes place for all Company staff and that records are kept in line with the UK Data Protection Act 1998 (as per Company policy on Data Protection) as well as relevant national legislation. The Senior Management Team will also be responsible for developing an induction program including orientation on the data protection policy and ensuring that signed copies of the data protection policies are kept in all staff members’ files.

10. **Research with children**

Any research the Company conducts with children will ordinarily be undertaken on school sites and as a result the existing school management structures will be in place to ensure that adults are always present when children are being interviewed. If for any reason the Company receives a mandate to conduct research outside of the school site then additional safeguarding measures will be implemented.
11. Child labour

The Company acknowledges that in the course of their work, representatives may encounter children engaged in labour activities which do not accord with the minimum age standards expressed in the International Labour Organisation’s Fundamental Principles on Rights at Work. The Company is opposed to such practices and prohibits the use of child labour within its own business and in that of its suppliers and contractors. However, consistent with its charitable aims and policy priorities, at this stage Company does not actively engage in any governmental lobbying on this issue.

12. Reporting and reaction protocol

The Company will adhere to the guiding principle of considering the best interests of the child should any representative of the organisation witness or suspect any form of child abuse. Individuals have the responsibility to report suspected or disclosed child abuse. In order to be clear on the standards of behaviour they can expect from Company staff, representatives, children and their families will be made aware of the Child Protection Policy and Code of Conduct.

In line with Company and/or Child Protection reporting procedures, representatives are expected to report child protection concerns so that immediate and appropriate action can be taken to safeguard the child:

- Staff, children and families must be able to raise concerns, confidentially if necessary, about poor practice, unacceptable behavior or actual/potential abuse by other staff or contractors. The Company will provide step-by-step guidance on what action to take.

- For incidents reported or suspected by Company staff, it is the responsibility of the staff member to notify their line manager immediately who will communicate with the Senior Management Team responsible for the child protection policy who will react appropriately according to set guidelines.

- An alternative line of reporting is available for reporting via Dr Samantha Ross, International Programme Manager.

- The Senior Management Team is responsible for recording incidents, concerns and referrals and storing these securely, so that confidential information is locked away. Such files will be retained in a file separate from other files.

- Any line manager informed of such a concern must inform the Senior Management Team rather than taking action or making decisions on a course of action independently. This is to avoid important issues being dismissed as insignificant by line managers.

- If Company staff witness any form of child abuse during a visit to a school, then they have the duty to report this to the school headteacher, to the relevant local education authorities, to the nearest Link office, to their line manager and if a crime has been committed, to the police.

- Confidentiality is important when working with children BUT the law does not allow anyone to keep concerns relating to child abuse to themselves. Confidentiality cannot be maintained if withholding of the information will prejudice the welfare of the child.
• If Link staff witness any significant risk to the safety, security or well-being of children at a school, then they have a duty to report this to the head teacher and to the relevant local education authority as well as their line manager and nearest Link office.

• Company management will provide suitable supervision and support to staff and volunteers affected by any child protection issue raised to reduce the stressful impact of the situation.

• All Company employees and representatives have the specific right and responsibility to whistleblow if they are concerned about the conduct of a colleague (see Staff Handbook).

Processes for dealing with complaints are fair and transparent and include a right of appeal. Investigation will be led by the Senior Management Team. All allegations of breaches of this policy will be dealt with in line with Company Disciplinary Procedures as outlined in the Staff Handbook. Apart from an informal verbal warning, representatives have the following rights in relation to disciplinary action:

• to be informed of the allegations of misconduct to be addressed at any disciplinary hearing
• to be accompanied by a work colleague or by an accredited union or labour official
• to appeal against any disciplinary action.

Representatives will always be given as much information as possible regarding the allegations of misconduct. Any disciplinary action will only be taken after a full investigation of the facts. The Company reserves the right to vary the disciplinary procedure dependent on the seriousness of the allegations of misconduct.

