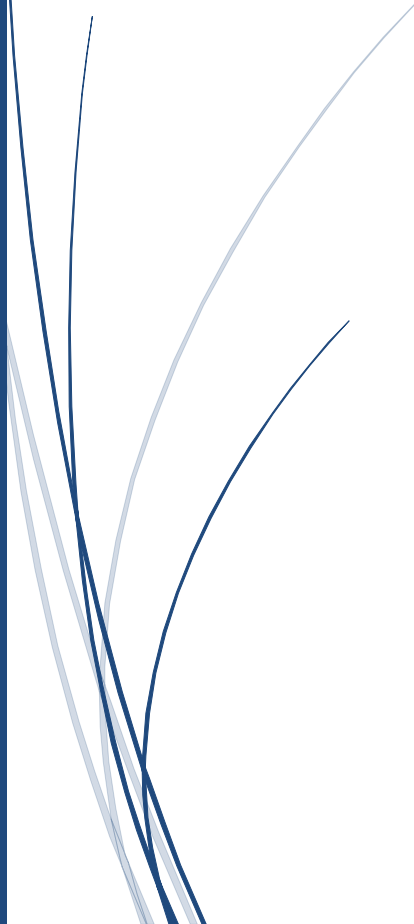




November 2015

# MetaMeta – Child Protection Policy



This policy was written and endorsed by MetaMeta's Senior Management Team consisting of Frank van Steenbergen, Lenneke Knoop, Linda Navis and Simon Chevalking. This document is an adaptation of guidelines from leading INGO's such as Oxfam, Save the Children and Terres des Hommes and is based on child rights conventions and internationally recognised good practice. It also provides a framework of principles, standards and guidelines on which to base individual and organisational practice.

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## Introduction

### Preamble

MetaMeta is committed to safeguarding children from harm by striving to create a safe and positive environment for children and adolescents, and to taking our duty and responsibility of care seriously.

MetaMeta views children as partners in the process of bringing holistic transformation to communities in poverty. Considering children in these processes is an intrinsic part of MetaMeta's programmes and activities.

MetaMeta will achieve a safeguarding agenda by being:

- **Preventative:** Programmes and activities must take reasonable measures to ensure risks of harm to children are minimised.
- **Reactive:** MetaMeta representatives must take appropriate action to address concerns and respond promptly and adequately.

General Rule:

Children are all persons under the age of 18. Their welfare and best interest will be of paramount consideration when making decisions with regards to this policy.

### The purpose and scope of the policy

Whereas MetaMeta's activities do not directly involve working with or being in direct or indirect contact with children or adolescents, this policy is designed to provide guidance to all MetaMeta representatives<sup>1</sup> whether in the Netherlands, Ethiopia, Turkey where MetaMeta is based or any other country where MetaMeta has staff and or is involved in programmes and activities. Its purpose is to help MetaMeta representatives to:

- Understand the importance of child protection issues.
- Know their responsibilities and ensure compliance under legal and policy obligations within and outside their work environments at all times.
- Uphold the dignity and respect of children.
- Ensure a safe environment for children is created through preventative measures.
- Provide guidance to those they lead or manage on child protection issues and good practice.

Representatives of MetaMeta in this policy include all paid or unpaid staff, Board members, trainees (including students), freelancers or consultants appointed or recruited by MetaMeta or deemed to be representing MetaMeta in any way anywhere in the world.

The purview of this policy shall also extend to any supplier of MetaMeta, where MetaMeta is to a reasonable level of effort able to check organisations within its supply chain (certification may guide herein).

General Rule:

All MetaMeta representatives must comply with the terms of this policy at all times. Non-compliance with the terms of this policy could give rise to complaints which should be referred to the Child Protection Officer.

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<sup>1</sup> Definition of terms is attached as Appendix 1

## Child Abuse

Child abuse and neglect is defined as all forms of action or inaction resulting in harm (or risk of harm) to children under the age of 18 in the context of a relationship of responsibility, trust or power.

