

International Youth Cooperation Suomi

HEALTH, SAFETY AND WELFARE POLICY STATEMENT

1. Declaration

International Youth Cooperation (IYC) Suomi will take all reasonable steps, through its policy guidelines and procedures, to ensure the health, safety and welfare of the young people (volunteers, participants and staff) involved in its activities. It is committed to providing a safe and enjoyable environment that enables young people to develop their full potential as individuals while protecting them from all physical, sexual and emotional harm.

For the purposes of this document a **CHILD** is defined as being any person under the age of 18. The term VOLUNTEER refers to any person involved regularly in the solidarity projects of IYC Suomi or taking part in them.

2. Operating Procedure

There are three main elements to our Safeguarding policy and procedures:

- PREVENTION through the creation of a positive atmosphere.
- PROTECTION by following agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns.
- SUPPORT for students who may have been abused.
- CONTACT with the authorities and, in the case of minors or other vulnerable young people, the Child Protection and the parents.

3. Organisational framework

The Safeguarding Team will include the President, Vice-president and the Safeguarding Contact Person. The role of the President is to review all cases referred to him/her and ensure that cases are referred to external agencies when there is sufficient evidence. The Safeguarding Contact Person is in charge of contacting the possible victims, families as well as of investigating the cases in cooperation with the President (or Vice-president if needed). The role of the Board is to ensure that the IYC has an effective policy and to support the association in the fulfilment of this policy. The names of those carrying out these responsibilities for the current year are listed in Annex 2.

All adults that suspect, witness or hear about misconducts against this policy have the duty to report it to the Safeguarding Contact Person, the President or, if the case so requires, directly to the Authorities. Mentors of the participants have also the duty to report - or encourage the children to do so - if they are made aware of similar cases outside the scope of our organization.

4. Reporting concerns

All adults have a duty to act if they have a concern about a child's welfare or the wellbeing of any volunteer. Abuse can take many forms. Frequently both victims and perpetrators work hard to conceal that abuse is taking place. A concern may just be a "gut reaction" to something heard or observed which doesn't feel right. It may be more specific by way of a witnessed event or disclosure. Whatever the nature of the concern, adults will be expected to:

- Recognize their concern.
- Make a written report by completing a Record of Concern Form.
- Pass on their concern to the Safeguarding Contact Person or, if needed, the President (Vice-president) or IYC within 24 hours. Concerns or alerts can be:
 - OBSERVED behaviour in a young participant (physical, emotional, change in behaviour)
 - HEARSAY (third party disclosure)
 - DISCLOSURE (specific report made by a young participant directly or via another person)
 - OBSERVED breach of Code of Conduct

5. Handling a disclosure

Any adult, to whom a participant makes a disclosure, must:

- LISTEN carefully to what is said. Don't interrupt or prompt. Let the participant tell the story in his/her own words.
- Use TED questions:
 - TELL me what happened
 - EXPLAIN what happened
 - DESCRIBE what happened.
- REASSURE the victim that they are right to speak up. Be calm, attentive, non-judgmental. Don't show any emotion other than sympathy.
- CONFIDENTIALITY – Make it clear that this cannot be kept a secret and that you have a duty to report it.
- QUESTION the victim only if necessary, to clarify something that is unclear such as when and where. Do not ask leading questions.
- ACTION – contact a member of the CS Team and complete a Report of Concern form (ROC) that same day.
- WRITE IT DOWN – use the participant's own words as far as possible and record anything else that concerned you. Try to be precise in distinguishing facts, opinions, feelings and interpretations, but report all of them.

ANNEX I

TYPES OF ABUSE

Child Abuse

To respect the global nature of the community, for the purposes of our Child Safeguarding policy, we have chosen to follow the World Health Organization's (WHO's) definition of abuse and neglect: "Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power."

Physical abuse

Physical abuse is a form of abuse, which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the maltreatment of a person such as to cause severe and persistent adverse effects on the victim's development. It may involve conveying to a person 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 person opportunities to express their views, deliberately silencing them or 'making fun' of 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 or a youngster's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the victim participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve children frequently feeling frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone. Emotional neglect is a dimension of emotional abuse.

Neglect and negligent treatment

Neglect is the persistent failure to meet a child's basic physical, educational and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse

Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violate the laws or morals of society. Child sexual abuse is evidenced by sexual or promiscuous activity between a child and an adult or another child who by age or development is in a relationship of

responsibility, trust or power. 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 between adults includes any kind of sexual behaviour where one of the parties has been forced or coerced or was unable to give proper consent. This includes situations such as using one's position to force into an intimate relationship, taking advantage of a person suffering from temporal or permanent psychological limitations, exploiting someone's integrity under the effects of alcohol or drugs. Also disclosing private pictures or videos or taking intimate materials. Sexual abuse may or may not include the use of physical violence or threatening.

