



For the Faith and in the Service of Humanity

ST JOHN EYE HOSPITAL GROUP

Care of Vulnerable People
Child Safeguarding Policy

1. Rationale

- 1.1 The purpose of this policy is to provide the Hospital Board of the assurances that St. John Eye Hospital Group (hereafter known as 'the Hospital') is working to safeguard and promote the welfare of children and young people.
- 1.2 The Hospital has put in place effective arrangements for recognising and managing all child protection concerns within the Group.

2. Scope

- 2.1 For the purposes of this Policy, a child is defined as a person that has not reached their sixteenth eighteenth birthday.
- 2.2 This Policy covers all areas where children are patients or visitors at the Hospital.

3. Statement

- 3.1 The Hospital is committed to the principle that the welfare of the child is paramount.
- 3.2 It is the duty of Hospital management to ensure that all Child Safeguarding procedures are implemented and that children, their parents and visitors are aware of the policy.
- 3.3 Where possible children should receive care in a designated area for children.
- 3.4 All hospital employees who working with children will undergo police checks and the result of this is documented in their files.
- 3.5 All staff must receive mandatory Child Safeguarding training. This involves Orientation to the **Hospital Child Safeguarding Policy and the Child Safeguarding Code of Conduct** which should be read and singed by all employees - please see annex one .
- 3.6 It is the duty of all the Hospital employees to be alert to the signs of possible child abuse in any child/young person visiting. If abuse is known or suspected each employee has a duty of care to the child or young person and will take immediate action e.g. report concerns to Department manager deputy or the named nurse.

3.7 Signs of Child Abuse

All nurses and medical staff need to be aware of the potential signs of child Abuse. Common indicators of abuse and neglect include:

- Physical signs such as hand-slap marks, bruising in unusual areas, bruised eyes, bite marks.
- Poor physical care and inadequate hygiene, inappropriate dress or failure to seek appropriate health care/repeated missed appointments/cancellations and Failed access visits.
- Unrealistic parental expectations and over protection of a child.

- Poor school attendance not justified on health (including mental health) grounds.
- a child's behaviour may also indicate that they have been abused; for example, the child may show fear of adults or a fear of certain adults when they approach them, display aggressive behaviour or deliberate self-harm and substance abuse.
- The story provided by the adult might be inconsistent with any injuries.
- the child may have repeatedly attended a health care organisation with different types of injuries in a short period of time or presented in a variety of health care settings.
- A parent or caregiver may be thought to be fabricating or inducing illness.

4. Definitions of Child Abuse

4.1 Physical Abuse

Physical abuse includes hitting, shaking, kicking, punching, scalding, suffocating and other ways of inflicting pain or injury to a child. It also includes giving a child harmful substances, such as drugs, alcohol or poison. If a parent or carer reports non-existent symptoms of illness in a child, or deliberately causes illness in a child, this is also a form of physical abuse.

4.2 Sexual Abuse

Sexual abuse is when a child or young person is pressurised, forced or tricked or encouraged into taking part in any kind of sexual activity with an adult or young person. This can include kissing, touching the young person's genitals or breasts, intercourse or oral sex.

4.3 Emotional abuse

Emotional abuse is when a parent or carer behaves in a way that is likely to seriously affect their child's emotional development. It can range from constant rejection and denial of affection, through to continual severe criticism, deliberate humiliation and other ways of verbally "terrorising" a child.

4.4 Neglect

Neglect is the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education and medical attention. It can have a serious effect on a child's physical, mental and emotional development.

5. Accountability & Responsibilities

5.1 Chief Executive (CEO)

The Chief Executive (CEO) is accountable to the Hospital Board for the effective implementation of this policy and is responsible for ensuring that an executive director (Director of Nursing) has lead

responsibility at the Hospital Executive level. It is the responsibility of the CEO to appoint a named doctor and named nurse with appropriate expertise as child protection leads.

The CEO should ensure that the Hospital has suitable procedures in place to identify, investigate and manage cases of suspected child abuse.

5.2 Nursing Director

The Nursing Director will report all safeguarding issues to the Executive Committee. This includes any allegations against staff. The Director of Nursing will liaise regularly with the named personnel (focal point) to ensure that safeguarding procedures are implemented in all concerned areas.

5.3 Named Doctor

At the Hospital Group the Paediatric Ophthalmologist is responsible for giving advice on all aspects of child abuse. He/she must be familiar and up to date with all aspects of the Child Protection Policy within the Hospital Group.

