



Društvo JASA
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www.onezimosvet.si



Child and Vulnerable Adult Protection Policy

1. Child and Vulnerable Adult Policy

We believe that every child and vulnerable adult who visits the *Jasa association* has the right to feel safe and protected from any situation or practice which might cause him or her physical or psychological harm. We work hard to minimise situations where any abuse may occur by careful planning of activities and events.

The terms 'child' or 'children' refer to any young person up to the age of 18.

The term 'vulnerable adult' is defined as someone over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

2. The *Jasa association's* Responsibilities

- The *Jasa association* is a charitable incorporated organisation and all the members are responsible for making sure that the child protection and vulnerable adult policy and procedures, detailed below, are being implemented correctly.
- The president of association of the *Jasa association* is the person, who volunteers, children and vulnerable adults should approach with concerns or suspicions of abuse.
- The president of association will then take action by calling a meeting, or the committee to whom responsibility for handling such reports has been delegated, to consider the concerns and, if necessary, to take appropriate action.
- This policy will be published on our website, supplied to all new volunteers and circulated to existing volunteers and members via the *Jasa association* newsletter.
- This policy will be reviewed every five years.
- This policy is implemented and supported by the child and vulnerable adult protection procedures below.

3. Child and Vulnerable Adult Protection Procedures

3.1. Recruitment

We accept that it is our responsibility as a *Jasa association* to check that all adults with access to children and vulnerable adults have been appropriately vetted by doing the following:

- We will ensure that every new volunteer completes an Expression of Interest form.
- We will ask for the name of two referees who are prepared to provide written references.
- We will note at an interview all previous experience of working with children.
- We will ask potential volunteers applying for any roles that involve working closely with children or vulnerable adults on a frequent, intensive or overnight basis to submit to an enhanced DBS (Disclosing and Barring Service) check. Any administrative costs for the DBS check will be met by the *Jasa association*.
- We will ensure that all our volunteers and contractors, if relevant, are aware of the policy and those involved in work with children and vulnerable adults have received relevant training and support.

3.2. Responding to abuse, or suspected abuse

It is important that all volunteers communicate concerns immediately and accurately. To this end, volunteers will follow the procedure below:

- If a volunteer receives information or has any suspicions, they should report the concerns to the president of association who will then call a meeting of the trustees to consider the concerns and take appropriate action if necessary.
- Volunteers should always refer and never investigate any suspicions or allegations of abuse.

3.3. Training

- One member of the *Jasa association's* management team should undertake training in child and vulnerable adult protection through a recognised organisation.
- All volunteers must read and understand the *Jasa association's* child and vulnerable adult protection policy and procedures as part of their induction, and will agree to follow the *Children and Vulnerable Adult's Code of Behaviour for Staff and Volunteers* (Appendix 1) and report any suspicions or concerns to the president of association.
- All volunteers who assist with the education programme or workshops where children or vulnerable adults will be present should attend a relevant training session once a year.

4. Approval



Signature of President of association mag. Silva Jamnik

Date of approval: 29th April 2020

Appendix 1 Code of Behaviour for Staff and Volunteers

Supervision

Jasa association volunteers are not responsible for supervising children and vulnerable adults. Children and vulnerable adults come to the *Jasa association* with organised groups and with their families, friends or carers. The adults or carers accompanying the children and vulnerable adults are informed clearly that they remain responsible for the welfare of the children and vulnerable adults at all *Jasa association*. No child under the age of 12 should be admitted unaccompanied. Children must not be left unattended by their parents, carers or group leaders at any *Jasa association* activity.

Physical contact with children

There is no reason why any *Jasa association* activity should require physical contact as a normal way of working.

Physical contact may be misconstrued. Touching, putting your arm around a child, patting them on the head, tickling and other forms of intrusive play will be avoided. Initiating physical contact with a child will be avoided. If a child initiates physical contact with a volunteer this contact should be gently discouraged. It is the adult's responsibility to model appropriate boundaries of physical space.

A child or vulnerable adult should only be physically restrained to prevent an imminent injury to an individual or themselves, or to prevent serious damage to property.

First aid must be given by group leaders accompanying the children and vulnerable adults or by parents and carers. If first aid has to be administered by a volunteer then another adult must be present to reduce the possibility of any contact being misconstrued.

Good practice

All activities should take place in a way that will avoid misunderstandings. All volunteers should have contact with children and vulnerable adults in open areas, in rooms which have windows and if possible doors which also have windows in them. Wherever possible, doors should be left ajar. No volunteer should be alone with a child or vulnerable adult in a closed area.

Photography

Children and vulnerable adults should only be photographed at an event, for publicity purposes, provided parents or carers have previously given their consent using one of the *Jasa association's* permission forms (Appendix 2). When reproducing photographs it is good practice not to identify an individual child or vulnerable adult by name. Volunteers should not keep digital photographs of children and vulnerable adults attending *Jasa association* events on their own computers but download them onto a storage device which should be kept at the *Jasa association*.

Appendix 2 Photograph Consent Form

Jasa association recognises the need to ensure the welfare and safety of children. Before we use any photographs for exhibition we need to ask your permission. Please read the section below and complete where applicable.

Part 1. Contact Details

Name of Child _____

Name of Parent / Guardian / Carer _____

Relationship _____

Part 2. Event details

Event _____

Date _____

Part 3. Consent

I give / do not give consent for photographs of my child to be used for publicity purposes (delete as applicable).

Signed _____

Date _____

Appendix 3 Contact names and addresses

President of Jasa association

Silva Jamnik
00386 41 787 228

Ombudsman:

Peter Svetina, special pedagogue
Dunajska cesta 56 (4th Floor), Ljubljana
Telephone: 01 475 00 50
Freephone: 080 15 30
Fax: +385 1 475 00 40
Email: info@varuh-rs.si
Working hours: Monday through Thursday: 9am - 3pm;
Friday: 9:00 a.m. to 2:30 p.m.; 12/24 and 12/31 - 9
a.m.-1 p.m.

Community Centers for Social Work of Slovenia

Child and family care

Mag. Darija Kuzmanic Korva, general secretary
Slovenska cesta 27 Ljubljana
Phone: 08 20 22 400, 01 436 68 58
Fax: +385 1 436 68 59
Email: info@scsd.si

Association of Friends of Youth of Slovenia

TOM - telephone for children and adolescents

Every day, including Sundays and public holidays,
between 12am and 8pm on the free phone: 116 111.

TELEPHONE NUMBERS TO ASSIST ASSISTED

Slovenian Caritas: 01/232 31 86
SOS hotline for women, children and victims of
violence: 080 11 55
Samaritan - Confidential Phone: 080 11 13
Companion - Mental Aid: 080 22 23
Crisis Center for young people aged 7 to 18: 02/250 26
60
Papilot Crime Victim Assistance Center: 01/542 15 82
Free tel. no. Peter Klepec: 080 15 52
Center for Social Work Maribor - Maternity Center
Maribor: 02/480 11 87