



OSCAR India

***Child Safeguarding and Protection
Policy
2023***

Version Control:

| Version | Author | Date | Summary of Changes |
|----------------|-------------------------|---------------------------------------|--|
| V1.0 | Stuart Christie | February 2018 | First draft |
| V2.0 | Alice Lewthwaite | 2nd Aug 2018 | Version control added, updated email addresses & org chart |
| V3.0 | Alice Lewthwaite | 21st September 2020 | Reviewed, dates updated. Next version to include safeguarding governance for projects funded in India |
| V4.0 | Nigel Haunch | 31st July 2023 | Major revision including responsibilities/relationship with OSCAR Foundation, India and detailed measures for OSCAR India's UK tours |

1.0 Introduction**1.1 About OSCAR India**

OSCAR India (alternative name OSCAR International) is a UK registered charity dedicated to empowering children and youth in low-income communities in India through partner organisation The OSCAR Foundation an Indian registered NGO which is based in Mumbai.

OSCAR India supports the activities of the OSCAR Foundation by engaging in fundraising, contributing to programme and organisational development and, from time to time, organising and managing football-oriented tours to the UK for young Indian beneficiaries of OSCAR Foundation.

1.2 The OSCAR Vision & Mission

OSCAR's vision is to create a world which inspires young people to become role models and mobilise their community to make a positive social impact. OSCAR's mission is to encourage leadership, teamwork and provide educational support to young people from disadvantaged communities and equip them with the tools to fight poverty. OSCAR's objective is to ensure children and youth stay in school, to discover, develop and nurture talent, to educate and teach using football as the tool of engagement.

1.3 About OSCAR India's Child Safeguarding and Protection Policy

The policy sets out the key principles, goals and implementation strategies that will ensure that OSCAR India creates a safe and respectful environment for all children who come into contact with the organisation and takes appropriate measures to respond to any safeguarding concerns raised within the organisation, its programmes and those of The OSCAR Foundation or other partner organisations.

This safeguarding policy is applicable from 1 August 2023. It will be monitored regularly thereafter and will be subject to a full review after two years or sooner if there is a change in legislation, organisational change or following any learning outcomes or serious case reviews from safeguarding incidents, concerns or allegations.

Following any major changes, the revised version of the policy will be presented to OSCAR India's Board of Trustees for their approval and endorsement.

2.0 Guiding Principles

The guiding principles of OSCAR India's Child Safeguarding and Protection Policy are based on the UN Convention of the Rights of Children (UNCRC) 1989 and UK Children Acts 1989 & 2004.

The safety and welfare of children who come into contact with OSCAR India and/or partner organisations is paramount. All participants and visitors to charity activities have a right to feel safe and be safe. All members of the OSCAR team have a duty to keep children safe and help protect them from harm.

OSCAR India acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory requirements and responsibilities, government guidance and recognised best practice.

OSCAR India expects all staff, volunteers, participants, partners, contractors, visitors and guests to share this commitment.

All suspicions, reports and/or allegations of abuse will be taken seriously and investigated thoroughly which may require the involvement of the appropriate local authority teams and/or law enforcement agencies where necessary.

In order to ensure accountability at the highest level, one member of OSCAR India's Board of Trustees will be assigned specific responsibility for overseeing safeguarding.

2.1 About OSCAR India's relationship with the OSCAR Foundation

OSCAR India does not itself manage any beneficiaries except during occasional short UK tours made by young participants from India. However because of its close association with the OSCAR Foundation which includes the provision of significant funding, OSCAR India has a duty of care and duty of prudence to ensure that its key partner has appropriate systems of control in place across the wide range of programmes and activities involving thousands of young beneficiaries that it manages in India.

The Trustees of OSCAR India therefore acknowledge that a major part of their safeguarding responsibilities lies in closely scrutinising the relevant policies and measures in operation at OSCAR Foundation and in monitoring the effectiveness of their handling of any safeguarding allegations or incidents that may arise. OSCAR India's Board of Trustees will regularly carry out due diligence including but not limited to reviewing OSCAR Foundation's current Safeguarding Policy and Code of Conduct and its implementation in practice, discussing any related issues, allegations or incidents with the organisation's senior management/senior safeguarding officer and ensuring that any significant concerns raised are fully and promptly addressed.

3.0 Aims of this policy

- To safeguard all children and young people who interact with OSCAR India and/or The OSCAR Foundation and other partners.
- To demonstrate best practice in the area of safeguarding children.
- To increase awareness and understanding of safeguarding issues across the organisation.
- To provide guidance for parents, volunteers, associates, beneficiaries and other interested parties to understand reporting procedures.
- To encourage a partnership between the charity and parents/carers of children associated with the charity.

- To ensure that coaches, parents and other adults who come in contact with children and young people understand their safeguarding responsibilities and exemplify good role models in their behaviour.
- To promote high ethical standards throughout the charity.

4.0 Key Safeguarding Terminology and Definitions:

The charity – refers to OSCAR India Limited, Company Number 07914440 at Companies House UK, Registered Charity Number 1149486 with the Charity Commission for England & Wales

Trustee - Any person who is a member of the OSCAR India Limited Board and has the legal obligation to administer the charity without any remuneration.

