



มูลนิธิคุณพ่อเรย์
FATHER RAY FOUNDATION

“เราเป็นแสงแห่งความหวังของเด็กและคนพิการ”
“We never turn a needy child away”

Child Protection Policy, Procedures & Guidelines

Father Ray Foundation

This document is the Child Protection Policy, Procedures and Guidelines that are in operation at the projects managed by the Father Ray Foundation, namely:

Father Ray Foundation

Pattaya Redemptorist Technological College for People with Disabilities

Father Ray Children’s Home

Pattaya Redemptorist School for the Blind

Father Ray Children’s Village

Father Ray School for Children with Special Needs

Father Ray Day Care Center

Father Ray Child Protection & Outreach Work

Redemptorist Foundation for People with Disabilities

Nong Khai Redemptorist Technological College for People with Disabilities

Mailing address: P.O. Box 15, Pattaya 20260, Thailand

☎: +66 (0) 38-428 717 📠: +66 (0) 38 420 340

info@fr-ray.org www.fr-ray.org

Vision

Providing a safe and free from the risk of harm environment for children to live and students to be educated.

Mission

The Father Ray Foundation, and projects managed by the Foundation, believe that every child or student, regardless of age, sex, race or ability, has at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child or student being physically or psychologically damaged.

The welfare of the children and students under the care of the Father Ray Foundation, including all projects managed by the Foundation, is paramount, and all children, without exception, have the right to protection from abuse.

The Father Ray Foundation

- recognise that child protection is everyone's responsibility
- recognise the unique and individual worth of each child
- are committed to nurturing, protecting and safeguarding children and young people
- exercise care in the appointment of all those working with children and young people
- will review the Child Protection Policy, Procedures & Guidelines annually
- has adopted a code of behaviour for all staff and volunteers who come into contact with children and students under the care of the Father Ray Foundation.
- Ensures that any allegations of abuse are promptly dealt with, the victims are supported and the perpetrators held to account.

The advice, policies and guidelines in this document relate to all children (those under the age of eighteen) and young people (those aged eighteen and above), resident or non-resident, able or disabled, male or female and no matter the age; it relates to all children and young people who use the services provided by the Father Ray Foundation and the projects managed by the Father Ray Foundation.

It also relates to all directors, employees, volunteers (foreign and Thai), sponsors and visitors.

This is the Father Ray Foundation Child Protection Policy & Guidelines that is in operation at all projects managed by the Foundation and listed on page 1

This policy, and the guidelines and procedures contained within, are in place for the protection of the children, students and service users, as well as the Directors, staff and foreign volunteers. It is also in place to protect visitors and sponsors.

It gives information about the work that is carried out and also the codes of conduct that is expected from sponsors and visitors.

It is influenced by documents in operation in similar charitable NGO's and government managed organizations, and following discussions with managers and child protection officers at schools and charitable organizations located in Pattaya, the province of Chonburi, the neighbouring province of Rayong and further afield throughout the Kingdom of Thailand, namely in the capital Bangkok, the northeastern region of Isaan and the town of Mae Sot in Tak province.

It is also influenced by suggestions from our supporters outside of Thailand, but more importantly it is influenced by

- Child Protection Act Thailand 2003
- United Nations Convention on the Rights of the Child 1989 , particularly

Article 3

In all actions concerning children....the best interest of the child shall be a primary consideration

Article 23

Recognise that a mentally or physically disabled child should enjoy a full and decent life, in conditions which ensure dignity, promote self-reliance and facilitate the child's active participation in the community

It is displayed prominently on the Foundation website, and available for everyone to read and take note, and to allow the general public to see that the Father Ray Foundation takes the protection of those in its care seriously.

Areas covered in this policy include

- History and current management system of the Father Ray Foundation
- Recruitment of staff and foreign volunteers
- Definitions of abuse
- Standards of behaviour expectations from employees and foreign volunteers in relation towards children and students at the Father Ray Foundation
- Standards of behaviour expectations from donors, visitors and sponsors
- Reporting and investigating of abuse or suspected abuse
- Process of investigation

History and management system

The Father Ray Foundation came into operation in early 2003 with the aim of continuing the work founded by Father Raymond Brennan C.Ss.R., an American catholic priest of the Redemptorist order of priest.

