



CHILD SAFE POLICY

Little Heroes' Dreams Limited

Valid From | February 2015 Next Review | February 2016

The Little Heroes' Dreams Child Safe Policy is a core part of LHD's Code of Conduct. All rules, regulations and suggestions are meant to safeguard children. The best interest for the children should always be the primary consideration. The behavioural guidelines intend to foster a climate of transparency and common sense.

It clarifies unacceptable forms of behaviour that will result in a formal enquiry and which could lead to disciplinary measures being taken, or criminal proceedings instituted. Additionally, it gives guidance on expected standards of behaviour of adults towards children, and also of children towards other children. By setting standards for appropriate behaviour it protects people who come into contact with children from unfounded accusations of improper conduct.

1. What is child abuse? And how to act

In accordance with the Singapore National Standard for Protection of Children (2002) and the United Nations Convention on the Rights of the Child (UNCRC), to which Singapore is a signatory since 1995, it is defined, what is to be considered child abuse or abusive behaviour.

Physical abuse is actual or likely physical injury to a child, such as hitting, kicking or shaking, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented. (e.g. forceful shaking, burning, slapping, physical punishment etc.)

Sexual exploitation means any act or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions. This includes any sexual activity between an adult and a child. It also includes exposing a child to forms of sexual acts or pornographic materials.

Neglect occurs when basic needs such as food, warmth and medical care are not met, or when there is failure to protect a child from exposure to any kind of danger, resulting in serious impairment of a child's or young person's health or development.

Emotional/Psychological abuse is harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection, resulting in adverse effects on the behaviour and emotional development of a child or young person.

All our staff, members and volunteers need to be clear about these definitions as it is their duty to be alert to the signs of child abuse. When one has the knowledge that a child is being abused, one should report the suspicion promptly to:

Child Protection and Welfare Service / Ministry of Community Development and Sports

MCDS Building, 512 Thomson Road

Singapore 298136

Toll-Free Hotline: 1800 258 6378



(Office Hours: Mon-Fri 8.30 a.m to 5 p.m and Sat 8.30 a.m. to 1 p.m.)
In case of emergency, call the emergency at 995 or police at 999 first.

In case, it is unclear what would be the necessary reaction, please do refer to one of our Child Safety Persons.

2. Unacceptable behaviour

Clearly, none of the abusive behaviour is in any circumstance acceptable. To make it easier to understand, we collected some examples to illustrate what is unacceptable because it qualifies as abusive:

1. Never condone or participate in behaviour that is illegal or unsafe
2. Never develop a physical/ sexual relationships with a child
3. Never behave physically in a manner that is inappropriate or sexually provocative
4. Never engage in or allow sexually provocative games with children to take place
5. Never expose children to pornography
6. Never do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming
7. Never hit or otherwise physically assault or physically abuse a child
8. Never perpetrate psychological and emotional abuse
9. Never expose children to hazardous work
10. Never stigmatise children

3. Personal and Professional Boundaries

Our members, staff, and volunteers are committed to fair, respectful and responsible behaviour. This means to:

1. Recognise the boundaries between personal and professional life and be aware of the need to balance a caring and supportive relationship with young people with appropriate professional distance.
2. Recognise the need to be accountable to children, young people, their parents or guardians, colleagues, funders, wider society and others with a relevant interest in the work, and that these accountabilities may be in conflict.
3. Strive to manage any conflicts, be it conflicts of interest, of accountability or personal matter, in a fair and transparent matter.
4. Develop and maintain the required skills and competence to do the job well.
5. Strive to uphold and foster conditions in our organisation and in our beneficiaries' organisations, where the principles of the child protection policy are observed, discussed, evaluated and improved.

4. Ethical Behaviour

Our members, staff, and volunteers are committed to:

1. Treat young people with respect, valuing each individual and avoiding negative discrimination.
2. Respect and promote young people's rights to make their own decisions and choices, unless the welfare or legitimate interests of themselves or others are seriously threatened.
3. Promote and ensure the welfare and safety of young people, while permitting them to learn through undertaking challenging educational activities.
4. Contribute towards the promotion of social justice for young people and in society generally, through encouraging respect for difference and diversity and challenging discrimination.