Staff – refers to persons employed by and receiving payment for services from the charity. This is irrespective of the length or nature of their contract.

Volunteers – Persons who freely offer their skills and expertise or take part in a task, event or enterprise with the charity at their own expense in terms of time and/or resources.

Visitor - Any person - including donors, sponsors, media representatives, observers, guests – observing, having involvement with and/or attending the charity's activities and potentially coming into contact with children, including online 'virtual' contact such as via social media

Child/Children – Any person/s under the age of 18 (as defined in the UK Children Act (1989))

Welfare – The health, happiness and fortunes of a child and the humanitarian aspects of their life including personal need and physical and mental development.

Child Safeguarding - refers to the responsibility to take all reasonable preventative and reactional measures to ensure that the risks of harm to children are minimised, their health or wellbeing is not impaired when engaging in charity related activities and, where there are concerns about their welfare, to take appropriate actions to address those concerns.

Child Protection is part of safeguarding and refers to activities undertaken to protect individual children who are being – or at risk of being – abused or are likely to suffer harm as a result of neglect. It involves measures to prevent abuse and neglect and may require referral to specialised child protection services, law-enforcement agencies and expert local organisations.

Child Abuse - involves acts of commission and omission which result in actual or potential harm to the child.

The categories of **abuse** are:

1. Physical abuse - When someone knowingly uses force to harm a child's body or cause suffering. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
2. Sexual abuse - Sexual abuse involves forcing or enticing a child or young person to engage in sexual activity, regardless of 'implied consent.' This includes involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or making explicitly sexual suggestions. The use of technology such as the Internet by adults to entice children to participate in virtual sex is also an abuse. Sexual abuse can be perpetrated by anyone, including a parent or guardian, caregiver, extended family, friend, neighbour, stranger or a person in a position of trust (includes 16/17 year-olds).

3. Emotional abuse is a repeated pattern of behaviour and attitude towards a child which causes mental trauma, behavioural problems and psychological distress. It may for example involve deliberately telling a child that she/he is worthless, unloved or inadequate. It can include name calling, humiliating, threatening, spreading rumours, discriminating or other hostile or rejecting treatment. Emotional abuse may also involve bullying – including online bullying (cyberbullying) through social networks, online games or mobile phones – sometimes by other young people.
4. Neglect is a repeated pattern of lack of attention to a child's basic needs in areas including health, education, emotional development, nutrition, shelter and safe living conditions. This includes the failure to properly supervise and protect children from harm as much as is feasible.
5. Exploitation - Child exploitation is the act of using a child for profit, labour, sexual gratification, or some other personal or financial advantage

Note that:

- An individual may abuse a child directly, or may be indirectly responsible for abuse because he/she fails to prevent another person from harming that child
- Abuse can take place in person or online
- Children can also harm other children, especially in relation to bullying

5.0 Rules, Regulations and Guidance

OSCAR India's Child Safeguarding and Protection Policy is governed by the legislation and rules/regulations set out by several key governing agencies including the UK Government, UK Football Association, and the NSPCC Child protection in Sport Unit. The content of this policy is underpinned by the following legislative documents and policies:

- The Children Acts 1989 and 2004 - UK Government
- Every Child Matters 2003 - UK Government
- Safeguarding Vulnerable Groups Act 2006 - UK Government
- Working Together to Safeguard Children 2015 - UK Government
- Keeping Children Safe in Education 2014 - UK Government
- Human Rights Act 1998 – UK Government
- Standards for Safeguarding and Protecting Children in Sport 2005 - NSPCC CPSU
- Working Together to Safeguard Football - Policy & Procedures 2014 - The UK Football Association

6.0 Safeguarding Implementation in Practice

6.1 OSCAR India's Approach towards Children

- Treat all children with respect and dignity
- Commit to inclusion of all children without any form of discrimination
- Protect all children from every form of intentional and unintentional harm and abuse
- Identify areas of potential child risks and vulnerabilities before undertaking any activity
- Give every child the opportunity to express their views and be heard
- Ensure all children coming into contact with OSCAR India are aware that the charity has a Safeguarding Policy for their protection, are informed of their rights and understand where to go if they have concerns or need help.

6.2 Oversight of Safeguarding

As part of our Safeguarding Policy OSCAR India will:

- Assign specific responsibility for oversight of safeguarding to one member of OSCAR India's Board of Trustees (the 'Safeguarding Trustee' – ST) plus nominate a further Trustee to act as alternate in case of need (the 'Alternate Safeguarding Trustee' – AST)
- Give the ST and/or AST responsibility for convening an ad-hoc Safeguarding Committee (see Section 7.8) and taking other appropriate action if need arises
- Appoint a Senior Safeguarding Officer (SSO) and, as required, other Safeguarding Officers (see Section 7.1/7.3) to be the focal point for safeguarding during activities managed by the charity

6.3 Staff

OSCAR India currently has no full-time salaried staff and employs on a remunerated basis only one part-time consultant.

