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## Child Safeguarding Policy

### The purpose and scope of this policy

- to protect children and young people who receive Zy Movement Foundation's services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Zy Movement Foundation, including senior managers and the board members, paid staff, volunteers, sessional workers, agency staff and students.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in ASEAN. A summary of the key legislation is available from [...Link...](#)

### Related policies and procedures

This policy should be read alongside our organisational policies procedures, including:

- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child ratios
- Quality assurance



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**We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately



- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

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### Contact details

#### Designated Safeguarding Officer (DSO)

Name: Walter Lee

Phone/email: walterlee319@gmail.com

#### Deputy DSO(s)

Name(s): Patcharee Panaram

Phone/email: pat\_panaram2@hotmail.com

#### Senior lead for safeguarding

Name: Palita Siriwannapong

Phone/email: project@zmf-asia.org

#### Zy Movement Foundation (ZMF)

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

This policy was last reviewed on:

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Signed: .....

( Walter Lee )

Founder & President of Zy Movement Foundation



Date: .....

Sept 5, 2019



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## PROCEDURES

### **For the children and families who join all activities organized by Zy Movement Foundation**

- We ask the parent to provide information about their child that all volunteers need to know, such as how to deal with the child's emotional if happen during the activities, their medical condition in need to be concerned by volunteers.
- We provide them the consent form to allowed / not allowed Zy Movement Foundation to use their photos, video, voice recording to promote activities in purpose of creating public awareness & to use for fundraising purpose and we strictly apply that through our use.
- We provide applicable health & travel insurance for activities that contain travelling.
- We provide trained volunteers for all activities, ratio of volunteer depend on difficultness of the activities,
  - Climb to Change a Life - 1 child / 2 parent / 3 volunteers,
  - Art for Independent Living - 1 child / 1 parent / 1 volunteer
  - Cooking Activities - 1 child / 1 parent / 1 volunteer
- We provide training / preparing session for them to learn about activities and let them decide on their proper way of participation.
- We set a condition for no bullying on anyone in any way during the activities.

### **For the volunteers who join all activities organized by Zy Movement Foundation**

- We provide training session for them to learn about differently-abled and how to manage each child who participate in our activities.
- We provide them the consent form to allowed / not allowed Zy Movement Foundation to use their photos, video, voice recording to promote activities in purpose of creating public awareness & to use for fundraising purpose and we strictly apply that through our use.
- We provide applicable health & travel insurance for activities that contain travelling.
- We provide training / preparing session for them to learn about activities and let them decide on their proper way of participation.
- We set a condition for no bullying on anyone in any way during the activities.
- We set a condition for no harmful activities during their participating in our activities.



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### For staff (any kind) who help organize the activities

- We provide training session for them to learn about differently-abled and how to manage participants requirement during the activities.
- We provide applicable health & travel insurance for activities that contain travelling.
- We provide their right to protect themselves from being abused of any kind from participants, board members and foundation itself.
- We set a condition for no bullying on anyone in any way during the activities.
- We set a condition for no harmful activities during their participating in our activities.

### For Board members & Supporters who join the activities

- We provide safeguarding policy for their regularly review and provide informative session from professionals to support their management procedure.
- We set a condition for no bullying on anyone in any way during the activities.
- We set a condition for no harmful activities during their participating in our activities.
- We provide applicable health & travel insurance for activities that contain travelling.

This procedure was last reviewed on:

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Signed: .....

( Walter Lee )

Founder & President of Zy Movement Foundation



Date: .....