At each stage of the disciplinary procedure, staff will be given the right of appeal by putting reasons in writing to the CEO or Executive Director within five days of receiving written confirmation of the disciplinary decision. If staff wish to raise a grievance formally, it should be done in line with the Grievance Policy outlined in the Staff Handbook.

13. Ramifications of Misconduct

The Company takes child protection seriously and will implement the child protection policy and procedures, guidelines and codes of conduct rigorously across the organisation to safeguard children. The Company will also support the implementation of partner organisations’ child protection policies and procedures. In the event that staff or volunteers associated with the Company violate any aspect of the policy and procedures, appropriate action will be taken. Company staff and volunteers should not, in the course of their normal employment, come into contact with children without the supervision of the teacher of the children being present. However, if a staff member or volunteer becomes directly involved in any child abuse allegation, or reports the involvement of another person as allegedly involved in child abuse, the Company will act in accordance with the law to safe guard children and to ensure justice is fully adhered to.

Child abuse is a ‘gross misconduct’ as listed in the Employee Handbook and will result in summary dismissal.

14. Policy monitoring and review

Child Protection Policy
Link Community Development International, June 2017
This policy will be fully reviewed every 2 years by the Company’s Senior Management Team (SMT) and Board of Trustees (in line with GEC’s Child Protection self-audit tool). All Link staff and volunteers (and anyone working from within LCD’s premises) are asked to read and sign that they have understood the policy. Whenever the policy is revised, staff are asked to re-sign.

The Company receives advice from its legal advisor on its way of formulation, enforcement and revision of the child protection policy and other policies and procedures linked to it.

15. Accountability

The company CEO has overall responsibility for creating the managerial environment which enables and facilitates the implementation of all aspects of this policy. The company CEO also holds overall responsibility for developing and implementing local procedures and she/he is also responsible for delegating responsibility to key posts including the Senior Management Team.

For and on behalf of Link Community Development International:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signed</th>
</tr>
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</table>

For and on behalf of the consultant:

<table>
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<tr>
<th>Name</th>
<th>Date</th>
<th>Signed</th>
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List of annexes:

1. Reporting flow chart
2. Reporting Template
3. Consent form for photography and filming – for staff and contractors
4. List of resources to develop staff and partners understanding on Child Protection
Child Protection Policy
Link Community Development International, June 2017

NSPCC 24 hour Child Protection helpline: 0808 800 50000

Reporting Process (Internal and External)

**Within 24 hours**

**Child Protection Issue – suspicion, incident, allegation**

Person reporting/supporting child to report and record detail using the **Reporting Template**

Incident involves individual/s internal or external to LCDI

**Issue immediately** reported to UK Senior Management Team & local Link office
Executive Director: SMT contact in UK is
Samantha Ross (Dr). International Program Director
Scotland, UK
Office Tel. + 44131 225 3076
Mobile: + 447774466705
Samantha@lcd.org.uk
Samantha to immediately contact CEO.

If child needs medical assistance and/or immediate protection call the Police on 999

If allegation suggests a crime may have been committed e.g. serious physical assault, sexual abuse report externally to Local Authority Child Protection Team immediately and/or NSPCC

All concerns, incidents or allegations of abuse and complaints are responded to, recorded, followed up and monitored.

Fiona Greig
CEO Link Community Development International
Tel: +44131 225 3076,
Mobile: +447701 081600
fiona@lcd.org.uk