In general, the charity's approach to staffing is:

- Have in place screening procedures to prevent the employment/deployment of unsuitable individuals
- All staff who are offered a position which involves working with children will be required to complete a Self-Declaration Form and also undertake at least a Standard DBS or an Enhanced DBS with a barred list check where appropriate. Until such time as a satisfactory DBS has been received, the member of staff will not be permitted to work with children.
- Make clear that any staff must share the charity's commitment to upholding the safety and protection of children and include this commitment in all Job Descriptions
- Ensure any case of abuse or breach of this Policy by staff suspected and/or reported is fully investigated and appropriate action taken

6.4 Temporary Staff and External Contractors

- OSCAR will ensure that all temporary staff and external contractors sign a self-declaration form where appropriate and, in any case, will not have unsupervised access to children during their time with the charity.
- OSCAR's commitment to safeguarding will be outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to children.

6.5 Volunteers

- OSCAR India will undertake scrutiny and background checks of volunteers as thoroughly as circumstances permit prior to the acceptance of their request for association and their engagement in any OSCAR India activities involving children such as UK tours
- If such volunteers are going to be responsible for the care or supervision of OSCAR beneficiaries for more than 3 days in a 30 day period OR overnight and with the opportunity for face to face contact with them, they will be required to obtain a Standard DBS Check
- Every volunteer will be required carefully to read and comply with this Policy.
- Any suspected and/or reported case of abuse or breach of the Policy by a volunteer will be investigated and appropriate action taken

- OSCAR India from time to time sends UK volunteers to Mumbai to work with the OSCAR Foundation for a period of months. The charity will make best endeavours to undertake background checks on these individuals and will liaise with the OSCAR Foundation in handling any allegations or incidents which may arise during their work in Mumbai.

6.6 Visitors

- All visitors to OSCAR India activities involving children such as UK tours will be given a copy of the OSCAR India Code of Conduct for Visitors (see Appendix 3) and asked to abide by it
- In cases where visitors are likely to have face to face contact with OSCAR beneficiaries, background checks will be undertaken in advance as thoroughly as circumstances permit
- No visitor will be permitted to meet any child individually and/or in private
- The same rules will pertain to anyone associated with OSCAR India (such as a donor or Child sponsors) who goes as a visitor to the OSCAR Foundation in India
- Any case of child abuse or breach of the Code of Conduct for Visitors by sponsor/donor/visitor suspected and/or reported will be investigated

6.7 Communication, Personal Data and Content

- As per UNCRC Article 16, children have the right to privacy of information
- OSCAR India is committed as part of our Safeguarding Policy to safeguarding the data of children in terms of how it is captured, stored and used and also committed to the ethical collection and use of personal information, stories and images of children and other OSCAR beneficiaries including videos and photos
- The charity takes its guidance on the use of images from guidelines issued by the UK's FA.
- In furtherance of this, OSCAR India and the OSCAR Foundation have a joint policy on the Depiction of Beneficiaries (see appendix 5) which includes the following:
 - All children featured will be appropriately dressed and should never be portrayed in a demeaning, tasteless or provocative manner.
 - Where possible, the image will focus on the activity taking place and not a specific child.
 - Images should represent the broad range of people participating safely in the event.
 - Profiles of specific young children on websites or social networking sites must never include detailed personal details such as their school or home address.
 - Images depicting children or their families in impoverished conditions may reflect the severity of their situation but must always also respect the dignity of the subjects
- OSCAR India is aware that misuse of social media can put children at considerable risk including unwanted contact from adults, receipt of inappropriate material or online bullying
- Therefore no person associated with the charity may post comments or photos/videos on social media sites that could cause harm to any child or bring the charity into disrepute
- Visitors to OSCAR India are required to read and abide by the Code of Conduct for Visitors (see Appendix 3) which includes provisions for the appropriate use of photos, videos and other sensitive material depicting OSCAR participants
- Inappropriate behaviour by anyone in relation to filming or photographing children must be reported to the OSCAR SSO or other appropriate person as must inappropriate images or information appearing on OSCAR India social media, websites or elsewhere

6.8 Breaches of Safeguarding Policy

This Policy must be followed by every person associated with OSCAR while interacting and working with children.

There is also a separate Code of Conduct for Visitors to the organisation attending activities involving children (Appendix 3).

Allegations of breaches of the policies will be handled in the first instance by the SSO working with the ST and AST and may be passed to an ad-hoc Safeguarding committee convened by the ST.

This may result in staff, contractors, visitors or volunteers being asked to cease their involvement with the organisation. Serious cases may also be reported to the relevant external authorities.

(See Section 7.8 below)

6.9 Key Areas of Safeguarding Concern

OSCAR India is alert to safeguarding issues at all times and in all contexts. However the charity has identified three main areas and situations in its activities in which child safeguarding responsibilities and risks are most likely to arise.

Because these impose somewhat different requirements, the measures put in place for their practical implementation have been split into three inter-related sets of procedures and guidelines.

The three areas which are the main focus of OSCAR India's Safeguarding measures are:

- A) Ongoing scrutiny and monitoring of Child Safeguarding policies and measures in place at the charity's key partner - the OSCAR Foundation in India.
- B) Monitoring and control - in conjunction with the OSCAR Foundation - of donors to the charity who have enrolled in the OSCAR India/OSCAR International Child Sponsorship Programme to ensure that contact with children they sponsor is appropriate
- C) Activities and Events involving child participants which are organised and managed by OSCAR India from time to time such as football-oriented tours involving beneficiaries of the OSCAR Foundation coming from India to UK for a period of two to three weeks.