5.4 Social Worker

The Social Worker will work with the named Paediatric Ophthalmologist and named Paediatric Nurse to investigate or alleged cases of abuse.

The social worker with the head of the nursing school will deliver appropriate mandatory training and updates to all medical personnel who have contact with children or young people within the Hospital. The social worker will also liaise with local authority and child safeguarding bodies in the community.

5.5 Named Nurse

The named nurse will liaise regularly with the Director of Nursing on all child protection concerns. The named nurse is available for advice, consultation and support on all safeguarding issues within the Hospital.

Any child protection concerns within the Hospital should be reported to the social worker and named nurse.

In the absence of the named nurse staff can contact the Paediatric Ward Manager for advice and support.

5.6 Managers/Heads of Departments

It is the responsibility of all managers to ensure that their staff attend mandatory training and updates, and are aware of their duty of care to all children and young people within the Hospital. All heads of department are also accountable to the ND to ensure that all safe guarding preventative measures are put in place and observed at all times.

5.7 Hospital Employees

All staff have a responsibility to safeguard and promote the welfare of children and young people whilst working at the Hospital.

Staff who comes in contact with children and young people must attend appropriate mandatory training and updates. They must also be aware of the reporting process within the Hospital and who to contact for advice and support.

6. Process

6.1 If there are concerns that a child or young person is in need of protection

The nurse in charge should be informed and he/ she will take clear history (exactly as told) and document findings.

- The Doctor on call (senior during working hours and junior out of working hours) should also be contacted to examine the child and document findings. The senior on Call (out of working hours) should also be informed who will in turn refer/consult the Paediatric ophthalmologist.
- During working hours the named nurse and the social worker should also be contacted.
- The named nurse, social worker and Paediatric Ophthalmologist should review the case and take necessary action.
- The social worker and the named nurse will complete a report and forward to the appropriate authorities where needed.
- A report is also sent to the Director of Nursing who will liaise with the Executive Committee.

6.2 Dealing with abducted children

- 1- The children's ward door should be kept closed.
- 2- Nobody is allowed to enter the CW without permission from the nurse in charge.
- 3- Visitors should have the visitors' cards while visiting patients.
- 4- In case a child is suspected to be abducted the sister in charge/should be informed who will:
 - a- Call the guard to close the main hospital gate, and give him the description of the patient and his name.
 - b- Search in the ward.
 - c- Inform the nursing director who will inform the executive committee.
 - d- The hospital will call the police.
 - e- Family will also be informed as needed.

Child Safeguarding Code of Conduct

The SJEHG strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work.

As an employee of The SJEHG, I commit to abiding by this Child Protection Code of Conduct which requires me to:

1. Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.
2. Conduct myself in a manner consistent with my position as a positive role model to children and as an employee of the SJEHG.
3. Follow organizational policy and guidelines concerning the safety of children as outlined in The Hospital's Child Safeguarding Policy.
4. Follow relevant local, state and national law relating to child protection and relevant criminal and labor legislation pertaining to children.
5. Ensure that, in any dealing with children during the course of my work, I:
 - Do not hit, physically harm or mistreat children.
 - Refrain from any sexual act or behavior towards children and young people, including using sexually suggestive language and paying for sexual services or acts.
 - Wherever possible, ensure that another adult is present when working near children.
 - Refrain from inappropriate physical contact with children.
 - Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child including the use of language that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
 - Refrain from developing relationships with children that could be deemed exploitative or abusive in any way.
 - Refrain from discriminating against, showing differential treatment or favoring particular children to the exclusion of others.
6. Respect the confidentiality of a child's personal information so that their dignity and safety is not compromised.
7. Refrain from photographing children or using their photographs in program, or promotional materials or social media without following related Hospital policies.
8. Use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium.

9. Immediately report any possible or actual breaches of this Code of Conduct by staff, volunteers, representatives, contractors or partners to the Child Safeguarding Officer.

10. Immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my association with The Hospital that relates to child abuse and exploitation.

I have read and understand the Child Protection Policy and Child Safeguarding Code of Conduct and agree to abide by it at all times to protect the children I may come into contact with through my work for and/or association with The SJEHG.

