

Appendix 2: Defining Imminent Risk and Potential Risk

Determining the level of risk in a case of child abuse depends on the dynamic analysis of four main factors as per the Standard Operating Procedures for Juvenile Projection in Lebanon (figure 1):

- The nature, gravity and recurrence of the reported facts
- The juvenile's age, personal traits and degree of vulnerability
- The ability and willingness of the parents/guardians to contribute to the safety and development of the juvenile
- The available social resources to provide assistance to the juvenile and his/her parents/guardians

To simplify this process for the school setting, the DCPO should focus on collecting information on the following factors for adequate assessment:

- Frequency of harm
- Type of harm

- Severity of harm
- Source of harm
- Duration of harm
- Probability of future harm
- Vulnerability of the child

The DCPO will have further information on the definitions of these factors in Appendix 7 for accurate assessment.

Indicators to identify the level of risk

The following table will provide a non-exhaustive list of situations and signs that may indicate different types of abuse and their risks. For example, violent conduct is a form of physical abuse that may have limited effects if it is non-recurrent. The same conduct can have serious consequences and require immediate intervention when a child is exposed to recurrent and severe violence over a prolonged period of time.

It is important to note that minor incidents and those considered to pose potential risk should not be undermined as they may lead to greater threat.

Type of Abuse:	Behaviour/Observed in school	Reported from home
Physical	<ul style="list-style-type: none"> - Violent conduct - Coercion by peers - Physical harm e.g. bruises, wounds, burns, fractures or swelling 	<ul style="list-style-type: none"> - Coercion by family member - Corporal punishment - Physical harm e.g. bruises, wounds, burns, fractures or swelling
Psychological	<ul style="list-style-type: none"> - Intimidation - Bullying - Suicidal thoughts, self-harm or suspicious scars 	<ul style="list-style-type: none"> - Belittling, insulting or humiliation - Rejection, defamation, isolation or being dominated - Domestic violence and disputes at home
Neglect	<ul style="list-style-type: none"> - Lacking basic care (shelter, food, water, clothing, sanitation, education or healthcare) 	<ul style="list-style-type: none"> - Caregivers are emotionally distant - Child left alone to take care of themselves - Child is in danger or potential danger in their living conditions
Sexual	<ul style="list-style-type: none"> - Exposed to or witnesses sexual content - Inappropriate images taken by adult - Sexual behaviours with peers - Sexual exploitation - Rape or forced sex 	

Appendix 3: Required recruitment checks

Child protection requires additional recruitment procedures:

- Make sure HR personnel is fully briefed on the CPP
- Background checks of the criminal record for the individual applying to any position within Wellspring. Should a felon account or suspicion report show up in this background check, the related individual can no longer be considered for recruitment
- Requiring at least two references (not a family member or in a close relationship with the individual) for the individual's application. These references need to be checked for validity (to make sure they are real, and the contact information is valid).
- Paying attention to long or sudden gaps in the individual's working history, and questioning the reason behind the gap.
- Mention in advertisements that Wellspring abides by a Child Protection Policy e.g.
 - ✓ Wellspring has a child protection policy in place
 - ✓ Candidates will be expected to comply with Wellspring's child protection policy
- Successful candidates must accept and commit to the Child Protection Policy for working with children.
- If possible: Provide a copy or link to the CPP and give time to the applicant to ask questions on the CPP policy

Appendix 4: Protection procedures when a volunteer or visitor is expected in school

Whenever a volunteer or visitor is expected to deliver services or conduct certain work on the school site, Wellspring will request prior written notification from the organisation the individual is associated with. Upon arrival of the individual, Wellspring will require formal identification to check the described individual (from the notification) is the same person arriving.

If the individuals are expected to have prolonged exposure to students within the school setting they are required to be briefed. If the visit is short-term, a member of staff should be present to observe the activities to ensure no policies or rules are breached.

Finally, the visitor should always check-in and check-out at the entrance of the school as per protocol. When appropriate, visitors should be given restricted access to only specific areas of the school.

Appendix 5: Preferred DCPO characteristics.

It is advisable for the DCPO to be recruited based on certain characteristics that would help fulfil the roles and responsibilities described above. As such a DCPO should:

- Understand and abide by good behavioural ethics
- Demonstrate good communication skills
- Be a full time staff member for accessibility whenever needed
- Be a trusted member of the staff known among both teachers and students
- Experience and/or relevant training on child protection and working with children

Additionally, it is advisable for the DCPO to be a certified psychologist, or social worker, since either occupation helps an individual handle expected cases in terms of skill set and professional training.

DCPO Toolkit

Appendix 6: Contact information of relevant organizations

Reporting:

- Ministry of Social Affairs (MoSA) **01/ 429 384**
- Union for the protection of juveniles in Lebanon (UPEL) **03/ 784 265 - 01/ 427 973**
- Judicial Authority: General Prosecutor for child protection issues, (Beirut) **03/ 683 074**
- himaya, (Beirut Office) **79/ 300412 – 03/ 414964**

Training / Policy Development:

- himaya, (Capacity Building Research & Development) **71/ 702 316**

Appendix 7: Risk Assessment

Below are the main factors that will help the DCPO assess the case and determine whether or not there is imminent risk to the child or potential risk. The DCPO should contact a child protection organization whenever they are uncertain of the outcome.

Frequency of harm:

- Number of incidents over a time period
- Knowing the incident is recurring
- Concerns registered from the past

Type of harm

- Physical, psychological, sexual or neglect (can be more than one)
- Any other types of abuse they are exposed to e.g. domestic violence or intimate partner violence

Severity

- How likely is the incident to cause harm
- Potential impact of the harm or its signs in the school setting

Source of harm

- The relationship of the child and the perpetrator or source(s) of harm
- The ability of the source to reach the child

Duration

- The period of time in which the harm has occurred
- Accumulation of harm over time and its impact

Probability

- Estimating the likelihood or probability that future harm will occur

Vulnerability

- Age of a child, any disabilities, medical conditions and social isolation

Risk assessment is dynamic as it provides a snapshot of the case which can change in the future, therefore ongoing monitoring of a child is necessary when they have not been referred. The objective of the risk assessment is to ensure the wellbeing of a child and identify the need for interventions in a timely manner.

It is not necessary to collect information on all of the factors listed above however, with as much information as possible, it will be possible to determine if there is imminent or potential risk.

Appendix 8: Law 422/2002

In this section you will find more information about Law 422/2002 on the Protection of Juveniles in Conflict with the Law and/or at Risk summarized in English as well as the original Arabic text of articles 25, 26 and 27 which are the most relevant for the purposes of this policy.

The full version of law 422/2002 is available in circulation online and can be accessed for those interested.

Law 422/2002 overview

- On June 6, 2002 law 422 on the Protection of Juveniles in Conflict with the Law and/or at Risk was adopted
- The **law 422/2002** defines a **unified protection system** for any child/minor (human being under the age of eighteen) on the Lebanese territory
- It addresses the functioning of juvenile courts with an **emphasis** on **educational** and **rehabilitative** measures rather than punishment

According to **Article 25** of this law, the Child is considered exposed to danger when:

- He/she is in an environment exposing him to **exploitation** or **adversely affecting** his/her **health, safety, morality, or upbringing**
- He/she is exposed to **sexual abuse** or **violent corporal attack** beyond the customary non-harmful disciplinary measures
- He/she is found in a state of **vagrancy** or **homelessness**

Who can report?

According to the **Article 26** of the law 422/2002:

- Any person that has knowledge or doubts about a child being abused
- Any professional that is in contact with children (doctor, teacher, social worker, psychologist etc.)
- Parents or caregivers
- The child himself/herself

Mandatory reporting

No person should conceal any facts or information related to the security and safety of a Child. It is the obligation of every person, whether a professional or not, who has doubts, facts or information that lead him/her to think that a juvenile may be at risk:

- To report such matters to the **judicial authorities**
- To inform the Ministry of Social Affairs **MOSA**
- To inform non-governmental organizations **NGO** (ex: himaya)
- Any person who informs/reports **can remain anonymous**
- **Professional secrecy is lifted** when reporting (art. 26, law 422/2002)
- **Failure** to render assistance to any person in danger **could be punished by law (art 567, Penal Code)**

Original articles 25, 26 and 27 from law 422/2002

المادة 25

يُعتبر الحدث مهددا في الأحوال الآتية:

- 1 إذا وُجد في بيئة تعرّضه للإستغلال أو تهدد صحته أو سلامته أو أخلاقه أو ظروف تربيته.
 - 2 إذا تعرّض لاعتداء جنسي أو عنف جسدي يتجاوز حدود ما يبيحه العرف من ضروب التأديب غير المؤذي.
 - 3 إذا وُجد متسولا أو مشردا.
- يُعتبر الحدث متسولا في إطار هذا القانون إذا امتهن استجداء الاحسان بأي وسيلة أنت. ويعتبر متشردا إذا ترك مسكنه ليعيش في الشوارع والمحلات العامة أو لم يكن له مسكن ووجد في الحالة الموصوفة آنفا.

المادة 26

للقاضي في أي من هذه الاحوال، ان يتخذ لصالح الحدث المذاور تدابير الحماية أو الحرية المراقبة أو الإصلاح عند الاقتضاء. يتدخل القاضي في هذه الأحوال بناء على شكوى الحدث أو احد والديه أو أوليائه أو اوصيائه أو الأشخاص المسؤولين عنه أو المندوب الاجتماعي أو النيابة العامة أو بناء على إخبار. عليه التدخل تلقائيا في الحالات التي تستدعي العجلة. على النيابة العامة أو قاضي الأحداث ان يأمر بإجراء تحقيق اجتماعي وان يستمع الى الحدث والديه أو احدهما أو الوصي الشرعي أو الأشخاص المسؤولين عنه، وذلك قبل إتخاذ اي تدبير بحقه ما لم يكن هناك عجلة في الأمر فيكون ممكنا إتخاذ التدبير الملائم قبل استكمال الإجراءات السالف ذارها. ويمكن الاستعانة بالضابطة العدلية لتقصي المعلومات في الموضوع. لا يعتبر إفساء لسر المهنة ولا يقع تحت طائلة احكام قانون العقوبات اي إخبار يقدم الى المرجع الصالح ممن هو مطلع بحكم وضعه أو وظيفته أو فنه على ظروف الحدث المعرض للخطر في الأحوال المحددة في المادة 25 من هذا القانون.

المادة 27

للقاضي بعد الإستماع الى الوالدين أو احدهما، ان يُبقي الحدث قدر المستطاع في بيئته الطبيعية، على ان يعين شخصا أو مؤسسة اجتماعية للمراقبة وإسداء النصح والمشورة للأهل والأولياء ومساعدتهم في تربيته، وعلى ان يقدم هذا الشخص أو المؤسسة الى القاضي تقريرا دوريا بتطور حالته. وللقاضي، اذا قرر إبقاء الحدث في بيئته، ان يفرض عليه وعلى المسؤولين عنه موجبات محددة، أن يدخل مدرسة أو مؤسسة اجتماعية أو صحية متخصصة ان يقوم بعمل مهني ما. للقاضي فرض التدابير المنوه عنها اعلاه في حال خروج الحدث على سلطة اهله واوليائه واعتياده سوء السلوك الذي يعرّضه للمخاطر السابق ذارها وذلك بناء على شكوى هؤلاء أو طلب المندوب الاجتماعي.

Appendix 9: Reporting form

It is not necessary to fill in the entire table as this form aims to facilitate contact with the victim and their family.

This form must remain confidential and must be preserved in a secure location where access is limited to the DCPO.

Organization:	Wellspring School		
Organization Address:			
DCPO name:			
DCPO contact:			
<u>Student Description</u>			
Full Name			
Nationality			
Gender			
Age			
Address and contact number of beneficiary			
Social networks likely to support the child (family, associations, institutions, school...)			
<u>Family of Victim</u>			
Family Member	Name	Present (Yes/No)	Address and Telephone number
Father			
Mother			
Sibling			
Sibling			
Sibling			
Other			
Other			
<u>About your concern</u>			
Was the abuse observed or			

suspected?	
Is this concern based on firsthand information or information divulged to you by someone else? (If so who?)	
Did the child disclose the abuse to you directly?	
Date & Time of Incident	
Location of Incident	
Name and job title of alleged perpetrator	
Description of incident:	
Your personal observations: (visible injuries, child's emotional state etc.)	

Signature: _____

Date: _____

Appendix 10: Confidentiality and Data Protection

Confidentiality:

- The information collected from the child belongs to them therefore it should only be shared with the consent of the child.
- Only when deemed necessary should information be shared against the will of the child (e.g. High risk cases that require CP organizations intervention) but the reason for why should be explained to them nonetheless.

- Children should be given the opportunity to highlight information that they do not want disclosed to particular people.
- A child has the right to view any information written about them at any time.
- Information should only be passed to the person that is meant to receive this information.
- **Need-to-know:** the limiting of information that is considered sensitive, and sharing it only with those individuals for whom the information will enable to protect the child.

Paper Records Security:

- Label the files individually using the branch location, initials of the child and a code consisting of the Day, Month and year e.g. Mathaf – RL130617 or City Centre – AS150217
- At no time should the child's name appear on the outside of the file.
- Kept in a secure place with limited access and locked in a cabinet.
- Room should be locked when the person responsible is not inside of it.

Security of Copies stored on a PC:

- The PC should be password protected and in a room with limited access.
- Updated anti-virus should be on the computer.
- All records should be saved in a single folder that is not obvious to find on the desktop
- Records should be labelled using the branch location, initials of the child and a code consisting of the Day, Month and year e.g. Mathaf – RL130617 or City Centre – AS150217
- All records with sensitive information should be password encrypted on Microsoft word.
- Passwords should be recorded and saved in the DCPO's email using only the label that is common to the written form and the soft copy
- **The child's name should not be recorded on the file name or any document that is not encrypted**

How to Encrypt a Word Document:

N.B. This process may defer depending on the version of Microsoft Word that is being employed. In case of any discrepancy, kindly search for the steps on Google.com or on Microsoft Word Help (Click F1).

The process of encryption is important to ensure that, in the case that there is any unauthorized access to the PC, then sensitive information will remain secure.

- 1- Click on "File" on the top left corner of the page
- 2- On the Info tab you will see the "Protect Document" option
- 3- Click on "Protect Document" and select "Encrypt with Password"

- 4- Select the password and re-enter it for confirmation.

- 5- Make sure to save your document and to close it once you have finished viewing it.

Appendix 11: Information for Nurse

The DCPO should share this basic information with the nurse and clarify the referral pathway.

Mandatory Reporting under Law 422/2002:

If a nurse is concerned about breaching professional secrecy then Law 422/2002 can be referenced:

- Any person who informs/reports **can remain anonymous**
- **Professional secrecy is lifted** when reporting (art. 26, law 422/2002)
- **Failure** to render assistance to any person in danger **could be punished by law (art 567, Penal Code)**

Clinical Presentations

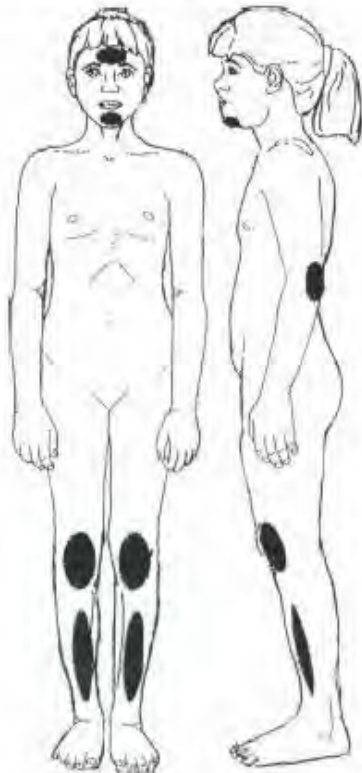
Potential and general clinical presentations of child abuse and neglect:

- Recurrent accidents
- Recurrent bruising/injuries
- Delay in seeking care
- Past history of child maltreatment
- Lack of hygiene
- Anxiety
- Depression
- Multiple bruises
- Demonstrating an unusual amount of sexual behaviour or knowledge
- Expresses fear of going home
- Stating that there is no one to take care of them
- Rope burns
- Unexplained or unusual burns e.g. cigarette burns
- Infected burns or injuries
- Bruising with unusual shapes
- Bedwetting or nightmares
- Pain and irritation of the genitals
- Bruising and bleeding of vaginal or anal areas
- Recurrent unexplained headaches

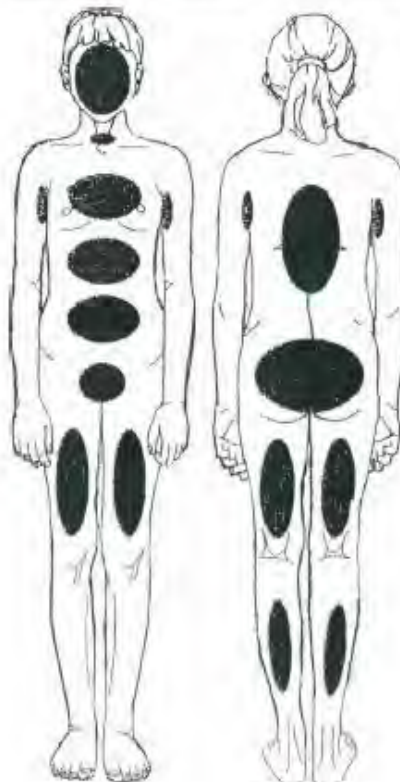
N.B. Some indicators mentioned in the above table are very general and on their own may not be enough to detect child abuse.

The following diagram displays areas of the body that **may** indicate child abuse upon examination:

Normal Bruising



Suspicious Bruising



Building Trust: Child Friendly Communication

When interacting with a child that you suspect to be abused follow the guidelines mentioned in the Staff subsection (Section 6c) that in essence require you to:

- Display sensitivity by respecting the child's boundaries and not pushing for details
- Provide reassurance that the child has the right to be safe and is brave for informing you
- Clarify that abuse is abnormal and in no way the child's fault
- Inform them that the next thing to do is to inform the DCPO to identify ways to support the child

Declaration of commitment to the Child Protection Policy

Declaration of commitment to the 'Child Protection Policy' for Wellspring developed in partnership with himaya.

I, the undersigned (Full name), having read and understood the principles and basic standards of the Child Protection Policy for Wellspring developed in partnership with himaya, agree to implement the policy throughout the time I am affiliated with the institution.