

Child Protection Protection Policy

Sarnelli House

(October 2014)

Introduction

The Redemptorist Order began its ministerial work in northeastern Thailand in 1948. Their initial mission was focused on assisting local Catholic communities. However, as the needs of the communities evolved, the mission expanded its work to include broader community development assistance. This included helping the sick, the elderly, the physically disadvantaged, those in abject poverty, and those with communicable diseases as well as disadvantaged children.

In 1967, Father Michael Shea met a local man afflicted with HIV-AIDS living in Nongkhai. This encounter propelled Father Shea on his lifetime calling to help the local HIV-AIDS community in the area. Assistance was initially focused on the provision of medication and food and regular patient visits. Unfortunately, as these patients passed away, their children were left behind to fend on their own. So in 1999, Father Shea took up the responsibility to care for these orphaned children, and this work has continued until today.

Sarnelli House is a charitable organization, which falls under the Redemptorist Foundation of Thailand. It is an orphanage for abandoned children and those with HIV/AIDS. At present, the children under Sarnelli's care include: 1) children from families afflicted with HIV/AIDS, whose families are unable to take care of them; 2) children from an unsafe family environment or those that have been abused by family members or; 3) children from poor families or those who are orphaned or abandoned. As of January 2015, there are 155 children under Sarnelli's care. The aim is to create a safe environment where children are nurtured to good health and have the opportunity for a good education as they grow to become contributing adults in society. The work has received support from various entities & individuals including schools, hospitals, child protection agencies, local communities and child sponsors.

Furthermore, through the outreach program, broader support is provided to help children and families in surrounding local communities with education and health care, as the need arises.

Purpose of Sarnelli's Child Protection Policy

- As a guiding principle for the work in the area of child protection
- As an operational guideline for staff and other affiliated individuals
- To provide protection for the children under Sarnelli's care as a safeguard against potential abuses. Specifically by having a formalized child protection policy, this would help minimize the risk of child abuse as well as provide guidelines and steps to be taken in the event of abuse.

Scope of Sarnelli's Child Protection Policy

Sarnelli House has established the guiding policy with terms and definitions as set out herewith:

Child any child under the age of 18 years, excluding any married persons, in accordance with the Child Protection Court's definition as stipulated in the Child Protection Act B.E. 2546 Section 4.

Children's Right means the universal rights and absolute right to receive support and protection, which is accorded to every child, to enable a child to fully develop physically and emotionally, based on each child's full potential and accorded without prejudice. Sarnelli House embraces four children's rights that include the right of survival, the right of development, the right of protection and the right of participation in accordance the UN convention on the rights of the child as ratified by Thailand in 1992.

Definition of the Type of Children under the care of Sarnelli House

- **Center Children** defined as children under Sarnelli's care from birth until 18 years of age including both male and females who reside in the following premises of Sarnelli House:
 - Sarnelli House
 - St Patrick House
 - Jan and Oscar House
 - House of Hope
 - Our Lady of Refuge Home
 - Nazareth House
 - Gary and Janet Smith House

- **Outreach Children** defined as children who receive support from Sarnelli House in the area of educational and medical assistance from birth till 18 years of age, who reside either with their own family or in dormitories as provided by their schools.

Definition of Child Abuse

Sarnelli House defines child abuse that fall under four categories as follow:

1. Physical Abuse

Physical abuse is defined by any act that will place a child in a position of danger or may cause the child to be in danger or infringe upon a child's physical well-being, survivorship, developmental ability and self-worth. Acts considered to be physical abuse include, but are not limited to, hitting, kicking, shaking, biting, neck strangulation, dousing with hot water or fire, use of narcotic drugs and prolonged submersion in water or near drowning to cause convulsion. These acts of physical abuse normally are done in the guise of punishing a child.