6.10 Safeguarding Measures for (A) : Child Safeguarding at the OSCAR Foundation in India

In line with Section 2.1 above ('About OSCAR India's relationship with the OSCAR Foundation'), OSCAR India's Safeguarding Trustee and/or Alternate Safeguarding Trustee will regularly review and scrutinise the Safeguarding policies and Codes of Conduct in place at the OSCAR Foundation in India and their implementation in practice. This will include the checking of recruitment and training measures relating to safeguarding as well as reviewing the work of the OSCAR Foundation's Senior Safeguarding Officer and Safeguarding Committee and their handling and outcomes of any allegations or incidents which may have come to their attention.

In case of any shortcomings or concerns, the ST will take up the matter with the senior management of the OSCAR Foundation and seek assurances that these concerns are being, or will be, speedily addressed and will request and require evidence as and when appropriate action has been taken. If the OSCAR Foundation has not resolved the issue after full discussion of it and within a reasonable timeframe, the ST will prepare a report for the charity's Board of Trustees who will then consider what further action to take. In the most extreme case, this could result in OSCAR India needing to limit its partnership or dissociate itself from the OSCAR Foundation.

6.11 Safeguarding Measures for (B) : Sponsorship of OSCAR Foundation beneficiaries

OSCAR India/International's Child Sponsorship Programme is one of the primary ways in which the charity raises funds to further the work of the OSCAR Foundation in supporting and empowering children from underdeveloped and underprivileged communities in India. Sponsors are mostly from UK and their sponsored children are registered beneficiaries/participants of the OSCAR Foundation.

As part of its duty of care to all beneficiaries, OSCAR India has a Sponsor Code of Conduct which is sent to all new sponsors. (See Appendix 4). This stipulates that there must be no direct communication with the sponsored child, family or community via any media but that all contact must be made through OSCAR. Other provisions restrict the use of photos and giving of gifts and provide for visits by the sponsor if arranged in advance but only if accompanied by an OSCAR representative and with the agreement of the parents/guardian and child. Sponsors are required to read and agree to the Code and abide by it at all times.

OSCAR India's SSO is also employed by the charity on a remunerated basis to engage in fundraising including by recruiting donors to the Child Sponsorship Programme. As SSO they will be responsible for ensuring that all new OSCAR Child Sponsors receive and return the signed Code of Conduct. The OSCAR Foundation employs a manager in Mumbai responsible for the administration of the Sponsorship programme including liaison with sponsored children/parents/guardians and with their sponsors and for handling and vetting the communications between them. This manager will inform the SSO of any instance where communications or behaviour by a sponsor are in breach of the Sponsor Code of Conduct (Appendix 4) or deemed to be inappropriate for any other reason. The SSO will be responsible for taking up the matter with the sponsor and, in case of serious or repeated violations, after consultation with the Safeguarding Trustee, will terminate the sponsorship and advise the OSCAR Foundation to take steps to ensure that the child and family are fully protected from any further communications or potential harm from the sponsor.

7.0 Safeguarding Measures for (C) : Activities under OSCAR India's management involving children

To date such activities in the form of UK tours for Indian beneficiaries have taken place only once per year and only in UK. They may become more frequent in future and might not necessarily be based only in UK.

N.B. Apart from during the periods of these activities, the charity does not itself manage or have under its care any beneficiaries who are either children or of any other age.

7.1 Senior Safeguarding Officer

OSCAR India has a nominated Senior Safeguarding Officer (SSO) who has overall responsibility for the safeguarding of children attending activities, events and tours directly organised and managed by the charity whether taking place in UK or in another country outside India.

The SSO will also be responsible for ensuring appropriate behaviour by Child Sponsors (see 6.11 above)

OSCAR India's SSO role will be undertaken by the consultant who the charity employs on remunerated basis to devise and manage all aspects of tours and associated activities which come under the aegis of the charity. The same consultant is also responsible for recruiting donors to the Child Sponsorship Programme.

The SSO will satisfy the charity's Trustees that they have appropriate training in Child Safeguarding and/or the charity will organise for them to have any further training that may be required. The SSO will also be required to obtain a Standard DBS Check.

Anybody with a concern about a child or young person's welfare should contact the SSO or a Safeguarding Officer for advice in the first instance

7.2 Duties of the SSO

The Senior Safeguarding Officer (SSO) will:

- Be the focal point of contact for all safeguarding concerns before and during activities managed by OSCAR India such as UK Tours
- Receive all allegations and reports of child safety violations, whether verbal or written, ensure confidentiality and record all reported or alleged incidents
- Liaise closely with the OSCAR India Trustee (ST) or their Alternate (AST) who have been assigned specific responsibility for overseeing safeguarding
- Report any incidents or serious potential safeguarding risks to the charity's Board of Trustees via the ST or AST and decide what further action may be required in conjunction with them
- In case of external Child Safeguarding or Protection incidents or allegations (not due to a staff member, volunteer or other person associated with OSCAR India), mobilise local resources to ensure appropriate action
- Provide first level support to any child involved and organize counselling by qualified external professionals if appropriate and be in touch with parents or guardians, as required
- Follow mandatory reporting wherever legally required and co-ordinate with the police and local authorities
- Ensure donors recruited to the Child sponsorship Programme understand the rules around contact with sponsored children (see 6.11 above)

7.3 Volunteer Safeguarding Officers

The SSO will also appoint and train a number of Safeguarding Officers (SOs) with appropriate DBS check to work under them on a volunteer basis during activities managed by the charity in UK. These Officers will have specific responsibilities and a clear schedule for their periods on duty and are the focal point for safeguarding children in their nominated area/duty period.

