



Living Legends

— DREAM NOW. DO NOW. —

ANNEX 7: CHILD PROTECTION

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Living Legends

**CHILD PROTECTION POLICY 2019
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1. Child Protection Policy

1.1. Introduction

Living Legends is a South African Non-Profit Organisation (NPO) and registered with SARS as a Public Benefit Organisation (PBO) that empower youth throughout South Africa with a broadened life perspective, improved decision-making ability and positive behaviour by equipping them with life and sport skills (healthy body-healthy mind).

Everyone who participates in the various Living Legends Programmes is entitled to do so in an enjoyable and safe environment. Living Legends has a moral and legal obligation to ensure that, when given responsibility for young people, they are provided with the highest possible standard of care. This policy was developed as a tool to help meet these obligations.

Living Legends is committed to implementing policies which ensure that everyone accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is also to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Living Legends and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

1.2. Vision

The Living Legends vision is described as follows: Our dream is to create moments of interaction where living legends will be nurtured and inspired to become leaders that make a difference in their own lives, in the lives of their families, in their communities, in South Africa and in the world!

1.3. Mission

The Living Legends mission is described as follows: Our aim is to nurture and inspire living legends through moments of interaction where children and young people can develop skills, mature into leaders that embrace a culture of hope, take responsibility for their actions, think critically about diverse circumstances, and



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become autonomous yet participative decision-makers, who respect themselves and others, while living a balanced, simple and authentic life.

1.4. Policy Statement

Living Legends believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people by a commitment to practices which protects them.

We at Living Legends recognise that:

- The welfare of every child and young person is foremost our priority;
- All children and young people have the right to equal protection from all types of harm, or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
- Working in partnership with children, young people, their parents/guardians and their agencies is essential in promoting young people's welfare.

The purpose of the policy is:

- To provide protection for the children and young people who take part in the Living Legends schools programmes, including the afterschool and special programmes/clinics/events running outside of normal school hours;
- To equip staff and volunteers with appropriate guidance on procedures they should adopt if they suspect a child or young person may be experiencing or be at risk of any abuse.

This policy applies to all staff, including senior managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Living Legends.

1.5. Communication of the Policy

To guarantee the effective implementation of this policy it is vital that we at Living Legends communicate to our entire staff, volunteers, funders and our schools about our commitment towards safeguarding children and young people. In addition, access to the policy is available to all stakeholders, including staff, volunteers,



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educators, funders, parents of programme participants, participants themselves and the general public at large via the Living Legends website. This ensures individuals have access to this information and are able to understand both how the policy will be affected and the process they should follow should an issue arise.

1.6. Application of the Policy

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them;
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers;
- Recruiting staff and volunteers safely, ensuring all necessary checks are made;
- Sharing information about child protection and good practice with children, parents, staff and volunteers;
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

2. What is Child Abuse?

2.1. Introduction

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child or young people regardless of their age, gender, race or ability.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a once-off event. And it can increasingly happen online.



Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

2.2. Types of abuse

Abuse and neglect are forms of maltreatment of a child or young people. Somebody may abuse or neglect a child by perpetrating harm, or by failing to act to avert harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children. They may also be abused in our programmes by any guest, adult, volunteer or staff member. The below examples just to get some of the types, we could add more to the list and it may be different on each site.

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or educator, volunteer or any staff member formulates the symptoms of, or intentionally persuades, illness in a child.

Emotional abuse: Emotional abuse occurs when a child's emotional, psychological or social well-being and sense of worth is continually battered. It can include a pattern of criticising, rejecting, degrading, ignoring, isolating, corrupting, exploiting and terrorising a child. It may result from exposure to family violence or involvement in illegal or anti-social activities. It may involve conveying to a child 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 child 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 developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Emotional abuse is almost always present when other forms of abuse occur. The effects of this form of abuse are not always immediate or visible. The long-lasting effects of emotional abuse may only become evident as a child becomes older and begins to show difficult or disturbing behaviours or symptoms.