2. Sexual Abuse

Sexual abuse includes the involvement of a child in any sexual activity, which the child may not fully comprehend or; is not in a position to grant consent or; where the child is not in a physically appropriate age to be engaged in such activity or; is illegal under the law or; is not readily accepted by society. A child can be subject to sexual abuse or harassment either by an adult or by another child, who has a guardianship role or has been entrusted to care for the child, and under that guardianship the child is subject to sexual abuse.

3. Abuse from Neglect

Abuse in the form of neglect may include sporadic acts or more frequent acts whereby the guardian of the child is unable to take care of or pay attention to the well-being and development

of the said child in terms of physical well-being, educational needs, emotional development, food needs and shelter requirements or, provide a safe environment for the child.

4. **Emotional Abuse**

Emotional abuse includes sporadic acts or frequent acts where the guardian of the child is unable to create an environment that is conducive to the child's development. This includes actions which detrimentally impacts the mental well-being of the child or adversely affects the future morale mental development of a child or impacts the child's societal nature. These acts may be in the form of putting the child in captivity, verbal abuse (such as demeaning the child, verbal reprimands, use of verbal treats towards the child), displays of disdain targeted towards the child, bullying, acts of neglect or acts that reflect a lack of friendliness towards the child.

This Child Protection Policy is applicable towards the following individual or groups of individual as follow:

- All employees at Sarnelli House
- All Center Children (as defined above)
- The provision of services towards children in the Outreach Program that includes all interactions by employees or volunteers or sponsors of Sarnelli House whenever they are in contact with any child from the Outreach Program.
- The following individuals who interact with, or are involved in activities or reside with the Center Children that include:
 - The fathers, mothers, relatives and siblings of all Center Children
 - Visitors who have an interest in the work of Sarnelli House or visit to sponsor meals to the children
 - Volunteers
 - Sponsors of the children

Sarnelli House's Child Protection Policy will be reassessed and updated every two years.

Legal Framework:

Sarnelli House operates under the Child Protection Act B.E. 2546 and the UN convent on the rights of the child as ratified by Thailand in 1992.

Appendix 1 provides the names and contact details of the working groups or agencies that are involved in child protection in the province of Nongkhai.

Preventive Aspects

1. Human Resource Policy

For New Staff Members

- i. New Staff members are those who well versed and have an understanding of children's rights and who, themselves, do not have a history of having violated or harmed a child.
- ii. In the interviewing process, the potential candidates have to be assessed on the basis of their caliber to be guardians and protector of the rights of children by being asked to provide solutions to sample case studies.
- iii. New staff members must be given guidance and training in order to gain a full understanding of and to fully embrace the Child Protection Policy of Sarnelli House. The new staff members will, together with their line supervisors, jointly sign a consent form (a copy of this form is provided in Appendix 2) before he or she begins employment.
- iv. Should any suspicion arise about the possible involvement of newly recruited staff abusing any child, these matters will be immediately provided to local police for further investigation.

For Existing Staff Members

- i. Regular training will be provided on steps to be taken to protect the livelihood and safety of the child, as the need arises.
- ii. Involvement of staff in improving this Child Protection Policy will be undertaken every two years.

2. Code of Conduct for Staff

Expected Conduct When Caring for Children

- i. Provide love, comfort and understanding towards the children to support them to develop both physically and mentally.
- ii. Staff must be patient and not express anger when taking care of the children or in disciplining them.
- iii. Staff must hold themselves as if they were a father, mother or teacher of each child when teaching or disciplining the child.
- iv. Staff must be a role model for the children as shown in their polite manner of speaking as well as in exhibiting good manners and in their overall sense of responsibility.

- v. Staff must instill and foster, in each child, a sense of value and behavior which includes frugality, contentment, being considerate for others, sharing and a sense of behavior conducive of being in a shared community.
- vi. Staff must not divulge personal history of each child or discuss any undesirable behavior of a child.