In the mid 1970's Father Ray started his social work in Pattaya and founded several projects;

1974 – Pattaya Orphanage; since January 2008 managed by the Diocese of Chantaburi

1983 – Pattaya School for the Deaf: since January 2008 managed by the Diocese of Chantaburi

1984 – Pattaya Redemptorist Vocational School for People with Disabilities: now known as the Pattaya Redemptorist Technological College for People with Disabilities

1985 – Home for the Stateless Aged: closed in 2007

1986 – Pattaya Redemptorist School for the Blind

1990 – Home for Street Kids; renamed as the Father Ray Children's Home

1999 – Job Placement for people with Disabilities

2000 – Redemptorist Foundation for People with Disabilities

2003 – Father Ray Foundation; management organization formed to continue the work of Father Ray following his death in August 3003

- 2004 – Father Ray Outreach Work & Drop-In Center
- 2007 – Father Ray School for Children with Special Needs
- 2008 – Father Ray Day Care Center
- 2008 – Father Ray Children’s Village
- 2009 – Redemptorist Vocational School for People with Disabilities – Nong Khai
- 2013 – Redemptorist Vocational School for the Blind

The Father Ray Foundation is managed by the Redemptorists of Thailand, a religious catholic order of priest and brothers.

The priests and brothers act as Directors and License holders of the projects. Each individual projects is managed by a Director or a Manager and over seen by the President and Vice Presidents, all members of the Redemptorist community.

Recruitment of staff

Regular staff

- application form is reviewed by Director or manager at each individual project
- interviewed by Director or Manager at each individual project
- background check
- three month probationary contract is agreed upon
- Father Ray Foundation Child Protection & Development Policy is agreed as a binding contract and signed

Appendix 1

Management and senior staff of projects

- application form is reviewed by President and Vice Presidents
- application form is reviewed by Director of Personnel
- background check
- three month probationary period of agree upon
- Father Ray Foundation Child Protection & Development Policy is agreed as a binding contract and signed

Appendix 1

Code of conduct for employees

1. Personnel of the Father Ray Foundation should be aware of appropriate language, actions and relationships that are to be used when working with the children, students and any other person receiving support from the Foundation or using its facilities; particularly in relationships between male staff members and female residents, students and service users.
2. Personnel of the Father Ray Foundation must support the human rights of each person under the care of the Foundation.
3. Personnel must not engage in any romantic or sexual relationships with any resident, student or service user.
4. Alcohol, illegal drugs or gambling are prohibited in any location where the residents, students or service users are living or being educated.
5. Employees are prohibited from employing any resident or student as a housekeeper; this is a breach of the Labour Protection Law.
6. Personnel must keep personal details of all those in the care of the Father Ray Foundation private and confidential.
7. Any punishments to the children, residents and service users must not be of a violent nature, and physical corporal punishment is prohibited.
8. Personnel must treat all residents, students and service users as equals; favoritism is not encouraged.
9. Personnel should not seek to persuade any person in the care of the Foundation into acts that could be deemed to be illegal.
10. Personnel should teach, train, encourage and increase the knowledge of those in their care.
11. Personnel shall not act in a way that would harm the physical, intellectual, mental and emotional development of those in the care of the Father Ray Foundation.

Code of conduct for visitors and sponsors

Sponsors, donors and visitors are essential to the fundraising efforts and are encouraged to visit the projects and meet the children and students.

Sponsors

Those who are part of the sponsorship programme and who make regular donations to an individual child or student.

Sponsors receive regular six monthly case history updates and have access to the FRF Photo Library where they can see photos of their sponsored child at various activities and events, such as birthdays, Christmas, first day of school and fun events etc.

The sponsor will also receive regular correspondence from their sponsored child in the form of birthday, anniversary and Christmas cards.

- The full name of the children and student is never made public; instead a nick name is used.
- Although there is communication between the sponsor and the sponsored child and student we do not encourage any direct contact, and making public any contact details of our children and students is prohibited.