INDICATORS THAT A VOLUNTEER MAY BE SUFFERING ABUSE

The following physical and emotional/behavioural indicators may suggest that a person is in need of support and potentially at risk of/suffering from some form of abuse. They may also be an indication of something else such as bereavement or other temporary trauma. It is important to report anything seen or observed so that trained counsellors can meet with the person.

- Recurring physical injuries that are unexplained satisfactorily.
- Participants exhibiting dangerous social behaviours such as drug or alcohol abuse or risky sexual behaviour
- Participants exhibiting psychological problems such as hyper-anxiety or depression
- Students using or referring to sexual language or materials that are inappropriate for their age.
- Parents suffering from psychological problems or illnesses, such as depression.
- Parental substance abuse.
- Domestic violence in the family.

Source:

https://ishelsinki.fi/wp-content/uploads/2019/08/ISH_Child-Safeguarding_A4_web.pdf

ANNEX II

REPORT OF CONCERN FORM

Name and surname of the person making the report	
Date of report	
Name of the member of the Safeguarding Team to whom the report is given	
Nature of concern	
Date, time and location of the incident/observation	
Name of the young person affected	
Details of Concern (Observed behavior in the participant; hearsay; disclosure by a participant or other person; observed behaviour in adult)	
Follow up action (Did you make any follow- up action as a result of what you heard or witnessed?)	
Signed by reporter	
Signed by receiver	

ANNEX III

CODE OF GOOD PRACTICE

All adults working with young people must maintain the highest professional standards in their work and in their relationships with young people. Set out below is the code of good practice to be followed by all involved in our projects and activities. Before participating in activities, leaders and helpers must agree to abide by this code. No one with criminal antecedents related to sexual harassment, misconduct, drug abuse or similar can help or be involved in our activities with youth.

1. Leaders and helpers will treat each young person with equal respect and consideration, without favouritism, and ensure his or her safety and welfare at all times.
2. Leaders and helpers will endeavour to familiarise themselves with these guidelines while involved in running activities.
3. Leaders and helpers will take great care over whatever they say to young people and also the way in which they say it at all times.
4. All situations, actions and language that compromise a relationship of trust with young people are to be avoided.
5. Leaders and helpers are to: a) think and act carefully about taking risks with the safety of young people; b) avoid situations that could lead to unnecessary physical, mental or sexual risks; c) avoid any situation that can lead to misunderstandings or accusations of abuse.
6. Leaders and helpers are to be clear about what is appropriate and inappropriate physical contact with young people, avoiding any contact that could be misunderstood. Specific examples include hugs, holding hands, any kind of physical intimacy, caresses and kisses. Among adults these are also to be avoided in the context of the activities.
7. Leaders and helpers are to avoid physical horseplay and taking part in contact games where there is a danger that others might misinterpret their actions, no matter how innocently intentioned. Also games including physical contact, fighting or threats are forbidden, even if they might be considered as simple games or jokes. Similarly, contact through electronic communications shall always take place in a professional manner, avoiding inadequate familiarities.
8. All leaders and helpers will have a clearly specified role within each activity, to be understood by both them and the young people in attendance.
9. If a child wishes to speak exclusively with a leader or helper, or vice versa, this one-to-one conversation shall take place in a public place or in rooms designed so as to be open to view by others. The same applies to mentoring sessions, trainings, etc.
10. Sleeping accommodation, showers and changing facilities for young people and helpers under 18 will always be separate from those for leaders and helpers over 18.
11. All activities are to be planned thoroughly by the leaders, so as to eliminate any times or situations where it may be possible for young people to be abused, such as when contact is unobserved or situations prone to bullying or similar misbehaviours.

12. Leaders will ensure that a risk assessment is carried out in the planning stage of each activity and that safety procedures (including those for first aid provision) are followed at all times.
13. The leaders will ensure that all in attendance know of safety and emergency procedures in each location where activities take place.
14. In no activity or situation will an adult be with a underage participant alone. This includes travels, commuting, dining, etc.
15. Leaders must intervene immediately if they see cases of bullying, bad intended criticism or bad talking about any participant present or absent.
16. Each year the board will choose one person in charge of enforcing these safety measures. This person will also act as contact person to handle any problems regarding safety and welfare in the activities.
17. Each leader and participant is responsible for his or her conduct and thus these responsibilities cannot be transferred to IYC Suomi or its partners.