Unacceptable Conduct When Taking Care of Children*

- i. Undertaking acts that are either physically or mentally abusive towards the children
- ii. Intentionally neglecting to provide for the necessary needs of a child under one's care that will result in damage to the child's physical or mental well-being.
- iii. Force, threaten, coerce, encourage or allow the child to engage in undesirable behavior or subject the child to behaviors that will put them at risk of being involved in dangerous activities.
- iv. Force, threaten, coerce, encourage or allow the child to become beggars or street children or leverage the child to be involved in illegal or inappropriate activities that are to the detriment to the child.
- v. Use, employ or pay a child to work or engage in activities that will put the child at risk, be it physically or emotionally, that prevents or impedes the child's development potential.
- vi. Force, threaten, coerce, encourage or allow the child to become involved in sporting activities for financial gains, which has the effect of being detrimental to the well-being of the child and is abusive for the child.
- vii. Use or allow the child to be engaged in gambling in any form or to allow the child to enter into an premises associated with gambling activities , prostitution activities that may subject the child to abuse.
- viii. Force, threaten, coerce, encourage or allow the child to become involved in vulgar activities, be they for monetary remuneration or not.
- ix. Distribute, exchange or provide alcohol or cigarettes with children unless it is conducted for medical reasons.

* In accordance with the Child Protection Act B.E. 2546 (Section 26).

** Section 78 stipulates that anyone who violates Section 26 may face imprisonment of not more than 3 months or be levied a penalty of not more than 30,000 Baht or be subject to both imprisonment and be levied the aforementioned fine.

3. Code of Conduct for Volunteers

Volunteers refer to those who apply to work at Sarnelli House based on an agreed time period without receiving any monetary remuneration. However, volunteers may receive compensation in kind in the form of housing, meals, medical treatment or others that are deemed appropriate as determined by the supervisory director. As such, to ensure orderly and appropriate behavior by volunteers, the following code of conduct for volunteers is applicable:

1. Successful volunteers who are accepted to Sarnelli House must have been vetted through the volunteer screening process (please refer to the volunteer application process) and their application have been duly accepted.
2. The volunteer coordinating officer must be provided with the details of the volunteers' activities together with their names, as well as, the time period and dates at Sarnelli House within at least one week's prior to their arrival (please refer to Appendix Form 3).
3. Every volunteer must be dressed appropriately and reasonably covered up while they are involved in various activities with the children.
4. No volunteers are allowed within childrens' bathrooms, changing areas or their sleeping areas, without prior approval.
5. Volunteers are not allowed to be alone on a one-on-one basis with a child, or to bring a child outside the premises of Sarnelli House, without prior approval.
6. Volunteers are only allowed to be engaged in activities with the children during the preset visitation hours, any activities conducted outside those hours can only be conducted with prior approval.
7. Volunteers are prohibited from bring in any type of narcotic drugs include alcohol or cigarette in the premises of Sarnelli House.
8. Volunteers are not allowed to provide gifts or money to the children, without prior approval.
9. No video or photographs of children are allocated, without prior approval (Please refer to the policy on video cameras and taking photographs).
10. The director, child protection officers or staff who take care of the children have the right to cease all volunteer activities without prior notice in the event that the activities are deemed to be inappropriate or are harmful to the children.

Guidelines for Accepting Volunteers:

- All interested volunteers must have only direct contact with the volunteer coordinator staff (Ms.Kate Introna)
- Interested volunteers must provide the following documentation

- Personal history including latest employment, if a student must provide your education record
 - Two reference letters from an organization, school, religious organization or your place of employment
 - Police Record
 - Filled-in application volunteer application form (please see the form in Appendix 3)
- If approved, the volunteer must read and accept the code of conduct for volunteers for Sarnelli House.

4. Code of Conduct for Visitors or Sponsors

Visitors refer to outside individuals who visit the premises, or provide items and/or provision of meals to the children, or relatives of the children who visit, or those who visit to engage in activities with the children at the center for educational training purposes.

Sponsors refer to outside individuals who have provided monetary support or have provided other support to children, under the care of Sarnelli House, in accordance with the legal guardian guidelines.