There are five key recognised sub-types of abuse:

- **Physical Abuse**  
results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power, or trust. There may be single or repeated incidents.<sup>2</sup>
- **Sexual Abuse**  
is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society.
- **Emotional Abuse**  
includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies.  
Acts of emotional abuse may include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment.
- **Exploitation**  
Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.
- **Neglect**  
or negligent treatment is the inattention or omission on the part of the caregiver to provide for the development of the child in all spheres such as health, education, emotional development, nutrition, shelter and safe living conditions.

This includes the failure to properly protect children from harm as much as is feasible.

Apart from the five sub-types of abuse and neglect, there are other specific considerations that constitute child abuse:

- a) **Corporal Punishment** – corporal or physical punishment is the use of physical force intended to cause some degree of pain or discomfort for discipline, correction and control.
- b) **Sexual or Child Grooming** refers to actions or behaviours designed to entice, encourage or persuade a child into inappropriate and/or unlawful sexual activity.
- c) **Child Pornography** is the viewing, use, abuse, trade, transmittal and transference of abusive sexual images of children engaged in real or simulated explicit sexual activity or showing of their private parts including genitals, for the purpose of sexual gratification.
- d) **Sexual Exploitation** includes profiting monetarily, socially or politically from the exploitation of a child through prostitution and trafficking of children for sexual abuse and exploitation.
- e) **Traditional Harmful Practices** are cultural practices which may put the child at risk of harm. Examples are Child Marriage where a child (usually the female) is bound into a contract of marriage<sup>3</sup> through kidnapping, coercion, or compulsion and Female Genital Cutting or Mutilation.
- f) **Bullying** takes the form of physical intimidation, verbal intimidation, including racist and sexist remarks, or emotional intimidation such as isolating or excluding a child whereby they experience deliberate hostility.

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<sup>2</sup> Examples include smacking, hitting, shaking, poisoning, burning, drowning or suffocating or deliberately making a child ill.

<sup>3</sup> This standard may not apply where the child is under 18 but above the legal age of majority or consent in their country of citizenship.

- g) **Spiritual Abuse** occurs when someone in a position of spiritual power or authority in a faith-based environment, misuses their power and the trust placed in them, with the intention of controlling, coercing, manipulating or dominating a child.
- h) **Witchcraft/Ritualistic Abuse** occurs within some communities that believe strongly that children may be possessed by evil spirits. Children may be abused through ritualistic practices and ceremonies, in the form of beating, maiming, rape and even as sacrifices.
- i) **Historical Abuse** is any type of abuse that may have occurred several years before it is disclosed.

## Part 2: Prevention of Abuse

### Introduction

This section covers a range of procedures and actions that should be undertaken to safeguard children and prevent abuse taking place. This summary consists of checklists to ensure the safe selection and recruitment of all MetaMeta representatives, reduction of risks when working with partners and in consortia and a strict Code of Conduct of acceptable and unacceptable behaviour when having direct and indirect contact with children.

### 1. Recruitment and selection

Best practice in recruitment requires all organisations to carry out a range of pre-employment checks. The purpose of this Policy is to ensure effective, fair and consistent recruitment processes for all representatives whether recruited within the Netherlands or elsewhere:

- To deter applications from unsuitable people who may seek to gain access to children through MetaMeta's activities.
- To ensure that those who are successful in their applications are safe to work with children.

Whereas the above is important to consider in recruitment, MetaMeta's activities do not directly involve working with or being in direct or indirect contact with children or adolescents. Hence in recruitment and selection these guidelines are considered binding for any representative, MetaMeta will not perform any pre-employment checks. If any doubt or concern is raised during the recruitment this is discussed at senior management level and appropriate checks may be commissioned.

#### Work experience

Anyone making a placement arrangement within MetaMeta must be informed and comply with child protection procedures outlined in this Policy (see Appendix 3).

General rule:

MetaMeta will ensure its recruitment and selection processes for staff and representatives will comply with the criteria set out in this policy

### 2. Procedures and requirements for MetaMeta working with partners, in consortia, associates and other organisations

All written agreements between MetaMeta, its partners, consortia members and/or other associates or organisations should reflect a strong commitment to child protection. The purview of this policy shall extend to any supplier of MetaMeta, where MetaMeta is to reasonable level of effort able to check organisations with the supply chain (certification may guide herein).