Refer to relevant local authority or contact NSPCC
Annex 2: Reporting Template

<table>
<thead>
<tr>
<th>Part One: About You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Your role in relationship to Link International:</td>
</tr>
<tr>
<td>Details of any other organisation involved:</td>
</tr>
<tr>
<td>Your relationship to the child or children concerned:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Two: About the Child/Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s):</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Age:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Who does the child live with?</td>
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<tr>
<td>Where is the child now (are they safe)?</td>
</tr>
<tr>
<td>Are there any immediate medical or safety issues?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Three: About Your Concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did a child disclose abuse?</td>
</tr>
<tr>
<td>Date, time and place of any incident(s):</td>
</tr>
<tr>
<td>Nature of concern/allegation:</td>
</tr>
<tr>
<td>Observations made by you (e.g. child’s emotional state, any physical evidence):</td>
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<tr>
<td>Write down exactly what the child said and what you said: continue on a separate sheet if necessary:</td>
</tr>
<tr>
<td>Any other relevant information? (e.g. disability? language?):</td>
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<tr>
<td>Were other children involved or aware?</td>
</tr>
<tr>
<td>Have you reported to parents or carers or any other staff or Agencies?</td>
</tr>
<tr>
<td>If yes:-</td>
</tr>
<tr>
<td>Time and date of reporting:</td>
</tr>
<tr>
<td>Person(s) to whom report was made:</td>
</tr>
<tr>
<td>Advice given:</td>
</tr>
<tr>
<td>Action taken:</td>
</tr>
</tbody>
</table>
Annex 3: Consent form for Photography and Filming – for staff and contractors

To Name of parent or guardian: _____________________________________________

Address: __________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Contact tel no: __________________________________________________________________

Name of child: __________________________________________________________________

School the child attends (if applicable): ___________________________________________

Location of photograph: __________________________________________________________________

We would like to *take photographs / *make a video recording of your *child / *children for promotional purposes. These images may appear in our printed publications, in the media, on video, on our website, or on all four. (*Please delete as appropriate.)

To comply with the Data Protection Act 1998 in UK, we need your permission before we take any images of your *child / *children. Please answer questions 1 to 4 below, then sign and date the form where shown.

Please return the completed form to:

___________________________________________________________________________

(Insert name of the staff member commissioning the photography and the return address.)

To the parent Please circle your answer

- May we use your child’s image in our printed promotional publications? Yes / No

- May we send out your child’s image with our press releases? Yes / No

- May we use your child’s image on our website? Yes / No

- May we record your child’s image on our promotional videos? Yes / No
Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. Please also note the conditions for using these images below.

I have read and understood the conditions of use on this form.

Signature: ____________________________ Date: ____________________________

Your name (in block capitals): ___________________________________________

Conditions of use

- This form is valid for *two years from the date of signing / *for this project only. The consent will automatically expire after this time.
- We will not re-use any images *after this time / *after the project is completed.
- We will not include details or full names (which means first name and surname) of any child or adult in an image on video, on our website, or in printed publications.
- We will not include personal identifying information such as e-mail or postal addresses, or telephone or fax numbers or details of location such as school name or name of village – we will refer to District or name of large town/city - on video or on our website or in printed publications.
- If we use images of individual children, we will not use the name of that child in the accompanying text or photo caption.
- We may use group or class images with very general labels, such as “a science lesson” or “making decorations”.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
Annex 4: List of resources to develop staff and partners understanding on Child Protection

If you think a child is in immediate danger you should contact the police and/or ambulance service by calling 999.

1. The Local Authority child protection team—a telephone number, including an out-of-hours contact, should be publicly available on the Local Authority website.
2. The National Society for the Prevention of Cruelty to Children (NSPCC) 24 Hour Child Protection Helpline: Call 0808 800 5000; text 88858; email help@nspcc.org.uk; write to the NSPCC at: Weston House, 42 Curtain Road, London, EC2A 3NH; website: http://www.nspcc.org.uk/
3. ChildLine – for children, and young people up to the age of 18. Call free on 0800 1111; website: http://www.childline.org.uk/Talk/Pages/Email.aspx
4. Child Exploitation and Online Protection (CEOP) Centre: Call 0870 000 3344; write to or visit at Child Exploitation and Online Protection Centre, 33 Vauxhall Bridge Road, London SW1V 2WG; website http://ceop.police.uk/

In Scotland

5. CHILDREN 1ST – Call 0131 446 2300; email: info@children1st.org.uk; write or visit at Royal Scottish Society for Prevention of Cruelty to Children, 83 Whitehouse Loan, Edinburgh, EH9 1AT
6. ParentLine Scotland: call free on 0800 028 2233

International support and information