To ensure that these visits and related activities with the children will take place in an orderly manner, the following code of conduct is applicable:

1. Visitors and sponsors are only allowed to perform activities with the children within a preset time frame and within only designated areas. Prior approvals are required for these activities, from the supervising officer or the supervisory director, at least one day in advance. If visitors come in groups, then at least one week prior notice is required. (please see form in Appendix 4).
2. Should visitors wish to engage in activities with the children, these activities should be such that it involves many children within a group setting rather than be targeted towards an individual child. Exceptions will granted in specific situations such as for treatment of a particular child, for educational tutorial sessions or for sponsors of a particular child.
3. All visitors to see the children must be dressed appropriately.
4. Visitors are not allowed within childrens' bathrooms, changing areas or in their sleeping areas, without prior approval.
5. Visitors are not allowed to be alone on a one-on-one basis with a child, or to bring a child outside the premises of Sarnelli House, without prior approval. (In the event that a child must be taken outside the premises, please refer to guidelines on "Bringing a child outside the premises" – Appendix 5).
6. Visitors are prohibited from bring in any type of narcotic drugs include alcohol or cigarette in the premises of Sarnelli House.

7. Visitors are not allowed to provide gifts or money to the children, without prior approval from the director or head house person at Sarnelli.
8. No video or photographs of children are allocated, without prior approval (Please refer to the policy on video cameras and taking photographs).
9. Personnel tasked with taking care of the children have the right to cease all volunteer activities without prior notice in the event that the activities are deemed to be inappropriate or are harmful to the children.
10. Should any visitor violate this code of conductor for visitors and sponsors, personnel may report the violation to the director or child protection officers and will cease the activities and visit to the children immediately.

5. Code of Conduct Between Children

- **Roles of Responsibilities of the Children**

- Responsible for their own studies and other assigned tasks
- Uphold oneself in an appropriate manner by not smoking cigarettes, consuming alcohol, taking narcotic drugs, be involved in gambling or be involved in any other illicit activities.
- Be obedient to parents and guardians
- Be diligent, frugal, honest, punctual and be considerate and helpful to others
- Be courteous towards parents, guardians and outsiders

- **Conduct Between Children**

- Take care of those who are younger to teach them their homework, housework and other handicraft work
- Maintain good relationship akin to being an older sibling or friend or younger sibling towards each other and to respect one another
- Be considerate and helpful towards each other with a spirit of sharing and love
- Older children should uphold themselves as role models to the younger children and the younger children should reciprocate with good behavior and intention towards the older children

- **Conduct Between Children and Adults**

- Respect and show proper manners towards adults
- Be obedient and show appropriate respect towards adults and avoid any outburst of violence
- Be responsible for all tasks that have been assigned
- Show gratitude towards adults and those who have provided support

- **Disciplining Children (with the intent of changing behavior)**

- Verbal reprimand in less critical situations

- Avoid physical discipline, punishment should be in the manner previously agreed with the children such as to engage them in cleaning the premises or to have them engaged in community social work.
- Engage the child in activities that would help alter their behavior
- Discipline must be handed immediately as soon as the undesired behavior has occurred as if time has lapsed it is likely the child would either forget the event or may decline to admit to their involvement

6. Communication Standards

- **Internet or Computers at the Center**

Computers and internet services available at Sarnelli House are as follow:

- Website: Maintained by Fr.Puwanai Tantikun
- Facebook: Maintained by Ms.KateIntrona
- Quarterly Newsletter: Maintained by Ms.Kate Introna

- **Media News about the Center, as published by outside parties**

- Sarnelli House will only release news in the public news media with prior approval from the director and the committee of advisors.
- Sarnelli House prohibits the release of information about the children particularly about those inflicted with HIV-AIDS particularly as this information may be used to solicit personal monetary gains by third parties.
- Sarnelli House prohibits the release of any public news media that degrades or demoralizes the children in any way or form.