MetaMeta expects all organisations working with MetaMeta to consistently apply good practice guidance on child protection to all activities involving children.

All child protection concerns must be reported to MetaMeta's Child Protection Officer immediately and necessary steps undertaken to address these concerns and any potential long-term effects on the child concerned.

General rule:

If partners do not have their own policy or their policy is inadequate then the terms of this policy will apply until partners develop their own robust policy with MetaMeta's support



### 3. Associate partners

All associate partners or consultants of MetaMeta, who may be working with children or communities where children are present should:

- Be aware and agree to abide by this policy, particularly the Code of Conduct.
- Sign the Acknowledgement of Receipt of this Policy (see Appendix 3).
- Provide a recent CRB check (not more than a year old).
- Always be accompanied by MetaMeta staff, or staff of partners.

MetaMeta will advise partners or consultants on all prospective visits with full names and details of visitors.

General rule:

All MetaMeta representatives should avoid actions or conduct which may constitute poor practice or potentially abusive behaviour as described in this Policy.

### 4. Code of conduct

All MetaMeta representatives are required to understand and abide by a Code of Conduct that outlines rules of appropriate and proper behaviour when working with children. This Code of Conduct is designed primarily to protect children; however it also serves to protect representatives from false accusations.

#### **i. Acceptable behaviour and conduct:**

MetaMeta representatives should:

- Be committed to creating a culture of openness and mutual accountability at work places to enable all child protection issues or concerns to be raised and discussed and where abusive behaviour can and must be challenged.
- Take steps to empower children by informing them of what is acceptable and unacceptable behaviour.
- Encourage children to raise their concerns about staff or others safely.
- Conduct a risk analysis when organising activities and programmes involving children and plan for ways of mitigating risks (refer to Appendix 2).
- Ensure that risks of working alone are minimised by ensuring the “two-adult” rule and that they are always visible to others when working with children.
- Ensure physical contact is at all times appropriate and not an invasion of the child’s privacy.
- Use positive, non-violent methods to manage children’s behaviour.
- Raise any concerns of inappropriate behaviour immediately.

#### **ii. Unacceptable behaviour:**

Within and outside their work environments at all times, staff and representatives of MetaMeta must not specifically:

- Develop physical or sexual relationships with children that they interact, engage or work with.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Spend excessive time alone with a child, away from others, behind closed doors or in a secluded area.
- Take a child to their home or visit a child at their home where they may be alone with that child.
- Sleep in the same room or bed as a child.
- Allow a child to stay overnight at their home unsupervised.
- Do things of a personal nature for a child that they could do for themselves.

- Engage in sexual activity with a child regardless of the age of consent locally. (Mistaken belief regarding the age of the child is not a defence).
- Be intoxicated under the influence of alcohol or drugs prior to assuming responsibility for any child.
- Hit or otherwise physically assault or physically abuse children, even where this may be culturally acceptable.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Condone, or participate in, behaviour with children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Show favour to particular children to the exclusion of others (for example, promising a child gifts and enticements).
- Exploit children for their labour (eg domestic servants) or for sexual purposes.
- Take a child alone in a vehicle unless it's absolutely necessary and with parental and managerial consent.
- Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.

## 5. Communications regarding children

MetaMeta is committed to ensuring all interviews and footage of children are undertaken with sensitivity in order to safeguard the child's right to dignity, confidentiality and privacy. Where possible, children should be prepared for interviews prior to being interviewed.

Pictures of children should always be decent and respectful. Consent to use information obtained in interviews and/or images of children who have been interviewed should be obtained from children themselves (if they are of an age, understanding and possess the maturity to do so) and from their parents and/or guardians. (See format and guidelines in Appendix 4.<sup>4</sup>) Consent can also be obtained retrospectively.

### Managing levels of risks

When MetaMeta or its representatives wish to use images or information about children, they should assess the risks of harm or stigma to the child as follows:

#### Level 1 – Low risk of harm or stigma

Faces, first names and geographical location may be revealed.

#### Level 2 – Medium risk of harm or stigma

Faces, pseudonyms and vague geographical location may be revealed.

#### Level 3 – High risk of harm or stigma

Faces and visuals to be concealed, pseudonyms to be used and locations will be changed.