Name & signature: _____

Date: _____

مدونة سلوك مجموعة مستشفى سانت جون للعيون الخاصة بحماية الأطفال

تدين مجموعة مستشفى سانت جون للعيون بشدة إساءة معاملة الأطفال في جميع أشكالها وتقر بصورة قاطعة أنها أمر غير مقبول في أي ظرف من الظروف . نحن ملتزمون بضمان بيئة وثقافة أمنيتين لجميع الأطفال الذين نتواصل معهم أثناء سير عملنا.

بصفتي موظف لمستشفى العيون، اتعهد بالالتزام بمدونة السلوك الخاصة بحماية الأطفال والتي تتطلب مني أن:

1. احترم حقوق الطفل وخلفيته وثقافته ومعتقداته كما هو منصوص عليه في اتفاقية الأمم المتحدة لحقوق الطفل.
2. اسلك سلوكا يتفق مع منصبى كممثل يحتذى به للأطفال وكممثل لمستشفى سانت جون للعيون.
3. اتبع السياسة التنظيمية والمبادئ التوجيهية المتعلقة بسلامة الأطفال كما تنص عليه سياسة المؤسسة المتعلقة بحماية الطفل.
4. اتبع القوانين المحلية والوطنية ذات الصلة المتعلقة بحماية الطفل والتشريعات الجنائية وتشريعات العمل ذات الصلة المتعلقة بالأطفال في أستراليا وفي الخارج.
5. اضمن أنني في كافة تعاملاتي مع الأطفال أثناء عملي
 - لا أقوم بضرب الأطفال أو الإضرار بهم جسديا أو إساءة معاملتهم
 - امتنع عن أي فعل أو سلوك جنسي تجاه الأطفال والشباب، بما في ذلك استخدام لغة موحية جنسيا أو دفع مال مقابل الخدمات أو الأفعال الجنسية.
 - ابذل كل محاولة لعدم قضاء فترات غير ضرورية أو مفرطة من الوقت لوحدي مع الأطفال وضمان وجود شخص بالغ آخر عند العمل بالقرب من الأطفال كلما أمكن ذلك.
 - امتنع عن الاتصال الجسدي غير الملائم مع الأطفال
 - أتجنب التصرف بطرق تخجل طفلا أو تذله أو تنقص من قيمته أو تتسبب بأي شكل من الأشكال في أي ضرر نفسي له بما في ذلك عدم استخدامي للغة غير مناسبة أو مضايقة أو مسيئة أو استفزازية جنسيا أو مهينة أو غير ملائمة ثقافيا.
 - امتنع عن تطوير علاقات مع الأطفال يمكن اعتبارها استغلالية أو مسيئة بأي شكل من الأشكال.
 - امتنع عن التمييز ضد أطفال بعينهم، أو إظهار معاملة خاصة لهم أو تفضيلهم على حساب استبعاد الآخرين.
6. احترام سرية المعلومات الشخصية للطفل بحيث لا تتعرض كرامته وسلامته للخطر.
7. امتنع عن تصوير الأطفال أو استخدام صورهم في مواد البرنامج أو المواد الترويجية دون اتباع سياسة "المستشفى".
8. استخدم أي أجهزة حاسوب أو هواتف محمولة أو كاميرات فيديو أو كاميرات أو وسائل التواصل الاجتماعي بشكل مناسب، وأن لا استغل الأطفال أو أضياعهم أو انفذ إلى مواد استغلال الأطفال من خلال أي وسيط.
9. أقوم فوراً بإبلاغ موظف حماية الطفل والموظفين أو الموظفين المعنيين في المؤسسة عن أي مخالفات محتملة أو فعلية لمدونة قواعد السلوك هذه من قبل موظفي المؤسسة أو المتطوعين أو الممثلين أو المقاولين أو الشركاء حسب ما تنص عليه هذه السياسة فور معرفتي بالوضع.
10. افصح فوراً عن جميع التهم والإدانات والنتائج الأخرى المتعلقة بجرم يتعلق بإساءة معاملة الأطفال واستغلالهم وقع قبل ارتباطي بالمستشفى أو خلاله

أقر بأني قرأت سياسة حماية الطفل ومدونة سلوك حماية الطفل وفهمتھا وأوافق على الالتزام بهما في جميع الأوقات لحماية الأطفال الذين قد أتواصل معهم من خلال عملي و / أو ارتباطي مع مستشفى العيون.

الاسم والتوقيع..... التاريخ.....

Policy compiled 2016

Approved by the Joint CEO/ Director of Nursing and AHPs

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