- **Contact with Center Children or those in the Outreach Program**

The means to contact Center Children or those from the Outreach Program will be as follow:

- For outsiders, who are not relatives of the children including volunteers, sponsors, visitors who wish to contact the children may do so through the officer tasked to taking care of all communication with the children, all communication will be only through mail, emails or by phone.
- Sarnelli House does not encourage communication between the children and outsiders. This is to avoid the risk of abuse towards the child and to minimize the risk that the child may be used as a tool in inappropriate activities.
- As communication between the child and outsiders can occur quite easily in the current environment, the children are encouraged to report all communication directly to the relevant staff members.
- For relatives of a child, who wish to contact that child, they must only do so through the head who oversees each house.

Other Concerns

Policy on video cameras and taking photographs in the premises

1. No photography or video may be taken without prior approval of the director or without appropriate coordination in advance with the volunteer coordinating officer prior to the visit.
2. When visiting each house, prior approval from each head of the house must be obtained before photographs can be taken.
3. If approval has been granted to take photographs to video the following must apply:
 - The approved photo must only be photos of group activities or of the children going about their daily activities.
 - Photographs that depict the children to appear as though they are starving, crying or in pain or as they are changing attire are strictly prohibited.
 - The photograph or video cannot include the full name of any child or are photos of any child with their related ailment caption in each shot allowed.
4. The head of each house at Sarnelli reserve the right to prohibit the taking of any photograph or video that is deemed to be inappropriate or may cause damage to the child or center.

Policy on gifts

1. Gifts refer to objects that have been given to a child as an expression of friendship
2. Gifts should be age appropriate as well as be appropriate to the environment that the child is in and will not cause the child to be in any form of danger.
3. The value of these gifts should be appropriate and not be excessively expensive.
4. Gifts can be provided to the children only on special occasions such as birthdays, Christmas, New Year or to commemorate the end of the school year.
5. All gifts will be inspected by staff prior to being given to any child. This is so as to avoid the risk of danger that the gift may pose to the child. If staff determines that the gift is inappropriate or may cause danger to the child, this will be communicated to the donor.

Policy on bringing a child outside the premises

1. Prior approval must be granted for each visit outside the premises. Each request must include the reason for the outside visit as well as the time of return. If the visit involves an outside stay then the director must also be informed of this in advance.
2. No child is allowed to go outside the premises with visitors, sponsors or volunteers on a one-on-one basis.
3. If a child goes outside with a visitor or sponsor, there must always be one staff to accompany at all times.
4. The approval form (please see Appendix 5) to seek permission to bring a child outside the premises must be filled in for each visit outside the premises of Sarnelli.
5. All gifts will be inspected by staff prior to being given to any child. This is so as to avoid the risk of danger that the gift may pose to the child. If staff determines that the gift is inappropriate or may cause danger to the child, this will be communicated to the donor.

Guidelines on Visiting Hours at each house

1. Sarnelli House

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

2. St Patrick'S House

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

3. Jan and Oscar House

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

4. House of Hope

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-16.00 hour

5. Our Lady of Refuge Home

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

6. Nazareth House

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

7. Gary and Janet Smith House

In the mornings: 09.00 – 11.00 hour, In the afternoon: 14.00-17.30 hour

Case Management

Child Protection Officer & Accessibility

Sarnelli House assigns two child protection officers as follow:

1. Father Puwanai Tantikun
2. Ms. Wimol Thumawong

Their relevant contact details are as follow

Name	Telephone Number	Email
1. Father Puwanai Tantikun	081-843-1978	joeole@gmail.com
2. Ms. Wimol Thumawong	081-739-2533	kungguy@gmail.com

The names and contact details of both individuals will be posted at each house and each premise under the care of Sarnelli House and in all publication of the center.

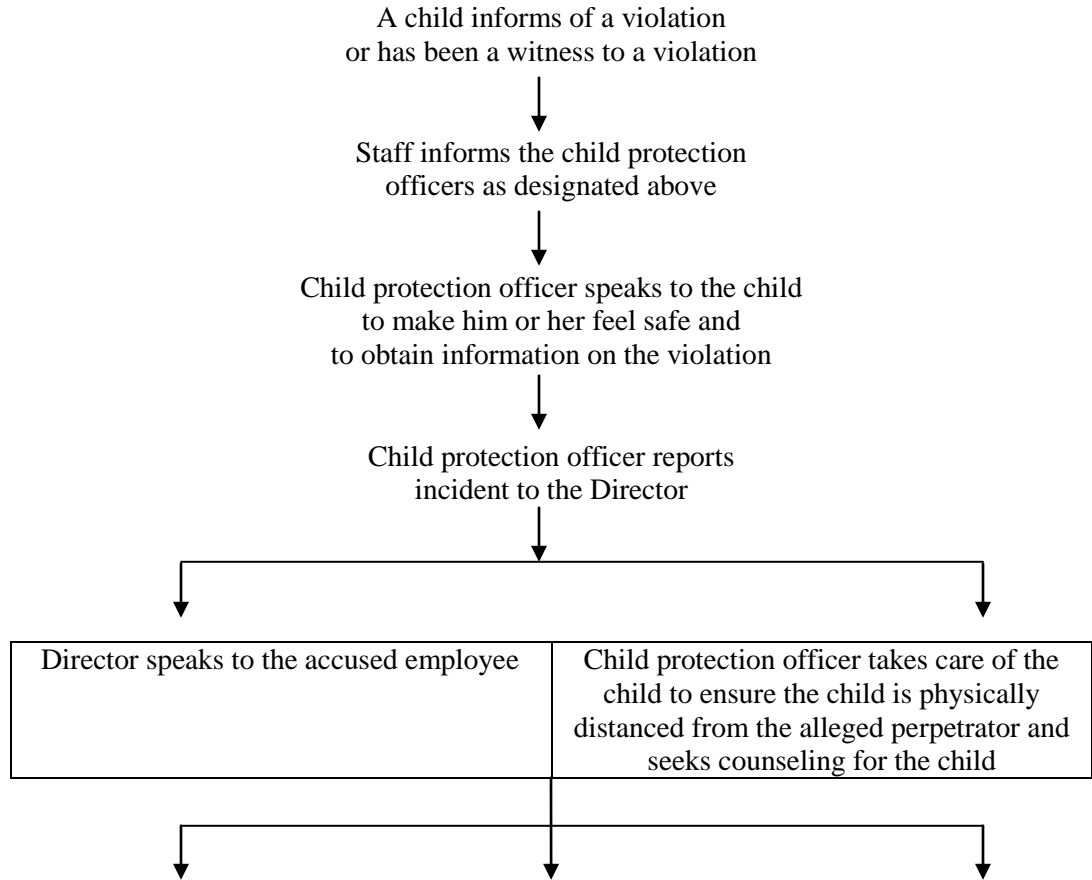
Should anyone see that the child protection officer themselves have violated any child then please immediately inform the following individuals:

- Father Michael Shea Director of Sarnelli House (Tel: 081-954-0649) or
- Father Wattana Sriwongkun Director of the Redemptorist Order of Thailand for the Province of Nongkhai (Tel: 081-769-3850)

System for Reporting

Sarnelli House has two systems of reporting as follow

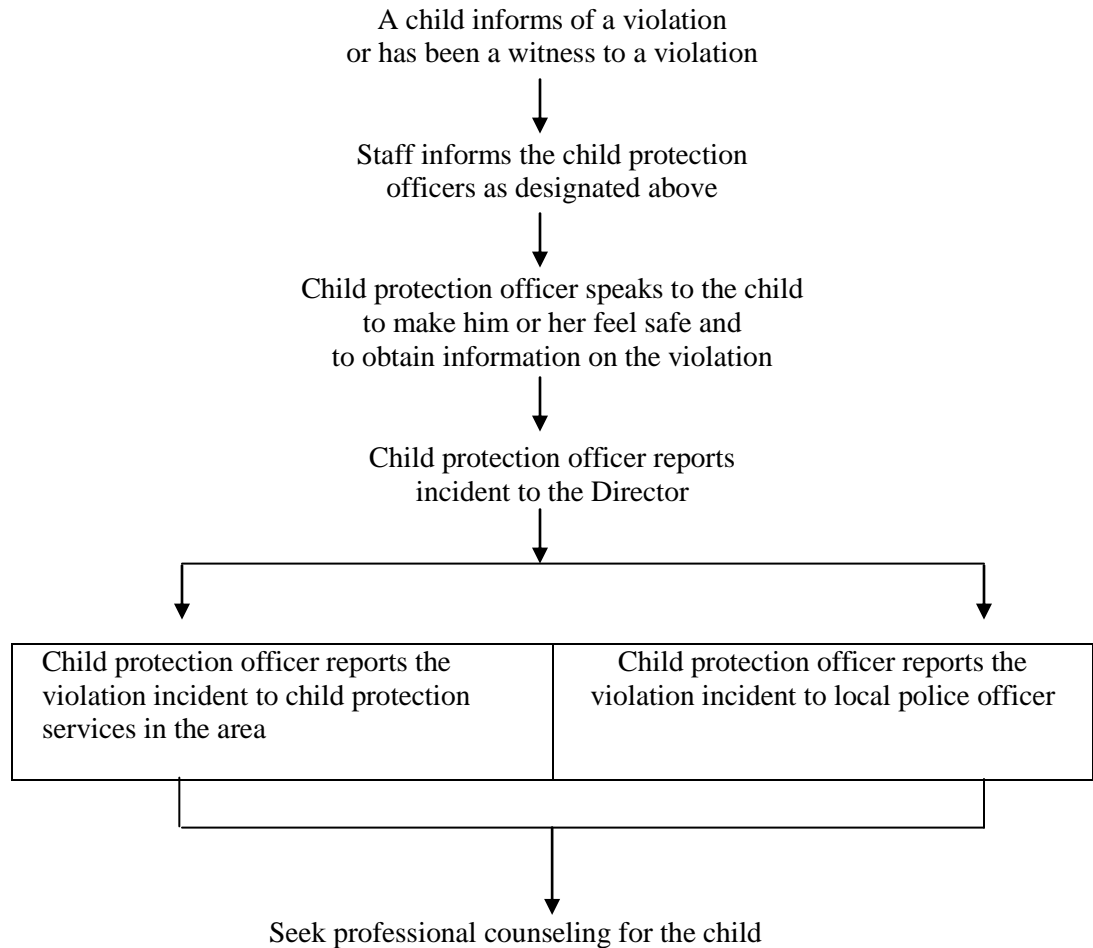
1. Violation by individuals within the organization



Depending on the severity of the violation, the disciplinary action to be taken against the accused employee may include:

- Verbal reprimand
- Temporarily cease employment and reduced pay
- Permanently cease employee of his or her duties
- Permanently cease employment and report incident to the police

2. Violation by individuals outside the organization



Protection System for Affected Children

Sarnellii House has the following policy and procedures in place for the protection of any child who has been a victim of violation

For violations by individuals within the organization

1. Immediate cease work of the alleged perpetrator or immediate reassignment of work such that the alleged perpetrator and the affected child will not have any physical contact
2. If necessary, the child may be relocated immediately from the house where the violation may have taken place to reside elsewhere for the safety of the child
3. The child protection officer will remain close to the child to make him or her feel safe or to provide advice and counseling.
4. The child protection officer seeks professional counseling for the child.
5. If the violation is severe, this may require immediate professional medical treatment.