There are times when a sponsor makes a request to take the children they sponsor away from the Foundation. This is possible and sponsors are asked to follow the following procedures

1. Advance notice must be given, listing the date, time, venue, means of transport and people who will accompany the children and the sponsor.
2. A member of staff will accompany the child at all times.
3. The member of staff will be from the sponsorship team or from the project where the child or student is resident.
4. To protect the sponsor and the child or student, we ask that the child and sponsor are never alone.
5. The sponsor must not provide alcohol, cigarettes or narcotics to the child or student.
6. The sponsor must not persuade the child or student to enter any bar, illegal gambling house or brothel.

Donors

Those who wish to support the Father Ray Foundation by donating cash or material goods. This can be done at all projects managed by the Father Ray Foundation.

All donors are asked to fill in a form of their contact details and information of their visit; most people who visit the Father Ray Foundation come with either a material or a cash donation.

Visitors

Those who wish to visit the projects of the Father Ray Foundation and witness the work taking place, companies sending employees on CSR (Corporate Social Responsibility) activities, visiting school groups (local and foreign) and local Thai people and expatriates who have heard or read about the Father Ray Foundation.

1. Visitors and sponsors can arrange visits with the project manager, sponsorship team or the international team manager.
2. We ask that sponsors and visitors organise their visit through the Welcome Center
 - International visitors contact Derek Franklin derek@fr-ray.org
 - Sponsors contact Miss Supawadee Srisamuth supawadee@fr-ray.org
 - CSR contact Miss Ladda Tatong laddatatong@fr-ray.org
 - Thai visitors contact Miss Pathum Sukerd pathum-jai@fr-ray.org
 - Participants in local events contact
Miss Ajima Chavalit-Thamrong ajima@fr-ray.org
3. Visitors and those on CSR events can only perform their activities within a preset time frame and only at designated areas.
4. Visitors who have not made an appointment will be able to visit the projects.
5. All visitors will be accompanied at all times by either a Thai employee or a member of the international team.
6. No visitor will be alone with any child or student at any time.
7. No visitor must enter the children's or student's bathrooms, toilets or sleeping areas.
8. Visitors must not bring with them any alcohol, illegal drugs or be seen to be smoking while interacting with the children and students.
9. Any visitor or sponsor under the influence of alcohol or illegal narcotic substances will be denied entry to the projects.
10. Visitors must dress appropriately; visitors are asked to wear clothing that will cover their shoulders and must not wear swimming costumes and trunks, crop-tops exposing midriff and men must wear shirt or t-shirt at all times.

11. Visitors must seek permission to take photographs or video film of the children and students.
12. Personnel working in the area of child care, or teachers and staff at our schools have the right to cease any activity if the activity is deemed to be unsuitable.
13. The Father Ray Foundation makes this **Code of Conduct** public and expects all visitors, including donors and sponsors, to follow these guidelines otherwise a visit will be cut short if it is deemed that the guidelines are not being followed.
14. All visitors are asked to fill in a visitors form with their contact details; the leader of each group is asked to fill in the form, not each individual member of a group.



Recruitment of foreign volunteers

All foreign nationals who wish to become a volunteer at the Father Ray Foundation are required to send in an application package that must contain

- CV/Resume
- Statement explaining the reasons why they wish to become a volunteer at the Father Ray Foundation
- Three references – which will be checked
- A photo of the applicant – this is to show any facial piercing or tattoos
- A criminal background check
- An interview will take place on Skype
- English is the common language of the volunteer team and all volunteers must prove to be fluent as the majority of the volunteers will teach English
- All applicants will be expected to read, agree and sign the Father Ray Foundation Child Protection Policy in relation to foreign volunteers **Appendix 2**

Code of conduct for volunteers

1. Do not start any physical or sexual relationship with any child or student under the care of the Father Ray Foundation. If you do you will be asked to leave, and if the relationship is inappropriate or against the law then you will be reported to the police, without hesitation.
2. We ask that do not share social media (Facebook, Instagram, Snapchat etc) with the children in our care. We ask that you also take caution when the adult students at the technological college ask you to join their social media pages.
3. It is against the law in Thailand to take photos of children in distress; children crying, unhappy, begging etc.
4. No photos should be taken of children or students in a state of undress or when showering.
5. If a volunteer witnesses any abuse, cruelty, brutality towards any child or student in our care then you must inform the volunteer coordinator as soon as possible.
6. Volunteers should not go into the sleeping or showering areas at any of the projects you are visiting, except for those working at the Father Ray Day Care Center.
7. Volunteers should not take any child or students away from the project they are living or studying at, unless you have received prior permission; ask the volunteer coordinator if you want to take a child or student out.