General rule:

Personal information and details of children which may identify them and increase any potential risk of harm to them should not be used.

## Use by third parties

Individuals or organisations requesting the use of any MetaMeta resource depicting children, such as personal information, videos or photographs, will be required to sign an agreement with MetaMeta as to the proper use of such materials. Failure to adhere to the terms could result in the termination of permission.

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<sup>4</sup> Verbal consent from along the lines of the Consent Form can be recorded in an audio (but not video) device.

## **Data storage and disposal**

Pictures, materials and personal information regarding children will be held in a secure area where practicable and every caution will be exercised to ensure its security. Access to these is by way of permission and must be for very specific purposes.

General rule:

Informed Consent should be obtained from the child and parent/guardian prior to their visuals or personal information being used.<sup>5</sup>

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<sup>5</sup> Children who are not being interviewed or named can be photographed in public places (eg. in street scenes) without use of written consent forms. Verbal consent from these children will be sought where practical.

## Part 3: Intervention

This section looks at what to do when a child tells you they have been abused. It highlights the indicators of abuse so that you are aware of what to look for when a child discloses they have been abused. It also looks at the types of disclosure you may expect, and what the steps are for managing the disclosure.

### Indicators of abuse

Representatives of MetaMeta should be aware of some of the indicators of abuse and neglect, so that concerns can be raised based on observations of one or all of the indicators (see list in Appendix 5). These signs and indicators should never be ignored, but equally they do not always mean a child has been abused, as other explanations are possible.

### Disclosure of abuse

MetaMeta is committed to acting upon and investigating disclosures (ie when a specific allegation of abuse is made against a named individual) and suspicions (ie when concern is expressed or observed that abuse may have taken place) swiftly. At all times, the welfare of the child is of paramount consideration.

### Managing disclosure from a child

If a child discloses that they, or someone they know is being abused to a member of staff or representative of MetaMeta:

- Listen to the child and accept what is being said. Allow the child to speak freely, asking open questions only to establish the basic facts or nature of the complaint.
- Reassure the child that they have done the right thing by disclosing. Take the allegation seriously.
- Avoid promising the child total confidentiality as it is a child protection matter and the child may still be at risk. Explain your responsibility to pass the information to MetaMeta's Child Protection Officer.
- Avoid gossip and making assumptions. Additionally avoid investigating, informing or confronting the Subject of Complaint or alleged perpetrator(s).

### Reporting mechanism

There are three types of reports that can be made:

- **Category 1** concerns relating to staff or representatives of MetaMeta.
- **Category 2** concerns relating to staff of a MetaMeta associate/individual or associated organisation.
- **Category 3** concerns relating to child abuse in the community.

#### Informants should:

- Record child protection concerns immediately on the Incident Reporting Form (see Appendix 6), within a maximum of 24 hours.
- Include date and time of conversation(s) and any incident(s) disclosed.
- Ensure reports are factual and as accurate as possible. Opinions and presumptions should be avoided unless necessary.
- Remember that children often remember the details of the abuse but may not remember specific times and dates of key events.
- Inform the child of next steps (if this is appropriate).
- Complete and send the Incident Reporting Form to the respective MetaMeta line manager and Child Protection Officer.

- Inform the child’s parents or carers (unless they are the alleged perpetrators) of the allegation and any action(s) ensuring the child’s safety.

**Responsibility to report and duty to cooperate**

Identities of informants will be confidential, particularly where there may be safety issues.

- To support informants in reporting further they can refer to MetaMeta’s Whistle-blowing Policy.
- MetaMeta representatives working outside the Netherlands should undertake a mapping exercise of local laws and cultural practices that could support the investigation or management of child protection concerns raised.
- The Subject of Complaint (or alleged perpetrator) and all witnesses must cooperate with internal and external investigations and hearings. This will ensure that they will be provided an opportunity to present their side of the story.

General rule:

All MetaMeta representatives have a duty and right to report a suspected incident of child abuse directly to their Team/Group Leader and to the Child Protection Officer. Failure to do so may result in disciplinary action.

## Part 4: Responding to Reports of Suspected Cases

This section looks at both the duties of those who are involved in investigating, and managing cases of abuse. It also highlights the need to ensure confidentiality and data protection of all records and reports.

