



PROCEDURE FOR ACTION

IN CASES OF SUSPECTED CHILD ABUSE AND NEGLECT

November, 2019

Introduction

In accordance with the Policy on the safety and protection of children of the "Women's Center of Užice" and the provisions of the General Protocol for the Protection of Children from Abuse and Neglect, which was adopted by the Government of the Republic of Serbia in 2005, the President of the Board of Directors formed a Team for the implementation of the Policy and Procedures on Child Safety and Protection.

The team for the implementation of the Policy and Procedures on Child Safety and Protection has a consultative role in cases of suspected child abuse and neglect by staff, male and female consultants, members of the Board of Directors, partners, male and female interns and volunteers.

Members of the Team for the Implementation of the Policy and Procedures on Child Safety and Protection

In addition to the President of the Board of Directors of the "Women's Center Užice", the team consists of members of the program team appointed by the decision of the President of the Board of Directors, namely:

1. Vesna Bogdanović, SOS telephone coordinator
2. Nevena Ostojić, consultant
3. Branka Virijević, consultant

Other experts who deal with the protection of children from child abuse and neglect outside of the "Women's Center Užice", may also participate in the work of the Team.

Team activities

Within the "Women's Center of Užice", the Team's role is consultative for staff, male and female consultants, members of the Board of Directors, partners, interns, volunteers and donors. Also, the activity of this Team is the implementation of educational activities for staff and other organizations with which the "Women's Center of Užice" cooperates.

Team members communicate via e-mail, phone and meetings.

The meeting where the report of suspected child abuse and neglect is considered is attended by all members of the Team and persons who have raised suspicions of child abuse and neglect.

At every meeting of the Team, written records are kept - minutes.

Detection of cases of child abuse and neglect

Most often, cases of child abuse and neglect are detected in two ways:

- by exposure during the daily activities of the "Women's Center Užice" and the work of the Center's staff, male and female consultants, members of the Board of Directors, partners, interns, volunteers and donors.

- by a child confiding to one of the staff of the "Women's Center Užice", male and female consultants, members of the Board of Directors, partners, interns, volunteers and donors.

Assessment of suspected child abuse and neglect

The assessment of suspicion of child abuse and neglect is carried out by the whole team, with **a social survey**, as well as additional data from available documentation and from the child's surroundings. If necessary, other experts who deal with the protection of children from child abuse and neglect outside the "Women's Center Užice" will be invited for consultation.

Intervention plan

The intervention plan in each specific case is adopted on the basis of risk assessment and assessment of the best interests of the child.

In cases of the assessment of high risk for the child, immediate child protection measures are taken, by immediately reporting the case to the competent institutions - the center for social work, the police, the health service or other child care services.

When the risk for the child is assessed as moderate/low risk, the case is reported to the competent center for social work in writing. The report to the center is discussed at the Team meeting and is signed by all Team members and the president of the Center's Board of Directors.

Records

Records of cases of child abuse and neglect are made through **the Team Registry**. Every considered case of suspected child abuse and neglect is recorded.

The Register contains all data on a particular case of suspected child abuse and neglect, on the measures taken in terms of child protection, prevention of abuse and neglect, reporting the case to competent institutions.

Storing documentation

Documentation related to the work of the Team is kept separately with limited and controlled access.

Contact

Contacts with Team members are possible by phone, e-mail and directly at the following e-mail addresses:

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