

# SAFEGUARDING POLICY

for Staff, Board, Volunteers and  
Associated Personnel

SECTION 1: INTRODUCTION .....	2
SECTION 2: SAFEGUARDING PROCEDURES .....	3
SECTION 3: SAFEGUARDING CHILDREN .....	6
SECTION 4: BACKGROUND CHECKS FOR STAFF AND VOLUNTEERS....	8

Approved by the Board of

**100%**

**FOR THE CHILDREN**

# SECTION 1: INTRODUCTION

Our organization is committed to safeguarding the well-being of all individuals involved in our activities, particularly children and those who are vulnerable.

This policy outlines the procedures and measures in place to protect staff, volunteers, and beneficiaries from harm, abuse, and neglect. It applies to all staff members, volunteers, and associated personnel.

## PURPOSE

The purpose of this Safeguarding Policy is to:

1. Ensure the safety and well-being of all individuals involved in our programs and activities.
2. Provide a clear framework for identifying, reporting, and responding to safeguarding concerns.
3. Promote a culture of respect, transparency, and accountability.

## SCOPE

This policy applies to:

1. **All staff members** (full-time, part-time, temporary, and permanent).
2. **Volunteers and interns.**
3. **Board members.**
4. **Contractors, consultants, and other associated personnel** (including externals taking part in missions).

# DEFINITIONS

**Safeguarding:** The measures and actions taken to protect individuals, especially those who are vulnerable, from abuse, harm, and neglect.

**Abuse:** Any action that intentionally harms or injures another person. It includes physical, emotional, sexual abuse, and neglect.

# ROLES AND RESPONSIBILITIES

**Safeguarding Lead:** In 100% for the Children we have a designated person responsible for overseeing the implementation of the safeguarding policy, receiving reports of concerns, and ensuring appropriate action is taken.

**All Staff and Volunteers** are responsible for adhering to the safeguarding policy, reporting any concerns, and promoting a safe environment.

# SECTION 2: SAFEGUARDING PROCEDURES

## 1. Reporting Concerns:

- Any concerns about the safety or well-being of individuals must be reported immediately to **the Safeguarding Lead**.
- Reports can be made in person, via phone, or through a designated email address.
- All reports will be treated confidentially and only shared with necessary personnel.

## 2. Responding to Concerns:

- **The Safeguarding Lead** will assess the report and determine the appropriate action, which may include an internal investigation or referral to external authorities.
- The safety and well-being of the individual will be prioritized at all times.

## 3. Confidentiality:

- All information related to safeguarding concerns will be handled with **strict confidentiality**.
- Information will only be shared on a need-to-know basis and in accordance with legal requirements.

## 4. Training:

- All staff, board members, volunteers and associated staff will receive and sign the Safeguarding Policy
- The organization will provide additional training for those in roles with specific safeguarding responsibilities.