8. If a volunteer witnesses anyone who looks suspicious at any of the projects, or if you think that person is where they shouldn't be then please ask them if they are lost, or contact the volunteer coordinator immediately.
9. If you are approached by the media, local or international, you should ask them to contact the head of the International Team at the Welcome Center.
10. If you are sick then we ask that you do not go near the children, particularly those living at the Children's Home, Children's Village and the Day Care Center.

Media

The Father Ray Foundation uses both traditional and social media to promote its work in Thai, English, French, Danish and Mandarin.

Two public relations managers are responsible for overseeing the output of media from the Father Ray Foundation. However, most projects will also have a staff member responsible for public relations.

Father Ray Foundation Facebook Thai	Mr. Jetjan Tandidechamo
Father Ray Foundation Facebook non-Thai	Mr. Derek Franklin
Father Ray Children's Home Facebook Thai	Ms. Tamsiri Taoythong
Instagram	Mr. Derek Franklin
Twitter	Mr. Derek Franklin
English website www.fr-ray.org	Ms. Emma McNamara & Mr. Derek Franklin
Thai website https://th.fr-ray.org/	Mr. Jetjan Tandidechamo
Newsletters non-Thai – quarterly	Mr. Derek Franklin
Newsletters Thai – quarterly	Mr. Jetjan Tandidechamo

The Father Ray Foundation does receive requests from outside organizations and media outlets to make journalistic articles about any of the projects managed by the Father Ray Foundation. This will include any newspaper and magazine journalists, documentary filmmakers or news filmmakers.

All projects are aware that any request from media outlets must either inform the public relation managers responsible for all Thai and non-Thai media.

All requests from members of the foreign media profession will be asked the following questions:

- Name of requesting journalist/photographer
- Name of company requesting media proposal.
- Subject, content and time of media proposal.

Policy on articles and photographs appearing in local, national and international newspapers, websites and social media

1. All stories must be true
2. No full names (first and surname) will be printed or made public.
3. In line with the **Child Protection Act 2003**

‘No image of a child who appears to be in distress shall be used to raise funds for charitable purposes’ and

‘No surname of a child who appears to be in distress shall be used to raise funds for charitable purposes’

Therefore we ask that you do not take any photos of any children who are in distress. Some photos may make the children look pitiful, and this is not the image we try to give. You will notice that our children are clean, happy and healthy, but on occasions children do cry and get upset. We do not want people to think that our children are always unhappy.

5. No photographs must be taken of any children, babies or students in a state of undress or when showering or bathing.



Abuse

Definitions of abuse

Physical Abuse

Physical abuse may be defined as any act which results in a non-accidental trauma or physical injury. Inflicted physical injury most often represents unreasonable, severe corporal punishment or unjustifiable punishment. Physical abuse injuries result from punching, beating, kicking, biting, burning or otherwise harming a child. While any of these injuries can occur accidentally when a child is at play, physical abuse should be suspected if the explanations do not fit the injury or if a pattern of frequency is apparent.

Emotional Abuse

Emotional abuse refers to a pattern of behavior that attacks a child's emotional development and sense of self worth, i.e. name-calling, put-downs, terrorization, isolation, humiliation, rejection, corruption, ignoring.

Neglect

Child neglect is the most common form of child maltreatment reported to child protective services. It is defined as a "type of maltreatment that refers to the failure to provide needed age-appropriate care," such as shelter, food, clothing, education, supervision, medical care and other basic necessities needed for development of physical, intellectual and emotional capacities.

Sexual Abuse

Child sexual abuse refers to any sexual act that occurs between an adult and a child, and any nonconsensual sexual contact between a child and a peer. Sexual abuse includes fondling a child's genitals, intercourse, incest, rape, sodomy, exhibitionism, and commercial exploitation through prostitution or the production of pornographic materials.