### Duties of the child protection officer

Within 24 hours of receiving a complaint with regards to this policy or information on an allegation of child abuse, the Child Protection Officer shall:

- Convene a Child Protection Meeting, (CP Meeting) to obtain further information, assess the concern, take next steps and inform the authorities if necessary. The meeting may include:
  - Managing Director or Authorised Representative
  - Operations Manager
- Inform MetaMeta partners and consortia, or other organisations, depending on the information received and the possible risks to the child.
- Appoint and delegate the investigation to an Investigating Officer if the matter is in breach of this Policy and therefore requires further investigation.
- Monitor the progress of the investigation and give guidance as appropriate.
- Make recommendations pending the outcome of the CP meeting and investigations carried out based on what is in the best interest of the child(ren).
- Log the Complaint on the Monitoring Form and report to the Senior Management Team (SMT).

General rule:

An internal investigation should only be initiated where there is no criminal investigation underway and it has been established that none is likely to take place.

#### The investigating officer is authorised to:

- Work together with the child protection authorities (if relevant).
- Work under the advice of members of the CP Meeting and other appropriate staff including the Managing Director, Operations Manager, and an appropriate staff member of an associate or partner organisation (if relevant).
- Interview all relevant people in an appropriate way in a confidential manner and be given access to all evidence (documentary or otherwise).
- Focus the Child Protection Investigation on establishing the facts of the matter and gathering evidence to either substantiate or refute the allegations made against the subject of complaint (alleged perpetrator).

Internal administrative investigations should be completed within three weeks of an assignment and the Follow-up and Final Report be completed and submitted to the Child Protection Officer.

### Support for child victim and family

- MetaMeta may offer assistance and support to cope with any trauma that the child(ren) and their families may be experiencing if there are resources available and if deemed appropriate (eg medical resources, psychological counselling or support with advocacy).
- The child(ren) and their families have a right to, and should, be informed of the outcome of internal investigations and MetaMeta's final decision on the complaints or allegations made.

### Duties of senior management team

Those in the SMT should:

- Cooperate with the authorities if there are ongoing criminal investigations.
- Cooperate with internal investigations and allow IOs access to all files.

- In the event of a Level 1 concern against staff or representatives of MetaMeta, to suspend them in accordance with the procedures in the MetaMeta Staff Regulations. The staff should be notified immediately.
- Ensure that the alleged perpetrator be provided an opportunity to present their views during an internal investigation (if carried out).
- If the alleged offender has been taken into police custody and is unable to carry out their duties for the duration required under local laws, their employment will be suspended or cease, independent of the outcome of any legal proceedings.
- Consider a re-instatement to post only if there is no breach of this or any other policy or local laws.

### **Confidentiality and data protection**

These rules apply when allegations are being managed and investigated, in order to protect the privacy and dignity of all persons concerned.

- Preface words such as “abuse” and “offender” with the word “alleged” unless the abuse has been proven.
- Do not disclose names and identities outside the group designated as ‘need to know’ (eg the members identified at the CP Meeting).
- Do not email information unless it is absolutely necessary.
- Do make titles on email messages innocuous and flagged as confidential.
- Do not send extended emails to anyone outside the ‘need to know’ group.
- Do hold all records and information regarding children and child protection issues in accordance with the Data Protection Act.
- Disclose information to a prospective employer or organisation in the event that the employee or representative is discharged for suspected or proven child abuse.

General rules:

Sharing of information which could identify a child or an alleged perpetrator should be strictly on a ‘need to know’ basis

## **Part 5: Implementation, Revision and Monitoring of Policy**

This section looks at how the policy can be communicated to everyone who represents MetaMeta to ensure they understand their roles and responsibilities.

### **Implementation of policy**

MetaMeta will take the following measures to support effective implementation of this policy:

- Child protection will be communicated as ‘everybody’s responsibility’.
- Emphasis will be placed on operation managers’ responsibilities to ensure that protection measures are put in place.
- Induction of representatives will include mandatory briefing and requirement to sign an Acknowledgement and consent to agree to the terms of this Policy prior to their appointment.
- Integrate child protection measures into all core internal processes (eg planning, programme design, risk management, monitoring and accountability mechanisms, performance management etc.).