## 5. Code of Conduct:

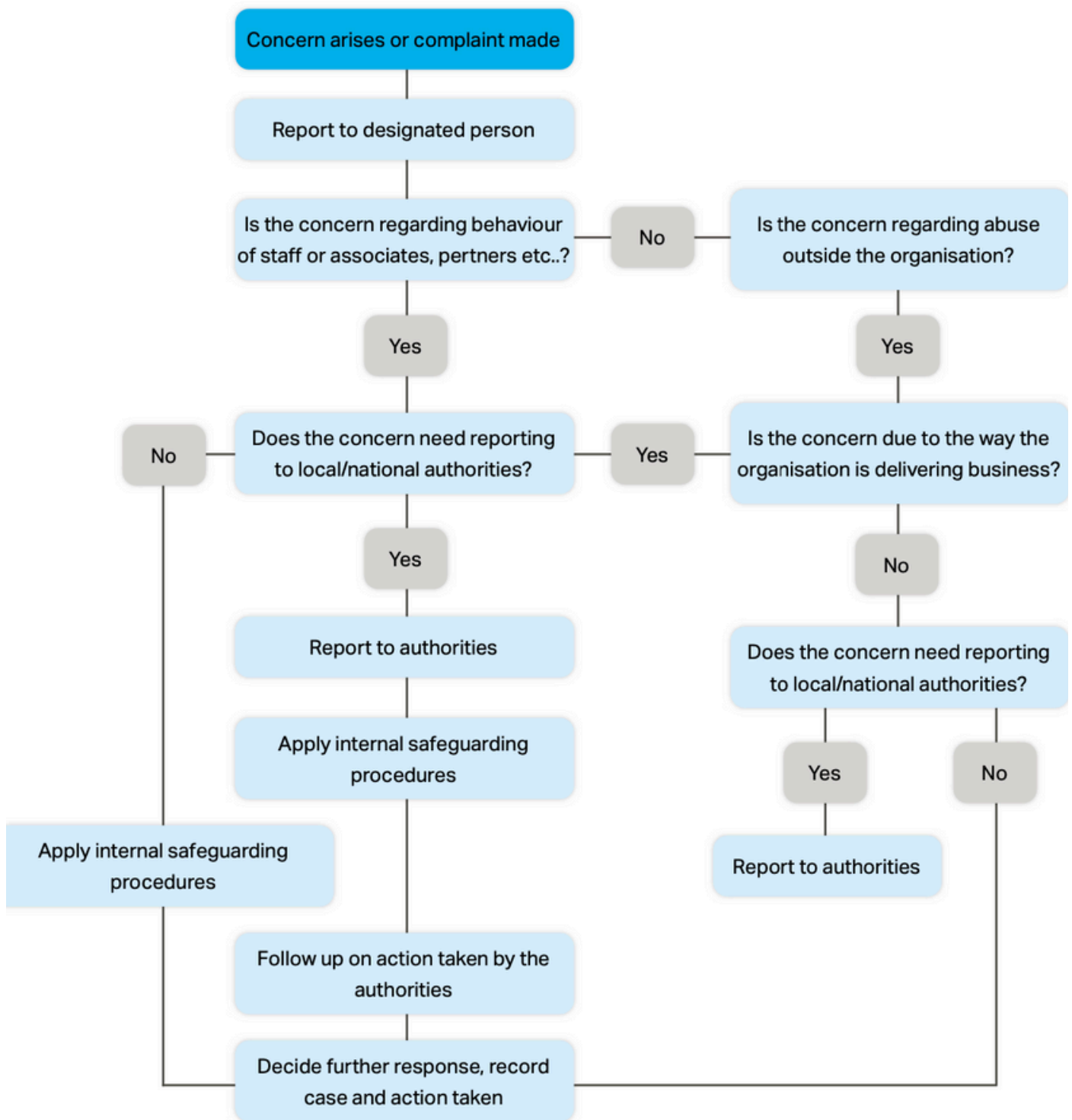
- All staff, board members, volunteers and associated staff are expected to adhere to the organization's Code of Conduct, which outlines acceptable and unacceptable behavior.
- Any breaches of the Code of Conduct will be addressed promptly and may result in disciplinary action.
- The Code of Conduct is a separate policy.

# MONITORING AND REVIEW

- The safeguarding policy will be reviewed **annually** to ensure it remains relevant and effective.
- Feedback from staff, volunteers, and beneficiaries will be considered in the review process.

# PROCEDURES FOR REPORTING AND RESPONDING TO SAFEGUARDING ALLEGATIONS

This diagram has been adapted by Dr. Chrissie Gale for the Danish Child Protection Network, from a publication issued by Keeping Children Safe: Developing Child Protection Policies and Procedures.



## SECTION 3: SAFEGUARDING CHILDREN

To ensure the safety and well-being of children (0-18 years of age), our organization expects all staff members and volunteers to adhere to the following guidelines and behaviors:

### Professional Boundaries

- **Maintain Professional Boundaries:** Always maintain appropriate boundaries with children. Avoid behavior that could be misinterpreted as grooming or exploitative.
- **Respect Personal Space:** Be mindful of a child's personal space. Avoid physical contact unless it is necessary and appropriate, such as to comfort a distressed child or in the course of providing medical assistance.

### Communication

- **Appropriate Communication:** Use language that is respectful and appropriate for the age and maturity level of the child. Avoid language that is demeaning, discriminatory, or sexually suggestive.
- **Privacy and Confidentiality:** Respect the privacy and confidentiality of children. Share information about a child only with those who need to know and keep it within 100% for the Children.

