



1. Introduction

Artreach India is committed to safeguarding the welfare of children who come into contact with its staff and fully recognises its responsibilities for child protection.

In this policy:

Children means children and young people under 18, and **child** should be understood accordingly; and

Staff means Artreach India employees, artists, consultants and volunteers

This Policy applies to all staff and sets out all staff members' responsibilities when working or coming into contact with children in the course of their work for Artreach India (including, for example, during workshops, events, excursions, residencies)

In addition Artreach India expects its staff to comply with the child protection policy of the organisation with which they are working, and looks to that organisation to facilitate compliance with that policy. Failure to comply with this Policy, or the organisation's policy, will be taken extremely seriously and may result in action being taken.

Staff should refer to the Good Practice Guidelines set out in Appendix A to this Policy for guidance on what types of behaviour are acceptable and what types of behaviour are inappropriate.

2. Policy Statement

Artreach India believes that:

- o All children, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse; and
- o The welfare of the child is the paramount consideration Artreach India undertakes
- o To treat children with care, respect and dignity;
- o To ensure that all staff recognise that they may be perceived by children as trusted representatives of Artreach India
- o To ensure communication with children is open and clear, and that, where appropriate, records of official communication are kept;
- o To identify and assess appropriately any relevant risks of its activities arranged for children;
- o To investigate fully any concerns raised by staff in connection with the welfare of children who take part in Artreach India activities; and
- o To provide suitable levels of support and training to staff consistent with their involvement with children in the workplace

Through this Policy, Artreach India will ensure that:

- o We practise safe recruitment by checking the suitability of staff who work with children;
- o All staff are able to make informed responses to specific child protection issues;
- o All staff are able to report any concerns through the appropriate channels;
- o Any allegations of harm or abuse or concerns over children's welfare are taken

seriously and responded to promptly by reporting them to the liaison staff or another suitable representative of the organisation; and

- o Staff work closely with the organisation in which they are operating to comply with the organisation's policies

In following this Policy, staff will always be expected to maintain a sense of proportion and to protect the child's welfare as a priority.

It is not intended that this Policy should restrict staff from normal ways of working, but staff should always consider how an action or activity might be perceived, as opposed to how it is intended.

3. Recruitment and Disclosure Checks

As stated above, Artreach India will ensure that they consider the suitability of all staff who work with children as part of their role at Artreach India. In order to do this, Artreach India will follow up with at least 2 referees who are familiar with the artist/volunteer/staff and art education and review the candidate's previous work with children.

4. Vulnerable Adults

Artreach India staff should be aware that many of the issues that arise in the context of working with children (along with other issues) may arise in the context of working with vulnerable adults. Wherever relevant, staff should consult with the Child Protection Officer about legal requirements and best practice in relation to vulnerable adults.

5. Child Protection Officer

Artreach India has appointed its Programmes Manager to have overall responsibility for compliance with this Policy (the Child Protection Officer)

The Child Protection Officer will ensure that all staff understand their responsibilities under this Policy.

For all children's activities and events organised by Artreach India, the Child Protection Officer will lead on child protection, raising awareness of this Policy and its guidelines among other staff and where appropriate, the children.

The Child Protection Officer will:

- o Be the focal point for all child protection questions;
- o Have responsibility to provide advice and guidance to staff who during the course of their work believe that a child may be at risk of harm and/or have concerns over a child's welfare; and
- o Ensure that the organisations with which Artreach India is working make available and explain their child protection policy to relevant Artreach India staff.

The Child Protection Officer shall receive appropriate training and support to undertake the role.

6. How do I raise a concern?

Staff should remember that they are not formally trained to deal with situations of abuse or concerns over a child's welfare or to decide whether abuse has occurred and therefore should immediately report any concerns following the procedures below.

All concerns, allegations or actual incidents under the supervision of Artreach India shall be promptly reported to the Child Protection Officer.

The Child Protection Officer will investigate the concerns and/or allegations along with the CPO of the concerned organisation and will keep appropriate written records. The Child Protection Officer will ensure that all such records are kept securely locked.

All information in relation to such incidents should be recorded and must include as a minimum:

- o The date and time of the disclosure, concern, allegation or actual abuse incident;
- o Details given about the incident;
- o An indication of the parties involved;
- o Details of any action Artreach India has taken; and
- o Details of further reporting action (e.g. to relevant agencies or organisations)

If, for any reason, it is decided that it is not appropriate to consult with a relevant statutory agency, a full explanation must be documented.

7. PR events and photographs

Artreach India's policy is to seek consent from a child's guardian to take and use images of any children under the supervision of Artreach India. Guardians should be made aware of when, where and how the images may be used in order to give their informed consent.

CHILD PROTECTION POLICY – GOOD PRACTICE GUIDELINES

The following are common-sense examples of how to create a positive culture and climate when engaging with children, whether in the workplace or via the internet.