7.4 Advance Risk Assessments & Consultations

In order to ensure the health, welfare and safety of all involved, the SSO will undertake risk assessments of all planned activities involving children well in advance of commencement of those activities (or will designate this task to a Safeguarding Officer or an external assessor where appropriate). If significant risks are identified, these must be addressed in good time or alternative arrangements made.

Many of the activities during football-oriented tours of UK are organised in conjunction with schools and other educational bodies and take place on their premises. These partner organisations will have their own safeguarding measures in place and it will be necessary for the SSO to liaise closely with them in advance to ensure that their policies align with those of OSCAR India.

7.5 Ratios and supervision of children

- When the charity undertakes any activity such as a UK tour by Indian beneficiaries, full consideration will be given to the appropriate number of supervisory adults required to accompany the tour – who will also normally perform the roles of Volunteer SOs. This will depend on the age of the children, the degree of risk the activity involves, and any additional disability needs. The lower the age of the participants, the greater the need for supervision.
- Regardless of these ratios, a minimum of two supervisory adults / delivery partners will always be available to supervise an activity and also to accompany the children from one activity or location to another. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of a participant requiring the attention of an adult during the activity following an accident).
- During leisure periods when no activities are taking place and/or the participants are resting during the day, at least one supervisory adult must always be with the children
- For night duty there must be at least two adults of the same gender as that of the children
- Adults undertaking such supervisory roles overnight or for at least four days in a 30 day period will need to obtain a Standard DBS Check

7.6 Responding to Allegations or Suspicions: Mandatory Reporting

All Trustees, staff volunteers and others have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse or misconduct are taken seriously and responded to quickly and appropriately. It is not the responsibility of anyone within the charity to decide whether child abuse has taken place.

>> **No action is not an option** <<

If someone associated with the charity suspects abuse is taking place, or a report/allegation of abuse has been disclosed to them, where possible the SSO or a Safeguarding Officer should be contacted as early as possible. However, it is recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger.

A written **Safeguarding Incident Report (see Appendix 2)** should be completed as soon as possible. Confidentiality is of the utmost importance. Concerns should not be discussed with any third party.

The reporting should focus on:

- Evidence that the Safeguarding Policy has been breached with relevant dates
- Potential / Actual Risks to the child/children (for internal as well as external threats)
- Measures to safeguard children and minimise risk
- Action/next steps

OSCAR India is committed to fostering an environment in which children and young people can also express concerns about their own safety or the safety of another young person. OSCAR beneficiaries should feel confident that they can:

- Disclose to any member of the OSCAR team that abuse has taken place or that they feel unsafe
- Make a third party or anonymous allegation
- Report any serious misconduct of a member of OSCAR staff, volunteer, visitor towards a child

7.7 Initial Procedures in Handling Allegations/Complaints

- In serious cases, the SSO/SO will ensure that the child is removed from any imminent danger by preventing contact with the person involved
- SSO/SO will also immediately provide the child with medical or other assistance if required including counselling services by qualified external professionals who should not be affiliated with OSCAR India or the OSCAR Foundation if the incident involves staff, volunteers or visitors connected with either organisation
- This should be done even if the case is outside the purview of OSCAR Safeguarding policy. In such cases, local resources should be mobilised to ensure the safety and well-being of the child
- The SSO/SO will ensure that the child is not further questioned or interrogated and reassure the child that the problem will be attended to and he/she is safe and protected
- The SSO/SO will conduct a risk assessment of the reported concerns or allegations and inform the relevant authorities or consult the ST or AST

7.8 Safeguarding Incident Enquiry and Investigation Process

Where there is a complaint or allegation against someone associated with the charity, one of the following may occur:

- a) A disciplinary or misconduct investigation led by the charity, which may also involve a third-party organisation
- b) A criminal or child protection investigation led by the Police or Local Authority

If deemed appropriate for the matter to be dealt with internally, the ST or AST in consultation with the SSO will convene an OSCAR India Safeguarding Committee (SC) meeting as soon as possible.