Sexual abuse/exploitation: Involves forcing or inviting 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



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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 is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual exploitation includes allowing the child to engage in prostitution or in the production of child pornography.

Bullying: The definition of bullying is when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. According to anti-bullying alliance, the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions. These are best solved in the social environment in which they occur: in a child or young person's life, this is most often the school.

What is not bullying?

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Online abuse:

The new technologies and the use of smartphones increase the risks of online abuse. Online abuse is any type of abuse that happens on the internet or through social media, whether through social networks, playing online games or using mobile phones. Children may experience cyberbullying, social "grooming" for sexual exploitation, sexual abuse or emotional abuse. Children can be at risk of online abuse from people they know in their surroundings, through Living Legends programmes or Living Legends staff/volunteers/trainers, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example urging children to take part in sexual activity online). Children and vulnerable adults may feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their homes, bedrooms, can film them or take pictures which are inappropriate and these can be stored and shared with other people.



The guidelines and best practices for safeguarding outlined in the policy apply equally online and offline.

2.3. Indicators of abuse

Even for those experienced in working with children, it is not always easy to recognize a situation where abuse may occur or has already taken place. Indications that a young person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- Children describe what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a child.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socializing with others.
- Displaying variations in eating patterns including over-eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.



It must be recognized that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to participate in activities.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

The above list is not exhaustive.

2.4. Use of photography

There are practices from organizations working with children that some people may use as an opportunity to take photographs or video footage of children performing programme activities or at events, highlighting their vulnerabilities. Therefore, Living Legends is committed to adhere to the safeguarding guidelines detailed below:

Within communities Living Legends is working in, there may be some concerns about the risks posed directly and indirectly to children through the use of photographs on websites and in other publications. Therefore, the following guidelines should be followed and considered while recording or taking pictures of children in our programmes.

- All children, young people and staff featured in photographs/recordings must be safely and appropriately dressed for the activity they are undertaking according to local cultural norms. Cultural sensitivities should always have to be the centre of our recording and photography guidelines.
- The photograph/recording should ideally focus on the activity taking place; where possible images of children and young people should be recorded in small groups rather than singling out individual participants.
- Living Legends to request written consent from the parent/guardian of a child, granting permission for video/photograph's to be taken to record programme activities/special events/projects/competitions.
- Care should be taken in the distribution and storage of the material at all times. If materials are lost or stolen, this should be communicated immediately to the Communications Manager.



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2.5. Posting/publishing images of children

- If a photograph/recording is used, personal details of children or young people such as email address, home address and telephone numbers should never be revealed.
- Permission from parents/guardian should always be obtained to take and use an image of a child or young people. This ensures that parents/guardians are aware that pictures are being taken and what they will be used for by Living Legends.
- Where a story concerns an individual, (e.g. Living Legends learner success story of growth), particular attention should be paid to ensuring permission is gained from the parent/guardian and child to use a photograph/recording and relevant details. Sensitive information shouldn't be shared and real names shouldn't be used.
- It is good practice to refresh any images used on websites periodically, although it should be accepted that those images which appear in printed form have longevity beyond the publisher's control.

2.6. Communication guidelines with children

The use of text messaging to communicate with children increases the vulnerability of both the participant and (typically) the member of staff/volunteer at Living Legends. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. Similarly, group texts can be a useful means of contacting large numbers of participants to update them on information about a specific activity or event which they are expected to participate in/attend.

- The child's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected and uses encryption, with access only available to the relevant staff.
- Groups may only be formed should there be a legitimate need for urgent communication (e.g. a group of 20 learners attending the Living Legends event on a Saturday, the messaging group is formed to ensure that meeting points, reminders on sporting apparel to wear based on weather conditions etc.)
- A staff member from the school attending the event, along with the Living Legends general manager should be added to the messaging group.
- There should be a clear message sent to all members to indicate the reason for the group.



