



INSPIRE

SAFEGUARDING POLICY

2023



INSPIRE SAFEGUARDING POLICY

Inspire has a duty of care to safeguard all children and adults actively involved within any activity organized by **Inspire** from harm. All children have a right to protection, and the requirements of children with additional accessibility needs, and others who may be particularly vulnerable must be taken into account and managed effectively.

Inspire seeks to ensure the safety and protection of all children involved in Inspire through adherence to the Child Protection guidelines adopted by **Inspire**.

We at **Inspire** are committed to safeguarding the welfare of children and young people and protecting them from abuse. We believe that it is never acceptable for a child to experience abuse of any kind and that protection is everyone's responsibility within our organization.

A child is defined as a person under the age of 18.



ALL children
have a right to
PROTECTION

POLICY AIMS

The aim of the Inspire Safeguarding Policy is to promote **good practice**:

- Providing children and young people with appropriate safety and protection whilst in the care of **Inspire**
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues
- Ensure Inspire has a clear framework for dealing with any allegation or disclosure

NB: Where Inspire is working on behalf of or alongside another organization/charity, the senior staff member involved is to obtain a copy of the said organization's Child Protection Policy [to be held on file] and to communicate with all Inspire members involved in that project. This situation does not remove the need for all Inspire members to follow the highest expectations for safeguarding as is the normal practice for Inspire led programmes.



Promoting good PRACTICE

Child abuse can be classified in four main areas: **Physical, Emotional, Neglect** and **Sexual**. All of these can arouse strong emotions and behaviours in those facing such a situation. It is important to recognize these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters Inspire having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances Inspire must work with the appropriate agencies to ensure the child receives the required support.

At Inspire we believe sport is for all, and no child should be turned away from our programmes based on race, religion, gender, or sexual orientation. Every child has the right to play including those with additional accessibility needs. If the additional needs of the child means they can't join in with other children their age then we will look to adapt the sessions so that every child can enjoy the game of football.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate boundary with players (eg it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making sport fun, enjoyable and promoting fair play.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms without forewarning or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- If there is lightning, matches and practices should be suspended and started again 5 mins after the last visible sighting of lightning.



PRACTICES TO BE AVOIDED

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (eg the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents and in the company of a second inspire member.

The following practices should never be sanctioned. You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.
- Promising a child confidentiality. Any disclosure made must be reported, this is not optional, failure to do so can result in disciplinary action.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

INCIDENTS THAT MUST BE REPORTED/RECORDED

If any of the following occur you should report this immediately to the safeguarding lead and record the incident. You should also ensure the parents of the child are informed:

- if a player is injured
- If he/she seems overly distressed in any manner
- if a player appears to be sexually aroused by your actions*
- if a player has misunderstood something you have said or done and has caused offense
- if you suspect a child is being subjected to abuse*

* In these instances the parents of the child should not be informed for their own safety, but the Safeguarding Lead will pass on the details to the police.



USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

Video used as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely within Inspire and not on private digital devices.

If we are doing a clinic or tournament where it is impossible to get parental consent for all the players we seek the consent of their coach or teacher.

USE OF SOCIAL MEDIA

We all use modern forms of technology to communicate to players/parents about practices. We want to encourage staff members to show concern for their players. Sometimes a thoughtful email, SMS can show this. However, we do need to understand all communication needs to be professional and appropriate. Private messaging should be avoided and not used to contact children.

Facebook, and other social media platforms are an open forum where others can see what you write. Even though you have the best of intentions, this could be mis-understood by parents, other players etc. Therefore, be wise in what you say, and who you accept as a friend and communicate with. Inspire staff and volunteers should not accept friend requests from children linked to Inspire.

No staff member or volunteer should be texting a child after 9pm, apart from a cancelled practice or game the following day.

The primary methods of contact with children by staff and volunteers at Inspire will be via social media platforms that enable group messaging.

INTERVIEW & INDUCTION

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations.

All employees and volunteers should receive formal or informal induction, during which:

- They should sign up to Inspire's Code of Ethics and Conduct
- Child protection procedures are explained and training needs are identified
- A police check will also be carried out from the country of origin of the applicant

TRAINING

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Recognize their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Yearly safeguarding refresher training will be given to all employees and volunteers.

RESPONDING to disclosures, allegations or suspicions

It is not the responsibility of anyone working in **Inspire**, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

SAFEGUARDING PATHWAY

Any incident that has occurred needs to be reported to the city safeguarding lead who can refer the report on to the appropriate authorities as required:

City	Safeguarding Lead	Email	Mobile
Medan	Frans Sanger	Frans@inspireindonesia.org	08112208222
Bandung	Sicilia Setiawan	Sicilia@inspireindonesia.org	0818216336
Lombok	Ryando Tumbel	Ryando@inspireindonesia.org	081216006354
Manado	Hein Hoekstra	Hein@inspireindonesia.org	087722684696

SAFEGUARDING PATHWAY

If an allegation is brought against a city safeguarding lead then this will be reported to Frans Sanger unless the allegation is against Frans in which case the report will be directed to Jon Hamilton jon@inspireindonesia.org 08180958294. If it is against Jon Hamilton, then it should be brought towards Frans Sanger.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring)

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully(ies)'s parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken



SAFEGUARDING PATHWAY

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted? (Please note that if a child is suspected to be at risk in their home environment then the parents should not be contacted)
- If so, what has been said?
- Has anyone else been consulted? If so, record details
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded





DECLARATION

On behalf of Inspire, we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Signed:

Signed:

Name:

Name:

Position within Inspire:

Position within Inspire:

Date:

Date:

DEFINITIONS OF ABUSE

In developing any child protection policies, it is important to set out the local and national definitions of “child abuse” for the country where the agency works. There is sometimes a different cultural understanding of what constitutes child abuse, and therefore clear guidance needs to be given to staff and partners on how a child protection policy will be applied in their context.

To ensure that this information is as helpful as possible, a detailed record should always be made at the However the following four categories of abuse are universally found. These will be used as a starting point in developing policies and procedures and guidance in exploring the nature that these different forms of abuse take in a local setting.

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent injury or suffering to a child (includes hitting, shaking, squeezing, burning, biting, administering poisonous substances, suffocation/drowning and excessive force e.g. in feeding or changing a baby).

Sexual Abuse

Actual or likely involvement of dependent, developmentally immature children or adolescents in sexual activity they do not comprehend or to which they are unable to give informed consent, or which violate the social taboos of family roles. This is not limited to physical contact by the perpetrator, but is extended to coercion and acts captured in the form of digital media.

Neglect

Persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child’s health or development, including non-organic failure to thrive.

Emotional Abuse

Actual or likely severe adverse effect on the emotional development of the child caused by persistent or severe ill treatment or rejection. All abuse involves some emotional ill treatment.

A slightly fuller version is available from CCPAS (see Appendix 5 for contact details)

All staff coming into contact with children should be made aware of these definitions.



HOW TO RECOGNIZE ABUSE

It is important to know how to recognize abuse, and the following definitions will be taken into account in any policies and procedures.

Physical Signs of Abuse

- 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
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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.

Signs of abuse by Neglect

- Under nourishment, failure to grow
- Constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care

Emotional Signs of Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also 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



CONFIDENTIAL

GENERIC SPECIMEN FORM – RESPONDING TO ABUSE

Name of Agency: _____

Name of child/young person: _____

Address: _____

Date of birth: _____

Name of person reporting event: _____

Name of person reported to: _____

Date of reporting: _____ Time of reporting: _____

Date of incident: _____ Time of incident: _____

Sequence of events/actual words used/observations including any actions taken:

Additional notes:

