



Peace Matunda

# CHILD SAFEGUARDING FORMS

2023

The information on this form is confidential. The form is used to report concerns regarding a possible violation of Peace Matunda’s Safeguarding Policy and Code of Conduct. It should only be sent/ given to the Peace Matunda Child Safeguarding Officer and please try to complete the form in as much detail as possible to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Safeguarding Officer at Peace Matunda (preferably within the same working day). Areas that you cannot report on can be left blank. If you have any doubts as to whether you should report your suspicions, the following checklist may help you in your decision:

**On what facts is the concern based?**

Have you witnessed violence against children?  Yes  No

Do you or another person suspect someone have comitted violence against children?  Yes  No

Has anyone told you about a specific incident?  Yes  No

**Does your concern fall into one of the following five categories:**

Do you think a child may have been neglected?  Yes  No

Do you think a child has been physically abused?  Yes  No

Do you think a child has been emotionally abused?  Yes  No

Do you think a child has been sexually abused?  Yes  No

Do you believe that a child has been exploited?  Yes  No

Your concern is justified if you have answered "yes" to one of the questions. It is your duty, pass on your suspicions using the form. Do not hesitate - a child could be in danger or seriously threatened if you do not act.

**PERSONAL DETAILS REFERRER:**

Name:
Relationship to Peace Matunda or position at Peace Matunda:
Adress:
Telephone/Mobile:
E-Mail:
What is your relationship with the child/young person?

**DETAILS OF THE CHILD** (If other children are affected, please fill out a form for each child)

Name: \_\_\_\_\_  
\_\_\_\_\_

Gender:  male  female Age \_\_\_\_\_ Date of birth: \_\_\_\_\_  
\_\_\_\_\_

Ethnicity/ Tribe \_\_\_\_\_ Language spoken: \_\_\_\_\_  
\_\_\_\_\_

Address of the child (or state with whom the child lives):  
\_\_\_\_\_  
\_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_  
\_\_\_\_\_

Religion: \_\_\_\_\_ ID No. \_\_\_\_\_ Any disability: \_\_\_\_\_  
\_\_\_\_\_

Relationship to Peace Matunda:  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to the alleged perpetrator:  
\_\_\_\_\_  
\_\_\_\_\_

Status/ whose legal responsibility:  
\_\_\_\_\_  
\_\_\_\_\_

**ALLEGED PERPETRATOR'S DETAILS** (If known)

Name: \_\_\_\_\_  
\_\_\_\_\_

Gender:  male  female Age \_\_\_\_\_ Date of birth: \_\_\_\_\_  
\_\_\_\_\_

Employment details \_\_\_\_\_ Nature of job: \_\_\_\_\_  
\_\_\_\_\_

Address:  
\_\_\_\_\_  
\_\_\_\_\_

Relationship if any to the child  
\_\_\_\_\_  
\_\_\_\_\_

Current location of alleged perpetrator:  
\_\_\_\_\_  
\_\_\_\_\_

DETAILS OF YOUR CONCERN:

**Nature of the concern/suspicion:**

(Please describe the nature of the abuse or mistreatment, who reported it, circumstances of the crime and how it occurred).

Was the incident:

Observed by you       Suspected       Disclosed by someone else

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Date

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Time

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Witnesses

**RECORD OF THE CONVERSATION:**

(Please describe exactly what the child said in their own words and what you said. Do not lead the conversation by asking specific questions, but report exactly what the child has said).

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**Observations:** (e.g. injuries, external appearance of the child, anxiety, etc.)

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How did the suspected person respond to the accusation?

**Current safety of child including location:**

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**Has emergency medical attention been required?**

Provided by:

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**Who else knows?** Include contact details

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**Actions taken to date** e.g. Referral to police, children's services, social welfare, other. Give contact details and date and time of action.

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**Referral taken by** (where possible, line manager):

Name: \_\_\_\_\_

Position and location: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ACTION TO BE TAKEN**

**Decision made by Director for immediate action as agreed in Child Safeguarding Policy?** (Please specify who is to do what and when and give names and contact details of people to be contacted.)

Referral to police (if not, why not?)  Yes  No

Referral to Local Authority for child protection /welfare  Yes  No

Other action required to ensure child not at further risk from alleged perpetrator:

Referral for medical treatment/ to meet health needs  Yes  No

Signature of person arranging above action: \_\_\_\_\_

Instructions: Complete Section 1. Clearly explain, read out and complete sections 2&3 in the first language of the client. Complete section 4.

**Example introduction to explain informed consent to children and their caregivers:**

My job is to talk to children and their families and help them with problems they face. I care about you / your child and what happened, and I want to keep you / your child safe. What you tell me is between you / your child and me only, unless there is something that you tell me that worries me or if you need help that I cannot give you. If I am worried about your safety, I may need to talk to someone who can help you.

If we need to get you more help from someone else or talk to someone who can help keep you safe, we will talk together about that other person, and decide what will happen next. My job is to try and make sure that you are kept safe, so we may need to also get help from other people in order to keep you safe and healthy. Does this sound okay with you?

**1. Person Giving Consent: Circle who is giving consent**

Parent / guardian  Child (if reporting alone)  Teacher  Other: \_\_\_\_\_

**2. Information Storage**

- > I understand that Peace Matunda staff is collecting information about my child / myself to be able to support the case effectively and provide the necessary support.
- > I understand that information collected will be stored confidentially.
- > I have been informed and understand that some non-identifiable information may also be shared for reporting. Any information shared will not be specific to me or the incident. There will be no way for someone to identify me based on the information that is shared. I understand that shared information will be treated with confidentiality and respect.

I, \_\_\_\_\_, (name of person giving consent) give my permission for Peace Matunda to store my personal details in their case management system.

**3. Information Sharing**

- > I understand that in giving my authorisation below, I am giving Peace Matunda the permission to share case information of my child/myself with the service providers I have indicated, so that my child / I myself can get help with safety, health, psychosocial and/or legal needs.
- > I understand that the information will be treated with confidentiality and respect, and shared only as needed to provide the necessary assistance for my child / myself.
- > I understand that releasing this information means that a person from the agency or service ma come talk to me.
- > I understand that I have the right to change my mind about information sharing.

**I give Peace Matunda permission to share information about my case according to the details described on following page.**

**Does the person giving consent want to withhold all/part of their case information?**

Yes  No

If NO fill in the following table. If YES, who / which actors do they want to withhold information from / not be referred to? Give details including any information to be withheld/agencies to withhold it from and reasons for this, e.g. fear / wanting to communicate the information themselves etc.

	DETAILS	REMARKS
Agencies (specify)		
Government		
Community		
Family Members		
Other		

Date: \_\_\_\_\_ Name: \_\_\_\_\_

  

Person giving consent signature: \_\_\_\_\_

Teacher or caseworker can document the child's case without child / caregiver consent in the following situations:

- > When they are without a parent / guardian and the child is too young to consent themselves.
- > When the child is in imminent danger (including sexual violence or severe abuse).  
 In such situations case information can only be shared but after consultation with a Supervisor.

**Protecting children from violence – Guidance from Peace Matunda for interacting with children in the scope of your work**

Peace Matunda is committed to ensuring the protection of children from violence. Preventive measures are therefore implemented to reduce the risk of violence. Violence here means physical, sexual and psychological violence as well as exploitation and neglect in accordance with the

definition in the introduction to the Peace Matunda Child Safeguarding Policy.

The aim of the Code of Conduct for dealing with children is for Peace Matunda employees to take individual and collective responsibility for the safety of children.

Name
Position

**With my signature I undertake to ...**

- > to comply with the Peace Matunda Child Protection Policy in its as amended from time to time.
- > to ensure that the rules of conduct are observed, publicized and disseminated in my working environment.
- > to respond immediately to all concerns, allegations and incidents and to communicate them directly to the Child Safeguarding Officer.

**In this sense, I will ...**

- > especially in my work context contribute to creating a safe, supportive and encouraging environment for children.
- > Take children as personalities with their opinions, ideas and concerns seriously.
- > Treat all children equally, with dignity and respect.
- > follow the "two-adult rule", i.e. ensure that during personal encounters, conversations, interviews etc. with a child, another adult is present or within sight or earshot .
- > respect the human dignity and need for protection of children when photographing, filming or reporting for the purpose of public relations work (e.g. by not photographing undressed children or children in extreme suffering situations) and only distribute these materials privately (e.g. on social media) if the respective declaration of consent also extends to private use.
- > When presenting Peace Matunda's project work, ensure that all media content is based on the values of respect and equality and preserves the dignity of the person portrayed. I describe the life situation of the children and their environment in a differentiated and truthful way.

- > I portray children as personalities with many facets and potentials. I avoid reducing them to a victim or other stereotypical role in the portrayal.
- > I handle children's personal data with care in accordance with the applicable data protection guidelines and the Peace Matunda communication standards.

**I will also refrain from any form of threat, discrimination, humiliation, physical or verbal violence or intimidation. This means, among other things, that I will never ...**

- > abuse the power or influence conferred by my position or office over the life and welfare of a child.
- > hit children or otherwise physically abuse them.
- > Sexually, physically or emotionally abuse or exploit a child; in particular, never engage in sexual activity with or on a child or expose a child to pornographic material.
- > hold, fondle, kiss or touch children in an inappropriate or culturally insensitive manner.
- > use inappropriate, indecent or abusive language.
- > make sexual innuendos or ambiguous comments to a child.
- > help a child with intimate tasks without being asked.
- > Establish a relationship with children that is exploitative or violent.
- > Spend an excessive amount of time with a single child away from the other children.
- > Ask for a service or favor that exploits or abuses children.
- > condone or support illegal, dangerous and violent behavior toward children.

I acknowledge that I have read and understand Peace Matunda´s Child Protection Policy, and agree that in the course of my association with Peace Matunda I will follow these guidelines.

Date:	Name:
Signature:	



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The aim of the Code of Conduct for dealing with children is for employees of our partner organizations to take individual and collective responsibility for the safety of children.

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Position

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Date:	Name:
Signature:	

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definition in the introduction to the Peace Matunda Child Safeguarding Policy.

The aim of the Code of Conduct for dealing with children is for volunteers and visitors of Peace Matunda to take individual and collective responsibility for the safety of children.

Name
Position

**With my signature I undertake to ...**

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- > to ensure that the rules of conduct are observed, publicized and disseminated in my working environment.
- > to respond immediately to all concerns, allegations and incidents and to communicate them directly to the Child Safeguarding Officer.

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I acknowledge that I have read and understand Peace Matunda´s Child Protection Policy, and agree that in the course of my association with Peace Matunda I will follow these guidelines.

Date:	Name:
Signature:	

ANNEX 7 | STATEMENT OF COMMITMENT TO  
PEACE MATUNDA CHILD SAFEGUARDING POLICY

I, \_\_\_\_\_, have read and understood the standards and guidelines outlined in this Child Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing and promoting the child safeguarding policies, procedures and practices contained within this document while working or associated with Peace Matunda.

I further understand that adherence to Peace Matunda's child safeguarding Policy will involve the following: undergoing a check for criminal convictions related to working with children; signing a personal declaration stating any criminal convictions, declaring any previous investigations or allegations made against me with respect to child protection issues; and providing two character references.

Name: \_\_\_\_\_

Job title/ role: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## ANNEX 8 CHARAKTER REFERENCES

**Please provide the name, address and contact details of two character references you have known for no less than 2 years, excluding family members:**

Referee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Referee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Declaration of Criminal Convictions

Have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_

If yes, please provide details of all criminal convictions, including those considered 'spent', and declare any previous investigations or allegations made against you. These will be kept confidential by the designated Child Safeguarding Officer at Peace Matunda, who will assess whether they pose any risk or are not in conformity with Peace Matunda's Child Safeguarding Policy.