5. Photos, Stories and other private data

These rules are reiterating and partly detailing Little Heroes' Dreams privacy rights policy. Be aware that both policies must be strictly followed to safeguard the privacy of our beneficiaries. These rules are there to protect human dignity and the right to personal privacy.

1. Always make sure you are clear about what photography or filming is appropriate before taking photos or videos.
2. Always ask permission from a child and the child's guardians if you wish to take photos or videos, and explain how they will be used.
3. Do not post any pictures of the children or home on social media networks or blogs.

Particularly for all those, with interest to publicise:

4. Little Heroes' Dreams requires written permission from the individuals concerned or their guardians when a photo, video or story you intend to produce clearly identifies and provides substantial information about a particular person.
5. Little Heroes' Dreams will not endorse any publication that places a person in a situation that could be damaging to their dignity, safety or reputation. For example, through giving information about HIV status, involvement in family quarrels or criminal behaviour. Any publication should be extremely sensitive to a person's vulnerability at times of trauma or grief, never portray people as helpless victims, and never give away real names of children or real locations.

6. Minimizing risk situations

Be aware of situations that may present risks to children and manage these well.

1. Try not to be alone with a single child, including in the following situations: in a car, overnight, in your home, or the home of a child
2. Try not to show favouritism or spend excessive amounts of time with one child, except others can understand it as part of a programme or activity and not feel set back
3. Try to avoid placing yourself in a compromising or vulnerable position
4. Try to be accompanied by a second adult whenever possible
5. Try to meet with a child in a central, public location whenever possible
6. Try to avoid doing something that could be misinterpreted by a third party. If it happens anyway, raise the issue in your feedback talks immediately and share transparently, what happened.

7. Avoiding psychological abuse

Be aware of the power balance between an adult and child, and avoid taking any advantage this may provide.

1. Never use language, make suggestions or offer advice that is inappropriate, offensive or abusive
2. Never act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
3. Never discriminate against, show different treatment or favour particular children to the exclusion of others
4. Never show discrimination of race, culture, age, gender, disability, religion, sexuality or political persuasion
5. Try not to encourage or endorse any inappropriate attention-seeking behaviour, such as tantrums, by a child

8. Be the change, you wish to see in the world!

1. Remember to be a positive role model to kids in all your conduct with them.
2. Treat everyone with respect and honesty (this includes staff, volunteers, members, children, young people and guardians).
3. Set clear boundaries about appropriate behaviour between yourself and the kids. Boundaries help everyone to carry out their roles well.
4. Value each young person and act in a way that does not exploit or negatively discriminate against certain young people on irrelevant grounds such as 'race', religion, personal history, gender, ability or sexual orientation.
5. Encourage young people to respect and value difference and diversity, particularly in the context of a multi-cultural society.
6. Respect young people's own choices and views, unless the welfare or legitimate interests of themselves or other people are seriously threatened.
7. Explain the nature and limits of confidentiality and recognise that confidential information clearly entrusted for one purpose should not be used for another purpose without the agreement of the young person – except where there is clear evidence of danger to the young person, worker, other persons or the community.
8. Play a positive role in safeguarding children and promoting their safety.
9. Report and act on serious complaints of abuse to our Child Protection Contact Persons.
10. Ensure that a sense of accountability exists between members, staff, volunteers and young person so that poor practice or potentially abusive behaviour does not go unchallenged.
11. Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
12. Talk to children about their contact with staff or others and encourage them to raise any concerns
13. Empower children — discuss with them their rights, what is acceptable and unacceptable and what they can do if there is a problem.
14. Endeavour to provide advice and clear guidance to children. Offer appropriate advice and guidance.
15. Listen carefully to children.
16. Act on children's concerns, problems immediately.
17. Act fairly on matters that involve children and adults together.
18. Wait for appropriate physical contact, such as holding hands, to be initiated by the child
19. Always have another adult present or in sight when conducting one to one coaching, instruction etc.