### **Advocacy**

MetaMeta is committed to:

- Promoting the rights of children and seeking their protection from all forms of exploitation and abuse through mainstreaming child-rights within its work on other issues.
- Seeking to learn from and share with others experience gained within the organisation and best practice examples of child protection, ensuring representatives knowledge is enhanced in this area.

### **Monitoring**

All recorded incidents will be incorporated into a Monitoring Form after receiving the final report of any allegation. These forms should be submitted and viewed by a Child Protection Committee, made up of at least 3 members of the senior management team.

A summary of the information should form the basis of an annual report to the Board of Directors for information and progress on implementation of this Policy.

All confidential information will be kept by the CPO in a safe and confidential place.

### **Revision of policy**

This policy will be reviewed by the Child Protection Officer once every three years, or sooner if required by law or new practice.



## Appendix 1- Definition of Terms

- i) **Child** – any person below the age of 18 years, regardless of national laws or cultural practices which may stipulate a younger age.
- ii) **Disabled Children** – children are often excluded or marginalised as a result of mental, physical, or emotional impairments they may have, including learning difficulties. These also tend to make a child more vulnerable to abuse and the effects even more harmful.
- iii) **Children** in vulnerable circumstances would include children who are in vulnerable circumstances due to, for example, poverty and hardship, affected or orphaned by HIV and AIDS, in the commercial sex trade and affected by conflict.
- iv) **Representatives** – all paid or unpaid staff, trainees (including students), freelancers, consultants, Board members, visitors appointed or recruited by MetaMeta or deemed to be representing MetaMeta in any way anywhere in the world.
- v) **Partner** – any organisation or individual with which MetaMeta has a formal contractual / understanding / agreement.
- vii) **Child Protection Officer** – a member of the Senior Management Team of MetaMeta responsible for this Policy and its application.
- viii) **Investigating Officer** – person(s) appointed by the Child Protection Officer, or if otherwise by the Senior Management Team to investigate child protection concerns in MetaMeta operations or countries or MetaMeta organisations in the Netherlands or in other countries, for internal purposes, in cooperation with statutory authorities.

## Appendix 2 – Risk Assessment Form

Risk no.	Areas of risk	What controls are already in place	Risk rating High, Medium or Low	What can be done to mitigate these risks?	Who will carry out this action?	By when?
1.	Staff					
2.	Trainees/ students					
3.	(associated) consultants					
4.	Physical environment					
5.	Programme					
6.	Information					
7.	Organisational culture					
8.	Contract					
9.	Other					

### Appendix 3 – Acknowledgement of Receipt

I have received and read a copy of MetaMeta’s Child Protection Policy (or summary) and have read and understood its contents.

To clarify my role and responsibilities in this area I consulted with \_\_\_\_\_  
(insert MetaMeta (Operations) Manager staff name)

I agree to abide by the policy and the principles therein. I understand that I must raise any concerns I may have about child protection during my role as a staff member/trainee (student)/ consultant/ \_\_\_\_\_ with MetaMeta with \_\_\_\_\_ in a confidential manner.  
(insert role) (insert MetaMeta (Operations) Manager name or Programme manager’s name)

Name:

Signed by:

Date:

MetaMeta (Operations) Manager name:

Signed by:

Date:

## Appendix 5 – Indicators of Child Abuse

Type	Physical observations in a child	Behavioural observations of a child
Physical abuse	Bruising, burns and scalds, bite marks, fractures, swelling, serious injuries with no explanation or conflicting explanations, untreated injuries.	Unusually fearful of adults, unnaturally compliant to parents, refusal to discuss injuries, fear of medical help, aggression towards others, covers-up with clothing.
Sexual abuse	Damage to genitalia, anus or mouth, sexually transmitted disease, unexpected pregnancy especially in very young girls, soreness in genital area, anus or mouth, unexplained recurrent urinary tract infections and discharges or abdominal pain.	Sexual knowledge inappropriate for age, sexualised behaviour in young children, sexually provocative behaviour/promiscuity, hinting at sexual activity, inexplicable falling off school performance, sudden apparent changes in personality, lack of concentration, restlessness, aimlessness, socially withdrawn, overly compliant behaviour, acting out, aggressive behaviour, poor trust in significant adults, regressive behaviour, onset of wetting day or night, insecure and clinging behaviour, arriving early at school, leaving late, running away from home, suicide attempts, self-mutilations, self-disgust, eating disorders, hysteria attacks in adolescents.
Neglect	Poor personal hygiene, poor state of clothing, dressed inappropriately for the season or the weather (exposure symptoms might include recurrent colds, pneumonia, sunburn, frostbite, etc), is inadequately supervised or left in the care of an inappropriate care giver, untreated medical problems, is malnourished (this may be seen as being undersized, having low weight and a sallow complexion, lacking body tone, and being constantly tired), drug or alcohol abuse.	Constant hunger, constant tiredness, frequent lateness or non-attendance at school, destructive tendencies, low self-esteem, neurotic behaviour, no social relationships, running away, compulsive stealing or scavenging.
Emotional	Highly anxious, showing delayed speech, low self-esteem, self-harming behaviour, drug or alcohol abuse.	Physical, mental and emotional development lags, acceptance of punishment which appears excessive, over-reaction to mistakes, continual self-deprecation, sudden speech disorders, fear of new situations, inappropriate emotional responses to painful situations, neurotic behaviour (such as rocking, hair-twisting, thumb sucking), self-harming or mutilation, fear of parents being contacted, extremes of passivity or aggression, drug/solvent abuse, running away, compulsive stealing/scavenging.

Note: most forms of abuse have a combination of the above indicators and observations and sometimes cannot be put in a specific category

## Appendix 6 – MetaMeta Incident Reporting Form

### TO THE CHILD PROTECTION OFFICER, METAMETA

[lknoop@metameta.nl](mailto:lknoop@metameta.nl) Send email marked confidential

THE INFORMATION IN THIS FORM IS CONFIDENTIAL. IT SHOULD BE USED TO REPORT CONCERNS IN ACCORDANCE WITH METAMETA’S CHILD PROTECTION POLICY AND GUIDELINES. IT SHOULD ONLY BE SENT TO THE APPROPRIATE LINE MANAGER, GROUP LEADER AND METAMETA’S CHILD PROTECTION OFFICER. IT MUST BE HELD IN A SAFE AND SECURE PLACE IN ACCORDANCE WITH DATA PROTECTION REGULATIONS.

You should attempt to fill in as much of the form as possible. Leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear. Distinguish between what you know personally or observed and what was told to you by someone else (ie hearsay).

#### Part one – About you

Your name: \_\_\_\_\_ Your position with MetaMeta: \_\_\_\_\_

Contact details:

Your relationship to the child/young person:

#### Part two – About the child

*(If there is more than one child involved, add additional rows for each child)*

Child’s details (name, gender, ethnicity, nationality, faith, birthdate/age):

Child’s address (eg Who does the child live with?):

Where is the child now? Is s/he in a place of safety?

Are there any immediate medical or safety issues?

Personal information about the child:

Does the child have a disability or learning difficulty?

Are there cultural issues to be aware of?

If there's more than one child involved add their details (add on additional pages if necessary):

Child's details (name, gender, ethnicity, nationality, faith, birthdate/age):

Child's address (eg Who does the child live with?):

Personal information about the child (eg Does the child have a disability or learning difficulty? Are there cultural issues to be aware of?):

**Part three: Your concern**

Who is the alleged perpetrator? (please tick)

Category 1: Staff or Representative of MetaMeta

Category 2: Staff of a Partner/Alliance

Category 3: Someone in the community

Nature of concern/allegation (include the following: Who disclosed the abuse? What were the circumstances? What is alleged to have happened?):

Date(s), time(s) and location(s) of incident(s):

Add whether the abuse was observed or suspected by you or someone else

Exactly what the child has said (in his/her own words) and what you said. (NB Do not lead the child – record actual details):

External agencies contacted (if any) – date and time, name of person and any advice received. Any other actions taken:

Signed:

Date:

Original to: Child Protection Officer

Copies to:

1. Managing Director