- The Committee will include the SSO, three of the charity's Trustees including either or both the ST and AST plus, where possible, an external expert such as from the international NGO Keeping Children Safe, of which OSCAR is an Accredited Member
- Any person including ST, AST or SSO who has any relationship with either the accused or complainant should stand aside for the purposes of the Enquiry.
- The identity of the affected child and of the accused person(s) as well as an informer/complainant must be kept confidential under all circumstances

Investigation Process

- During the investigation procedure, appropriate measures must be taken to prevent the affected child from coming in contact with the accused person(s)
- The testimony of the affected child/children will be heard in private by a Counsellor or other suitably trained person who will make a confidential written report to the SSO/SO and SC
- The SSO/SO will meet with the person who has reported the concern to ensure that all facts, opinions, observations are recorded accurately and will prepare an investigation report for SC
- The reports will be put to the person/s against whom the complaint or allegation has been made and their responses will be heard and recorded plus they may then submit a written statement

Reporting & Outcomes of Process

After considering all reports, testimonies and statements and results of any further inquiries and investigations it may request, the SC will come to a conclusion which will be summarised by SC's chairperson (ST or AST) in a confidential report for the charity's Board of Trustees

- Action will depend on the seriousness of the breach but may include staff being dismissed and volunteers or visitors being asked to cease their involvement with the charity.

External Reporting

- If the SSO/SO or ST have any suspicion that the complaint involves criminal behaviour or if it extends beyond their remit, the appropriate local authorities must be informed
- Any internal investigation will be put on hold until statutory investigations are complete, so that statutory or criminal investigations are not compromised.

8.0 Whistleblowing Policy

- Whistleblowing refers to making a protected disclosure under the UK Public Interest Disclosure Act 1998 and involves a person reporting wrongdoing at their place of work
- All associated with OSCAR India are required to report any Safeguarding wrongdoing which they have observed or about which they have any suspicion.
- OSCAR Foundation is committed to ensuring that no employee, intern or volunteer who brings forward any legitimate safeguarding concerns relating to another individual - whether they be a colleague, manager, donor or whoever - is subject to any form of reprisal.
- If a concern is reported in good faith, even if it turns out to be wrong, there will be no adverse consequences for the person who reports the concern.

Examples of situations in which a disclosure might be made are:

- The committing of a criminal offence involving abuse of a child.
- Improper conduct or unethical behaviour towards a child.
- Attempts to conceal any of the above.

9. Recognising the Signs and Symptoms of Abuse & Responding Appropriately

9.1 Signs and Symptoms

The list below is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place though they are indicators that abuse may have taken place:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent or suspicious.
- Someone (including another child) expresses concern or makes hints about the welfare or safety of a child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts).
- Oversexualised behaviour
- Variations in eating patterns including overeating, loss of appetite or weight loss for no apparent reason.
- Any significant change in how a child looks – for example becoming increasingly dirty or unkempt – or in their attendance pattern
- Parents/carers who seem evasive or not keen to discuss concerns about their child
- Concerns which are communicated regarding person(s) who may pose a risk to children, including outside of the organisation – for example in the community where a child lives

Remember that it is not the responsibility of an OSCAR team member or other concerned person to decide if abuse has taken place, but it is their responsibility to act on any concerns in accordance with this procedure

9.2 Responding Appropriately

The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

DO:

- Listen carefully rather than question the child directly
- Tell the child that you are listening and taking what they say extremely seriously
- Stay calm and not offer your personal opinions/thoughts
- Take notes during the conversation if it does not distract from listening to the child or write them up as soon as possible afterwards
- Try to note everything accurately and in detail and in the child's words as far as possible
- Keep your notes securely and only share them with appropriate persons
- In addition or as an alternative to your own notes, fill in OSCAR India's Safeguarding Incident Reporting Form' (See appendix 2)
- Be aware that medical or criminal evidence may be relevant. Any injuries seen can be noted and recorded later on a body map which will be made available by the SSO
- Seek medical attention if necessary
- Take any other immediately necessary action – you may be the only person in a position to prevent future abuse.
- Ensure the Senior safeguarding Officer or a Safeguarding Officer is informed as soon as possible. They will know how to follow this up and where to go for further advice

DO NOT:

- Offer to keep any information disclosed totally confidential. Instead make the child aware that there may be occasions where information must be passed to another adult or someone outside the organisation such as the Police
- Make promises which you cannot keep
- Interrogate the child – it is not your job to carry out an investigation
- Cast doubt on what the child has told you. Do not interrupt or change the subject
- Say anything that makes the child feel responsible for the abuse or the incident

Appendices

APPENDIX 1

OSCAR India

Safeguarding Postholders & Contact Details as at 1 August 2023 :-

SENIOR SAFEGUARDING OFFICER: LUCINDA SOWERBUTTS

Mobile: (+44) 07780705280

Email: Lucinda@oscar-india.org

SAFEGUARDING TRUSTEE: NIGEL HAUNCH

Mobile: (+44) 07866436400

Email: Nigel@oscar-india.org or nhaunch@gmail.com

ALTERNATE SAFEGUARDING TRUSTEE: ALICE LEWTHWAITE

Mobile: (+44) 07989402264

Email: Alice@oscar-india.org

APPENDIX 2: Safeguarding Incident Report

| | |
|--|--|
| OSCAR INDIA SAFEGUARDING INCIDENT REPORTING FORM Page 1 | |
| <p><i>Please fill in as many sections as possible in as much detail as you can and pass on this form to the OSCAR India Senior Safeguarding Officer or other appropriate person at OSCAR India</i></p> <p><i>This form is strictly confidential</i></p> | |
| Your Name (person filing the report) | |
| Your Contact details and any position or relationship with OSCAR India | |
| Name and age of child(ren)/young person(s) you believe harmed/abused | |
| Names of adults accompanying them, or names of parents/guardians (if known) | |
| In what activity of OSCAR India is/was the child/young person participating (e.g. UK Tour 2023) | |
| Any other details about the child(ren) or those in position of care for them at the time of incident | |