The Father Ray Foundation has a procedure in place in the event of an allegation of child abuse being made.

The personnel responsible for child protection at the Foundation and who are also responsible for dealing with any allegations and investigations are:

1. Father Peter Pattarapong Srivorakul C.Ss.R. President Father Ray Foundation
pattarapong@fr-ray.org
086 083 1270

2. Suchart Suttinak Child Protection Officer
suchartsuttinak@gmail.com

3. Mr. Derek Franklin International Relations Manager
derek@fr-ray.org
info@fr-ray.org
085 286 9673

Allegations of abuse

Allegations of minor abuse, i.e. bullying, fighting among children etc will be dealt with immediately by the house parent at the Father Ray Children's Village or a teacher at the Father Ray Children's Home.

Allegations of minor abuse, i.e. bullying, fighting among students etc will be dealt with by the teacher at the Pattaya School for the Blind, Pattaya Redemptorist Technological College for People with Disabilities and the Father Ray School for Children with Special Needs.

Serious allegations that are made against a resident, student or an adult abusing a child or student will be dealt with in a serious and professional manner.

Residential facilities

1. Any Thai staff member, resident or volunteer who is a witness to any form of abuse must report it to their immediate superior or manager.
2. The manager will then inform the Child Protection Officer of the allegations no later than 24 hours after the allegations have been made.
Disciplinary action will be taken against the person who does not inform the Child Protection Office within 24 hours.
3. The allegations must be investigated immediately and must respect the privacy and rights of both the alleged victim and the alleged abuser.
4. Within 48 hours of the alleged abuse taking place the Child Protection Officer must present the allegations and results of the investigation to the President of the Father Ray Foundation.

Educational facilities

1. Any Thai staff member, resident or volunteer who is a witness to any form of abuse must report it to their immediate superior or manager.
2. The manager will then inform the Director of the facility of the allegations no later than 24 hours after the allegations have been made.
Disciplinary action will be taken against the person who does not inform the Director within 24 hours.
3. The Director will request an immediate investigation take place which must respect the privacy and rights of both the alleged victim and the alleged abuser.

In all cases the child will be protected from further abuse and treated with care, respect and understanding.

In the case of the allegations are made by a foreign volunteer to the volunteer coordinator, the International Relations Manager must be informed immediately. An immediate investigation will take place and the results presented to the President of the Father Ray Foundation.

In both residential and educational facilities the staff member who is accused of abuse will be temporarily suspended from his or her duties while the investigation is taking place.

Protection of abused children

1. Any investigation must take into consideration the dignity and privacy of the child or students who is the alleged victim.
2. The investigation must be conducted with care, and the victim must be reassured that they will be believed.
3. The victim must be assured that they are not the cause of the abuse and that it is not their fault.
4. The victim must be assured that they are safe and there will be no recriminations if the allegations are true.
5. If the investigation proves that the allegations are false, the child must continue to be protected and their privacy and dignity must remain in place.
6. If the allegations prove to be true the following action will be taken
 - The child will be given help, support and counseling to ensure that the abuse has no long term effect.
 - If the investigation proves that the abuse is not a criminal offense, but goes against the local child protection polices, the abuser will remain under disciplinary action until a decision has been made, which could include
 - temporary suspension
 - dismissal from employment
 - If the investigation proves that the abuse is a serious criminal offense, and is considered as 'domestic abuse' the collected evidence will be submitted to the local police station. The police will then decide what action to take but the accused will be dismissed from his employment
7. In the case that the accused abuser is a foreign volunteer or visitor then the evidence will be submitted to the local police station.

Physical Security

The term 'Physical Security' in this document refers to the security procedures in operation to ensure the safety of the children, students, staff, volunteers and visitors at the projects managed by the Father Ray Foundation.

Identity cards

Identity cards are issued to all members of staff and volunteers and **MUST** be worn at all times.

Identity cards are issued in a variety of colours depending on the project the wearer is working.