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- Participants should not be given the opportunity to text back in the group; it should only be used as a one-way communication channel. Should a child have any trouble for example getting to the meeting point on time or having the correct sporting apparel they should have their parent/guardian contact the school staff member/Living Legends instructor.
- The decision to use text messaging should not be made by a member of staff and should be discussed and agreed with the relevant general manager of Living Legends and Principle of the school.
- The content should relate solely to the Living Legends activity or event. Text messages and mobile phones must never be used for any other reason or in any other way.
- For young people aged 18 or under, specific consent to hold and use the mobile phone number of the student must be obtained from their parents via a consent form.
- Parents should be offered the option to be copied into any texts their child will be sent.
- The text messages which are sent must never contain any offensive, abusive or inappropriate language.
- Consideration will be given to initiating Living Legends child protection procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

2.7. Social media guidelines

Social media has become a very dominant means of communication, and it has both positive and negative aspects to it. These social media platforms allow users to create their own content and share it with a vast network of individuals, reach out to any individual or sometimes misuse the space in approaching children in connection to work and then later use it for personal gains. Social media could be used in sending inappropriate pictures or videos, that's why the use of mobile phones on site by children or young people should be forbidden.

Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. Living Legends will take careful consideration the use of social media platforms and balance the benefits of



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creativity, spontaneity and immediacy of the communication with the potential risks, including the risks to young people.

3. Child friendly practices

3.1. Introduction

It is our moral obligation towards children to provide them with the best possible experience and opportunities. At Living Legends, all staff must operate within an accepted ethical framework and adhere to the organisations code of conduct. It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of Living Legends employees or volunteers to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as described below.

This section will help identify what is meant by good practice and poor practice.

3.2. Good Practice

By promoting child friendly practices, the occurrence of abuse of children should be reduced and this should also protect Living Legends staff, instructors and volunteers, thus reducing the likelihood of allegations arising.

Everyone associated with Living Legends in any capacity (paid and voluntary) should observe the following principles and action:

- Always work in an open environment (e.g. avoiding private or unseen situations and encouraging open communication with no secrets).
- Treat all children equally and with respect and dignity regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances.
- Always put the welfare of the child first.
- Maintain a safe and appropriate distance with children.
- In extreme cases where a child is becoming a danger either to themselves, to other young people or to you, physical contact/restraint may be required, however to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent.



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- Be an excellent role model, acting as a representative of Living Legends, which includes not smoking or drinking alcohol in the company of young people;
- Involve parents/carers wherever possible and encourage parents to take responsibility for their own child(ren);
- Promote fairness, confront and deal with bullying;
- Always put the welfare of the young person first, before winning;
- Recognising the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for organisational or personal achievements. This means avoiding excessive training or competition and not pushing them against their will;
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given;
- Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them);
- Always give enthusiastic and constructive feedback rather than negative criticism;
- keep a written record of any injury that occurs, along with details of any treatment given.

3.3. Poor Practice

The following are regarded as poor practice and should be avoided by all employees, contractors and volunteers:

- Engaging in any behaviour that is intended to shame, humiliate, belittle or degrade children or reflects any form of emotional abuse;
- Using language, make suggestions or offer advice that is inappropriate, offensive, sexually suggestive or abusive, even in fun;



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- Doing things of a personal nature that a child can do for him/herself, e.g. assistance with toileting or changing clothes;
- Unnecessarily spending excessive amounts of time alone with young people away from others;
- Taking young people alone on journeys or to one's home unsupervised, however short;
- Sharing a bed with a young person, or the same room (e.g. sport camps/school camps);
- Engaging in physical activities that is rough, inappropriate or sexually provocative;
- Allowing or engaging in inappropriate touching of any form. Touching should;
 - only be in response to the need of the child;
 - only be with the child's permission (except in an emergency);
 - never touch the breasts, buttocks and groin;
 - be open and non-secretive.
- Allowing young people to use inappropriate language unchallenged;
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it and inform the parents/guardians and school.

3.4. Medical Emergency guidelines

- Living Legends staff and/or volunteers should never administer any medical treatment or emergency first aid unless fully qualified and the treatment is



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required in an emergency. First priority should always be to seek the relevant and appropriate medical and emergency first aid from a trained staff member or a medical professional.