OSCAR INDIA SAFEGUARDING INCIDENT REPORTING FORM Page 2

| | | |
|---|----------------------|--------------------------|
| Date of Incident(s): | Time of Incident(s): | Location of Incident(s): |
| Brief Description of Incident(s) and type of abuse/harm/exploitation observed (or reported to you if you did not directly witness it) : | | |
| Name of person(s) involved or against whom the Complaint is being made: (If staff, volunteer or associate of OSCAR India, give role or position) | | |
| Names & details of any witnesses | | |
| Details of any conversation with the child including about what may happen next | | |
| If incident has already been reported within OSCAR India or to any external agencies, state names/contact details and any agreed advice or action given | | |

Note: If there is an immediate, serious concern for the welfare of a child, call the Police on 999
The Senior Safeguarding Officer should then be notified.

OSCAR India Code Of Conduct For Visitors**Page 1**

OSCAR India/international – in conjunction with our partner organisation OSCAR Foundation - is completely committed to ensuring that we create a safe environment for all children who come in contact with the organisation and that we take appropriate measures to respond to any safeguarding concerns raised within the organisation or its programmes.

It is therefore a mandatory request that we make of all those who visit OSCAR India during activities in UK involving children or visit our partner organisation OSCAR Foundation in India, to follow this protocol:

Visits involving individual children will be conducted only once there is a consent from the child's parent/guardian/relative and the child has also been informed about the visit and its purpose. Interaction with any child will be arranged at the OSCAR office or other similar venue. No other location such as a hotel room or visitor's office or home will be allowed.

An OSCAR team member will accompany you at all times.

During your visit, please abide by OSCAR's Core Values of Respect, Accountability, Excellence, Perseverance and Compassion in regard to your language, actions, dress and all other behaviour. Please maintain an atmosphere conducive to the best development of children through your word, deed and demeanour, including by listening to children and showing respect for them and their opinions.

Do not promise, suggest or even hint to children or their families/caretakers either verbally or in some other way that you might commit to any monetary or non-monetary favours, gifts or support unless you have the knowledge and permission of OSCAR management and have discussed it with them in advance.

No photographs, audio recordings, video, data or testimonials of children, family members, caretakers, OSCAR staff, OSCAR activities etc. may be taken nor later used in your internal or external communications including on the internet and social media platforms without the explicit prior knowledge and consent of OSCAR management. This also applies to images and content you might wish to download from the OSCAR website.

Notwithstanding any above consent from OSCAR India or OSCAR Foundation, the identity of any child participant must be kept confidential and all media material featuring children must be made in an appropriate and sensitive manner.

Note: Visitors in this context include partners, donors, representatives of funding or media organisations, media personnel, visitors and guests

OSCAR India Code Of Conduct For Visitors UNDER REVIEW

Page 2

Declaration

I/we from organisation
agree to abide by the above protocol in every particular and understand that any violations will be
subject to action with the possibility of being reported by OSCAR India or OSCAR Foundation to
relevant external authorities including the police and other legal entities

I/we also understand and will abide by the restrictions on taking videos / photos of children and also
commit that these will not be used for any personal benefit or commercial purpose without OSCAR
India or OSCAR Foundation's prior permission

Signed:

Date:

Appendix 4: Sponsor Code of Conduct UNDER REVIEW

Sponsor Code of Conduct

There are four key areas. Please sign and return a copy to sponsorship@oscar-india.org. An e-signature is fine. Just complete the form and attach to your email.

1. **Contacting and corresponding with your sponsor child**

For the protection of the sponsor and child, contact with the child is only permitted through OSCAR. Direct contact on any media is not allowed.

The sponsorship process is dependent upon your agreement, as a sponsor, that you will not contact a sponsor child, their family or community members. Telephone calls, contact via social media, email or unplanned visits to the child's residence and community are not allowed, unless accompanied by OSCAR staff. Communication between sponsors and children has a positive impact on the child. Sunita Rathod, OSCAR representative based in Mumbai, will be your liaison and happy to facilitate this. Asking questions about their lives and celebrating achievements is a positive way for a sponsor to demonstrate commitment and care. OSCAR has a duty to review all correspondence between sponsors and children

2. **Protecting the privacy of your child and their family**

Information about your child, their family or community should not be shared via any medium without the permission of OSCAR.

OSCAR puts the protection of the children and families first. In particular this refers to photographs. Child protection is of paramount importance. OSCAR reserves the sole right to use the sponsor child's photo. Potential abuse of children's photographs on the internet is taken very seriously. Please do not download or share photos of the children from OSCAR web pages or social media platforms

3. **How to treat your sponsor child**

We want to ensure the lives of the children, their families and communities are treated appropriately.

The OSCAR family provides a warm and inclusive environment. Our goal is to change lives through education and football and provide the best possible springboard for success.

