

OIF Child Protection Policy

At Indralaya we recognize that:

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

Child Abuse is defined as physical, sexual, or psychological maltreatment or neglect of a child or children. Child abuse may include any act or failure to act that results in actual or potential harm to a child.

The purpose of the policy:

- To provide protection for the children and young people who come to Indralaya;
- To provide staff and volunteers with guidance on procedures they should adopt to prevent harm or in the event that they suspect a child or young person may be experiencing or be at risk of harm.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them;
- Adopting a code of conduct for staff and volunteers;
- 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.

When working with children and young people, it is important to (*aka Code of Conduct*):

- Listen to and respect children at all times;
- Treat children and young people fairly and without prejudice or discrimination;
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible;
- Ensure any contact with children and young people is appropriate and in relation to the work of the project;
- Always ensure language is appropriate and not offensive or discriminatory;
- Provide examples of good conduct you wish children and young people to follow;
- Challenge unacceptable behavior and report all allegations/suspensions of abuse;
- Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults;
- Respect a young person's right to personal privacy;
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behavior they do not like;
- Recognize that special caution is required when you are discussing sensitive issues with children or young people.

If you witness or suspect that a child is being abused:

- First, ensure the child is safe and/or call 911 if medical attention is needed.

- Inform a member(s) of the Leadership Team (general managers, program leaders, current members of the board, or other designated adults). The leadership team member will be responsible to contact the appropriate authorities and inform parents/guardians as needed.

OIF Anti-Bullying Policy

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It may be perpetrated by individuals or by groups.

Indralaya is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles of this community. All individuals who come to Indralaya have a right to a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

FORMS OF BULLYING

- Physical violence such as hitting, pushing or spitting at another person
- Interfering with another person's property, by stealing, hiding or damaging it
- Using offensive names when addressing another person
- Teasing or spreading rumors about another person or his/her family
- Belittling another person's abilities and achievements
- Writing offensive notes or graffiti about another person
- Excluding another person from a group activity
- Ridiculing another person's appearance, way of speaking or personal mannerisms
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

If you witness or suspect that someone is being bullied:

- First, ensure the person's safety and/or call 911 if medical attention is needed.
- Inform a member(s) of the Leadership Team (general managers, program leaders, current members of the board, or other designated adults). The leadership team member will be responsible to inform parents/guardians as needed and determine appropriate response.