### Interaction

- **One-on-One Interactions:** Avoid being alone with a child where possible. If one-on-one interaction is necessary, ensure it is observable and interruptible, such as leaving a door open or staying within sight of others.
- **Supervision:** Ensure that children are supervised at all times during organizational activities. Avoid situations where children are left unattended.

## Conduct

- **Prohibited Conduct:** Do not engage in any form of physical, emotional, or sexual abuse, exploitation, or neglect. This includes hitting, inappropriate touching, making sexually suggestive comments, or any behavior that could be harmful to a child.
- **Positive Role Modeling:** Serve as a positive role model for children by demonstrating appropriate and respectful behavior at all times.

## Reporting Concerns

- **Immediate Reporting:** Report any concerns or suspicions of abuse, exploitation, or neglect immediately to the Safeguarding Lead. Do not wait for proof or try to investigate the matter yourself.
- We encourage a culture of openness and transparency. Support and protect individuals who report concerns in good faith, ensuring they do not face retaliation or victimization.

## Training and Awareness

- **Participate in Training:** Attend any mandatory safeguarding training sessions provided by 100% for the Children. Stay informed about the latest safeguarding practices and policies.
- **Awareness:** Be aware of the signs of abuse and neglect and know how to respond appropriately. Familiarize yourself with the organization's safeguarding procedures.



## Digital Safety

- **Online Conduct:** Maintain the same standards of behavior in online interactions as in face-to-face interactions. Avoid sharing personal contact details with children and ensure all digital communications are professional and transparent.
- **Use of Social Media:** Do not accept or initiate friend requests with children on personal social media accounts. Use organizational accounts for any necessary communications.
- **Photos:** Staff and volunteers are prohibited from taking photographs or videos of children during organizational activities without explicit permission from the organization. Images must portray children in a respectful and appropriate manner, ensuring they are fully clothed and not depicted in a very vulnerable or compromising situations.

# SECTION 4: BACKGROUND CHECKS FOR STAFF AND VOLUNTEERS

To ensure the safety and well-being of children, our organization conducts background checks on all staff members, volunteers and associated staff (including externals taking part in missions) who may come into contact with children.

This includes obtaining child protection certificates (børneattester) as part of our commitment to safeguarding.

## Purpose

The purpose of obtaining child protection certificates is to:

1. Verify the suitability of individuals working with or around children.
2. Ensure that individuals with a history of harmful behavior towards children are not employed or engaged in 100% for the Children.
3. Uphold our commitment to providing a safe environment for children.

## Process

### 1. Pre-Employment/Engagement Screening:

- All prospective staff members and volunteers must undergo a background check before being employed or engaged by the organization.
- This includes submitting a request for a child protection certificate (børneattest) to the appropriate authorities.

### 2. Consent and Confidentiality:

- Candidates will be informed about the requirement for a child protection certificate as part of the recruitment process.
- Written consent will be obtained from candidates before requesting the certificate.
- The information obtained through background checks will be treated with strict confidentiality and shared only with relevant personnel.



**3. Review and Assessment:** Any findings of concern will be assessed on a case-by-case basis. The organization reserves the right to reject candidates who do not meet our safeguarding standards.

**4. Monitoring:**

- Background checks, including the renewal of child protection certificates (børneattester), will be conducted periodically for all staff and volunteers.
- Staff and volunteers are required to report any changes in their criminal record that may affect their suitability to work with children.

## COMPLIANCE AND ACCOUNTABILITY

- The safeguarding policy will be reviewed **annually** to ensure it remains relevant and effective.
- Feedback from staff, volunteers, and beneficiaries will be considered in the review process.

## CONCLUSION AND SIGNATURE

**I HEREBY SIGN THAT I AM COMMITTED TO MAINTAINING A SAFE AND SUPPORTIVE ENVIRONMENT FOR ALL INDIVIDUALS INVOLVED IN OUR ACTIVITIES BY FOLLOWING THE SAFEGUARDING POLICY:**

***NAME AND DATE:***

***SIGNATURE:***