- In the event that staff or volunteers are required to administer emergency first aid, the relevant emergency first aid protocol should be followed at all times.
- In case of transporting a child in emergency cases, always put them on the back seat of the car. (A Living Legends staff member/volunteer should never work with learners without the presence of a teacher from the school) Always ensure that the assisting teacher accompanies you and the learner and follow the school's guidelines on how best to inform the parents and other staff members.

4. Reporting frameworks

4.1. Introduction

There is a responsibility from Living Legends to act on any concerns through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to protect the child or young person.

Instructors and volunteers working in any setting teaching in the class/school hall/sports field/other designated area allocated for programme implementation or responding to specific circumstances that may raise concerns (e.g. surroundings where there are children with special educational needs or disabilities who require physical contact) should be mindful of each specific setting and the individual needs of all children.

Please note: It is not the responsibility of anyone working or volunteering at Living Legends in a paid or unpaid capacity to decide whether or not child abuse has taken place. If necessary this can be handled by police or other authorities.

4.2. Awareness

Living Legends will ensure that all staff and others to whom this policy is applicable are aware of the importance of Child Protection. Ensuring that they are aware of their responsibility to protect all children. The following documentation will be compulsory:

- Job contracts and other agreements of association with Living Legends (in the case of consultants, volunteers and interns) will refer to the Child Protection Policy and commit the signatories to compliance with the Policy.



- Orientation processes relating to all the above will include the following:
 - Basic training in relation to the issue of children's rights and child protection;
 - An explanation of the Child Protection Policy;
 - Security checks.
- All children, parents/guardians (where applicable) and other relevant adults (e.g. educators in the context of schools) that engage with Living Legends will be provided with information on;
 - How Living Legends staff members or volunteers should interact with them;
 - How to raise complaints relating to the behaviour of Living Legends staff members and related personnel.

4.3. Receiving evidence of possible abuse

Living Legends staff and volunteers may become aware of possible abuse in various ways. Staff, educators and volunteers may see it happening, may suspect it is happening because of signs that have been noticed, or may have it reported by someone else or directly by the child affected.

When a child or young person reports directly to a member of staff or volunteer, it is particularly important for the member of staff or volunteer to respond appropriately. If any child in our programme says or indicates that they are being abused – staff or volunteers should:

- Stay calm so as not to frighten the child.
- Reassure the young person that they are not to blame and that it was right to tell.
- Listen to the child / young person, showing that you are taking them seriously.

It is helpful to the child to:

- Be calm and receptive.



- Listen carefully without interrupting.
- Communicate with the child appropriately.
- Be aware of your non – verbal communication.
- Take them seriously.
- Acknowledge their courage and reassure them.
- Let them know that you are going to do everything you can to help them.

Do not:

- Show shock or disgust.
- Ask questions to draw more information. You can ask for clarification by repeating what the child has said.
- Wonder or make assumptions.
- Make negative comments about the abuser.
- Make promises ("Everything will be alright.")
- Agree to keep what the child has said a secret.

4.4. Responding

Living Legends will ensure that action is taken to investigate complaints relating to the safety of children in the context of Living Legends programmes, and to support and protect children where concerns arise regarding possible abuse. This will be done through:

- Establishing systems and procedures to investigate complaints, and act promptly against staff members and related personnel found to be guilty of abusive behaviour towards children. This will operate within the framework provided by South African legislation;



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- Taking actions to protect and support the children, parents/caregivers and other relevant adults who make complaints;
- Ensure that remedial services are provided to complainants;
- Providing feedback to complainants on the outcomes of complaints.

4.5. Best practices for responding to disclosure of abuse

- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify as per the relevant training undertaken.
- **Inform the child** that you have to inform other people about what they have told you. Tell the child / young person this is to help stop the abuse continuing.
- **Safety of the individual in question is vital.** If the child / young person needs urgent medical attention, call an ambulance, inform the doctors/medical staff of the concern and ensure they are made aware that this is a child protection issue.
- **Record all information** on the Incident Report Form (Annex A).
- **Report the incident** to the school or General Manager of Living Legends.