In the workplace

Good practice means:

- o Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). Never allow yourself to be left alone with a child.
Always have a member of NGO/school staff present. There may be exceptionally rare occasions when a confidential interview or a one-to-one meeting is necessary and, in such circumstances, this should be approved with the NGO/school and the interview should be conducted in a room with an open door or visual access. Where this is not possible, the member of staff should ensure that there is another adult nearby.
- o Never making gratuitous physical contact with a child. There may be occasions where a distressed participant needs comfort which may include physical comforting, and staff should use their discretion to ensure that it is appropriate and not unnecessary or unjustified contact.
- o Treating all children equally, and with respect and dignity. Artreach India will take positive action to eliminate discrimination against any person or group of people. Staff should ensure that children are protected from discrimination on any grounds, including ability and challenge discriminating comments and behaviour. Activities should be designed to include all children and to promote positive attitudes towards differences.

- o Being clear about what the objectives of the activity are before it begins and always putting the welfare of each child first, before winning or achieving goals.
- o Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for staff to have an intimate relationship with a child).
- o Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- o Conducting yourself in a manner that sets a good example to the participants. Be an excellent role model – this includes not smoking or drinking alcohol or swearing in the company of, or while responsible for, children.
- o If you know that a child is participating in or attending an Artreach India social event or function, give careful thought to any issues that may arise and consult with the Child Protection Officer and the school in advance to best address these issues.
- o Giving enthusiastic and constructive feedback rather than negative criticism.
- o Never using physical force against a participant, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a participant because they are an immediate danger to themselves or others or to property, then the minimum amount of force should be used for the shortest amount of time. Remain calm and get the attention and support of other staff. The incident should be recorded in writing, with a witness statement (where possible), immediately afterwards.
- o Always refer any problems to the Child Protection Officer and to the care home.

Practices never to be sanctioned:

- o Engaging in rough, physical or sexually provocative games, including horseplay.
- o Sharing a room with a child.
- o Engaging in any form of inappropriate touching.
- o Children's inappropriate use of language and/or behaviour. This should always be challenged.
- o Sexually suggestive comment to a child, even in fun.
- o Reducing a child to tears as a form of control.
- o Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- o Doing things of personal nature for children that they can do themselves.
- o Inviting or allowing children to stay with you at your home or arranging meetings outside of Artreach India-approved venues.

Workshop Content

Good practice means:

- o Sharing your workshop plans with teachers/care homes ahead of each session.
- o Ensuring content is age appropriate.
- o Avoiding content in the workshop that could be misconstrued as inappropriate for any reason.
- o Flagging up with Artreach India any workshop outcomes that may be considered inappropriate.

Via the internet

Note the vulnerability of children and young people:

- o Children and young people are all vulnerable due to their age and inexperience – especially in an online environment.
- o Experience has shown that some users, including children and young people,

behave in more inappropriate and, at times, extreme ways online than they would offline. Some children and young people will engage in behaviour that may place them at risk, such as giving out personal information about themselves and their family; some will act out fantasies by pretending to be someone else; some will test out their sexual identities by engaging in cyberflirting and communicating in a sexual way, and generally acting out behaviours in ways that they would not do in real life.

- o In some instances, children and young people may themselves bully, harass and abuse others.

Good practice includes the following requirements:

- o Never give a student your personal email address or mobile phone number.
- o Never use a student's personal email address or mobile phone number.
- o Do not enter into private correspondence with any student (e.g. via email or text message)
- o If at any point, internet communication is required with children, consult with the Child Protection Officer for the procedure for the same.

CHILD PROTECTION POLICY – E-SAFETY POLICY

This policy and the procedures that it underpins apply to all Artreach India staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students and anyone working on behalf of Artreach India. The overall aims of this policy are:

- o to protect children and young people who receive Artreach India's services and who make use of information technology (such as mobile phones, games consoles and the internet) as part of their involvement with us;
- o to provide staff and volunteers with the overarching principles that guide or approach to e-safety; and
- o to ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

We recognise that:

- o the welfare of the children and young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies;
- o all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- o working in partnership with children, young people, their parents, guardians, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety; and
- o the use of information technology is an essential part of all our lives, given that:

it is involved in how we as an organisation gather and store information, as well as how we communicate with each other; and

it is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all, but it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to such users.

We seek to promote e-safety by:

- o appointing an e-safety coordinator currently Artreach India's Programmes Manager;
- o developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT;
- o supporting and encouraging the young people using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others;
- o supporting and encouraging parents, guardians and carers to do what they can to keep their children safe online and when using their mobile phones and game consoles;
- o incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people;
- o developing an e-safety agreement for use with young people;
- o using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of ICT to groom a child or to perpetrate abuse);
- o informing parents, guardians, carers and teachers of incidents of concern as appropriate;
- o reviewing and updating the security of our information systems regularly;
- o providing adequate physical security for ICT equipment;
- o ensuring that usernames, log-ins and passwords are kept confidential;
- o using only official email accounts provided via the organisation, and monitoring these as necessary;
- o ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given; any social media tools used in the course of our work with children, young people and families must be risk assessed in advance by the member of staff wishing to use them;
- o providing effective management for staff and volunteers on ICT issues, through supervision, support and training; and
- o examining and risk-assessing any emerging new technologies before they are used within the organisation.

Artreach India's e-safety coordinator is the current Programme Manager.

For further queries/report grievances, please contact

1. Anarya, Child Protection Officer at artreach.india@gmail.com

2. Shivangi, E-safety co-ordinator at programmes.artreach@gmail.com