For violations by individuals outside the organization

1. Cease immediate contact between the alleged perpetrator and the child.
2. If necessary, the child may be relocated immediately from the house where the violation may have taken place to reside elsewhere for the safety of the child

3. The child protection officer will remain close to the child to make him or her feel safe or to seek provide advice and counseling.
4. The child protection officer seeks professional counseling or outside psychiatric treatment for the child.
5. If the violation is severe, this may require immediate professional medical treatment.

Sanctions

Sarnelli House has determined the following sanctions to be imposed on violators

For violations by individuals within the organization

1. The accused employee has spoken to the Director
2. The severity of the violation will be established.
3. Depending on the severity of the violation, sanctions may include
 - Verbal reprimand
 - Temporarily cease employment and reduced pay
 - Permanently cease employee of his or her duties
 - Permanently cease employment and report incident to the police

For violations by individuals outside the organization

- Depending on the severity of the violation, the sanction will be determined by the social welfare department in the area and the local law enforcement officer
- Sarnelli House prohibits any accused perpetrators who have been found guilty of their violation to ever enter into the premises of Sarnelli House.

Appendix 1

List of names and contactable addresses of the agencies involved in child protection networks in Nong Khai Province.

1. Home for Children and Family, Nong Khai Province

Address: 199 Moo 10 Tessaban 3 Alley, Khai bok Wan Sub-district, Muang District, Nong Khai Province 43000

Tel: 042-495-091

2. Social Development and Human Security (SDHS), Nong Khai Province

Address: Nong Khai City Hall, Nong Khai Province 43000

Tel: 042-422-840

3. Local Police Station

Address: Wiang Khuk Local Police Station, Muang District, Nong Khai Province

Tel: 042-438191

Appendix 2

Ethical signature approval form in compliance with the Child Protection Policy of Sarnelli House
between the signed officer and the director

DateMonth Year

Dear Fr. Michael Shea

I (Mr./Mrs./Ms.),

promises that I will strictly conduct myself in compliance with the child protection policy of
Sarnelli House, and I agree and understand the consequences if I am found to be in breach
of this policy.

Signed

()

Officer

Signed.....

(Fr. Michael Shea)

Director

Appendix 3

Volunteer Application Form

DateMonth

Year.....

My name is Nick name

Present address

.....

.....

I would like to volunteer at Sarnelli House

From the date until Total Days

Arrival time (approximately) o'clock.

The following documents have been enclosed

Resume and recent work (Educational background is required for those who are students)

2 reference letters

Police Check

The above mentioned documents have been submitted to the volunteer co ordinator, and I agree to work within the Child Protection Policy of Sarnelli House.

Signed.....

(.....) Sarnelli House's volunteer applicant

Appendix 4

Sarnelli House Visiting Form

Contact details

Date Month Year.....

Name of the contact person

Objective of visiting (Not more than 1 item) Project visiting Donation
 Food treats Activities/Training Others

Date of visiting: from until (Total.....Days)

Arrival timeo'clock.

Contact no. or e-mail

Contacted officer

Made an appointment in advance No appointment

(As Sarnelli House is a legal orphanage, we would like to ask all visitors, project trainers, or supporters for your cooperation in filling out this form as evidence for our records).

Name

Objectives of visiting.....

Date of visiting: from until (Total.....Days)

Arrival timeo'clock.

Contact no. or e-mail

Number of people in group

Names:

1 4.
2 5
3 6

(If there are more people than this, please continue writing names at the back)

Thank you everyone for visiting Sarnelli House

Visiting acknowledgement

Signed Director or Visitor service officer

Appendix 5

Form for permission to take children on an outing outside Sarnelli House

(For visitors or supporters)

Date Month Year.....

Name of person who will take the child out

.....

Name of the child

Name of accompanying children...(if any)

.....

Reason for activity

Visiting place

Time of departure

Time of arrival back at Sarnelli House

.....

Accompanying officer

Contactable telephone no. of visitors or supporters