4. **Visiting your sponsor child**

Meeting your sponsor child can be a life-changing experience and we are confident you will have a wonderful time. OSCAR will host all visits.

Sponsors visiting Mumbai are in the unique position of meeting their child. The meeting can be held in the community, giving the sponsor a great insight into community life. We would be delighted to show you the OSCAR programmes. Please see for yourself the positive impact OSCAR has on the lives of the beneficiaries. Gifting money directly to the child and/or family is discouraged. Any additional donations should be directed through OSCAR. Please let us know in advance if you would like to visit your child. Children frequently return to their villages, so to avoid disappointment please make your request as early as possible. On rare occasions families may decline this opportunity or OSCAR may have to decline the request.

Sponsor Code of Conduct Page 2 UNDER REVIEW

Sponsor Commitment to the Code of Conduct

Thank you so much for sponsoring a child with OSCAR.

It is our legal duty of care to ask you to follow this Code of Conduct. Sponsoring a child is a wonderful thing to do and OSCAR wants both you and your child to reap the rewards.

Please read and sign this Code of Conduct:

1. Any contact with my sponsor child will be through the OSCAR team and I understand OSCAR will review any correspondence.
2. I will not make direct contact with my sponsor child on social media or any other media and I will contact OSCAR if my sponsor child tries to connect with me on social media platforms. I will decline the request.
3. I understand OSCAR will accompany any visit to meet the child.
4. I agree with the OSCAR gift guidelines.
5. I understand the donation supports the whole community. If I decide to support the child with extra funds, I will do so through OSCAR.
6. I understand the OSCAR team may decide to terminate sponsorship if direct contact is made with the child or if there is any potential for the child or family to come to any harm.
7. I understand the OSCAR team has a legal duty of care for all OSCAR children and must report any suspected child protection issues to their local authorities.
8. I understand OSCAR will hold my personal details, and will use only in relation to activities relating to sponsoring a child with OSCAR

Sponsor full name:

Signature:

Date:

Update preference: WhatsApp Email OSCAR monthly newsletter:

YES please NO thank you

I would prefer to sponsor my child by: Monthly payments Annual renewal

For an e-signature, please complete and attach to an email and send to sponsorship@oscar-india.org

Appendix 5: Depiction of Beneficiaries Policy

OSCAR Foundation & OSCAR UK/International

Policy Guidelines on Depiction of Beneficiaries in Published Content

- These guidelines cover written and visual material which depicts or directly relates to OSCAR's beneficiaries, including depictions in print, online (websites, social media), used for PR purposes, provided to news media or circulated to third parties such as donors or funding organisations.
- The guiding principle is that any such depiction should be positive and also sensitive.
- Sensitivity is vital to maintain the dignity and respect the rights of beneficiaries, including the right to keep aspects of their lives private if they so wish.
- A positive emphasis is also very important such that we depict our beneficiaries in an empowered fashion and focus on successful outcomes from OSCAR's programmes.
- For example, depictions of a food support programme could show a family happily eating rather than a desperate looking mother being given a bag of food.
- Images showing beneficiaries in states of destitution or extreme need should largely be avoided or, if used, contrasted with their improved circumstances following OSCAR's interventions ('before and after'). Faces should be disguised (pixelated/blurred) when beneficiaries are depicted in very unfavourable situations.
- Similarly, language used to describe beneficiaries and their circumstances which has negative connotations must be carefully considered. 'Slum' or 'slum dweller' and similar pejorative terms should only be used if the context and sense requires it.
- The right to privacy and confidentiality must also be maintained. Visual material showing beneficiaries inside their homes or depicting other intimate aspects of their living conditions, especially if these are very inadequate, should normally be avoided. Online OSCAR images showing identifiable children in squalid home surroundings have resulted in bullying by other children. Such issues are very sensitive in the small communities in which we work.
- Consideration should also be given to using fictitious rather than real names.
- Explicit agreement should always be obtained from beneficiaries and/or their parents/guardians for personal images or information to be used in OSCAR publications and communications. OSCAR Foundation's Media Consent Form must be completed in all appropriate cases and every effort made to ensure that beneficiaries sign knowingly and freely rather than only because they believe that otherwise their family may not receive future support from OSCAR.
- Moreover the consent form is the beginning and not end of the process. OSCAR bears final responsibility for what may be published or circulated: good judgement, sensitivity and understanding of the ground situation are paramount in deciding whether images or text are appropriate, irrespective of whether the beneficiary has given consent.
- When beneficiaries are children (under 18), additional safeguarding considerations apply to their depiction as follows:
 - Children should never be portrayed in a demeaning, tasteless or provocative manner. Ensure all those featured are appropriately dressed (e.g. a minimum of shirt and shorts).
 - Where possible, the images should represent a broad range of young people participating safely in an activity rather than focusing on a specific child.
 - Considerable caution is required before putting profiles of specific young beneficiaries with images and personal information on websites or social networking sites. Such profiles must never include personal information that could identify a child, e.g. his/her home or school.
 - The children concerned - as well as their parents/legal guardians - must be informed of how any visual material (pictures or video) will be used and must fully understand and consent to whatever is proposed.

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