4.6. Recording information

To clarify, detailed information is very helpful in dealing with the cases of abuse. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. **Do not include your own opinions.**

Information should include the following:

- Child/young person's name, age and date of birth.
- The child / young person's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.



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- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs such as behavioural changes.
- Details of witnesses to the incident(s).
- The young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Has anyone else been consulted? If so record details.

Liaise with your General Manager and staff member at the school responsible for child protection. It is not your responsibility to contact parents. The staff member responsible at the school is the best to determine what is the best way to approach the parents. Once contacted record this communication.

4.7. Reporting the concern

All concerns, suspicions and allegations MUST be reported appropriately. It is recognized that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. When working with learners outside the school for events/clinics, please ensure that you follow the Child Protection Policy as well as informing the staff member from the school responsible for child/young person's protection and general manager of Living Legends.

Living Legends expects its staff and volunteers to discuss any concerns they may have about the welfare of a child / young person immediately with the responsible staff member at the school and insist that appropriate action to be taken.

Living Legends's staff members are not child protection experts and are not responsible for determining whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Where there is a complaint or allegation against an employee or volunteer, there may be three types of investigation.

- Criminal, in which case the police are immediately involved.
- Child protection, in which case the social services (and possibly) the police will be involved.



- Disciplinary or misconduct, in which case Living Legends will be involved.

Living Legends' staff and volunteers are obligated to act to secure the safety of children who they may observe in the process of being harmed and are required to provide full details of the event in writing as soon after the report as possible, and not later than 48 hours after the event.

4.8. Confidentiality

All reports or complaints of Living Legends are to be held confidential by the management of the organisation, records of which to be stored in a safe place that is not accessible to everyone. Information should be handled and disseminated on a **need-to-know basis only**.

4.9. Internal inquiries and suspensions

Allegations against staff

When investigating allegations against staff or volunteers, Living Legends will consider whether the member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

The General Manager in conjunction with Living Legends Directors, will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and relevant agency inquiries.

5. Recruitment and Staff Training

5.1. Recruitment

It is important that all realistic steps are taken to prevent unsuitable people from working at Living Legends. This applies equally to paid staff, and volunteers, both full and part time. To ensure unsuitable people are prevented from working with



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children / young people the following steps should be taken when recruiting and selecting staff and volunteers.

- All employees and volunteers will be required to undertake an interview carried out to acceptable child protection protocol mentioned in this policy document.
- A police certificate has been submitted clarifying any criminal record.
- Their qualifications should be verified.
- The job requirements and responsibilities should be clarified.
- They should sign and agree to Living Legends Child Protection Policy and Code of Conduct.
- Signed Contract and Code of Conduct must be filed in the employee's HR folder.
- Child Protection Procedures are explained and training needs identified.
- All Living Legends staff must complete Child protection and safeguarding training.

5.2. Training

In addition to pre-selection checks, the child protection and safety process includes training (within three to six months of joining Living Legends) after recruitment to help staff and volunteers to:

- Recognize their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child / young person.
- Work safely and effectively with a child / young people.
- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- All staff and volunteers to undertake relevant child protection training (depending on their involvement the training may be in the form of a one on one meeting to discuss the Safeguarding policy, a webinar, an online course, or in-person training course) or undertake a form of home study, to ensure



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their practice is exemplary and to facilitate the development of a positive culture towards good practice for safeguarding of children, young people and vulnerable adults.

- The General manager and Directors should ensure that the organisation and all of its staff (and volunteers where relevant) continue to increase knowledge and understanding of Safeguarding matters (nationally and locally), especially where changes or updates to relevant best practice recommendations, legislation or other amendments are recommended.

6. DECLARATION

I, the undersigned, have read the Child Protection Policy of Living Legends and undertake to take all necessary steps to ensure that I stand to it.

Name: _____

Position: _____

School Name: _____ (if applicable)

Event volunteering at: _____ (if applicable)

Date: _____

Signature: _____