Each identity card features the following information

- The name of the project the wearing is working at
- A recent photograph of the staff member or volunteer
- An individual staff number
- The name of the staff member or volunteer, in Thai
- The name of the staff member or volunteer, in English
- The position of the staff member or volunteer
- Expiry date, in Thai and English

Physical security

Each project managed by the Father Ray Foundation will have designated security officers manning each entrance to each project.

The aim is to

- Guide visitors to their intended destination
- Deter unwanted guests at each project
- Ensure theft of property is not occurring

Training

The Father Ray Foundation is a member of a local network committee that meets regularly to discuss, amongst other subjects, child protection issues.

Members of the committee include

- representatives from the Father Ray Foundation
- representatives from other NGO charitable residential and non-residential child care organizations
- representatives from government run residential child care organizations
- representatives from organizations whose focus is anti-trafficking
- representatives from organizations whose focus is children with special needs
- representatives from organizations whose focus is empowering women
- representatives from the local police child protection unit
- representatives from the social work department at Pattaya City Hall

Named organizations include Fountain of Life, Father Ray Children's Home, Pattaya Orphanage, Baan Jing Lai, Father Ray Children's Village, Banglamung Boys Home, Mercy Center, Care for Kids, Haven Children's Home, Anti-trafficking Center, Pattaya City Hall, Human Help Network Drop-In Center, Father Ray Children's Village, Child Protection & Development Center, Father Ray Day Care Center, Banglamung Police Station, Nongprue Municipality.

Feedback from the local network committee meetings is passed on to employees. At the Children's Home and Children's Village weekly staff meetings there is discussion on all aspects of child care and the issue of child protection is raised whenever there are concerns.

For all employees at the Father Ray Foundation and its managed projects the subject of the protection of those in its care is continuous and employees regularly take part in events organised by government social service department and NGO child protection organizations.

The protection of the children and students under the care of the Father Ray Foundation, as well as those who use its services, is paramount and is a priority to all employees.

The procedures written in this policy are in place to protect those in the care of the Father Ray Foundation, its employees, volunteers, supporters and visitors.

The reputation of the Father Ray Foundation relies on the way it protects those in its care and this policy is made available to the general public.

The Father Ray Child Protection Policy, Procedures and Guidelines will be reviewed annually.



**Father Peter Pattarapong Srivorakul C.Ss.R.
President Father Ray Foundation**



**Suchart Suttinak
Child Protection Officer**



**Derek Franklin
International Relations Manager**

December 2018

Appendix 1

Child Protection and Development Policy

Father Ray Foundation

Vision

Children has constancy, strength, sacrifice, honesty, and gratitude

Mission

1. Develop children and youth for physical, mental, intellectual, emotion, social, and behavioral appropriateness as per age dependency
2. Develop forms and methods of training and raising children as a normal family, cultivate love and generosity to the children like brothers and sisters
3. Promote and support children to have advanced education depending on maximum capacity
4. Efficiency develop personnel and working system



Goal

Children and youth have constancy in life with physical and mental strength, morality, ethics, creative thinking and confidence by the way of democratic, and happiness in their lives.

Child Protection and Development Policy

Father Ray Foundation

Part 1

Guidelines on performance towards children

1. The performance towards children, in any case, interests of children should be taken into account, and there should not be unfair treatment.
2. The performance towards children should be focused on specific needs, appropriateness, needs, and necessity of each child into account.

3. All children should be protected and helped regardless of gender, origin, race, religious, beliefs, political, family background, economic status, physical or mental health, or criminal background. All children have rights to receive rights and benefits equally as well as receiving fair treatment and have rights to be respected in their human values.
4. Every child will receive a chance to participate and comment on any subjects.
5. All children will be trained and supervised with love and attention as family.
6. All children will receive physical, mental, emotional, and developmental improvements.
7. It is prohibited for children under the compulsory school to drop out or miss school without reason.
8. It is prohibited to use corporal punishment on children such as severe beating, punch, slap or pinch.
9. The caretaker is prohibited to abandon non self-sufficient children due to their ages or illness with the manner likely to cause harmful to children.
10. It is prohibited to detain, chain, tie, or confine children to make them freedom-less or have psychological torture
11. It is prohibited to control children's behavior by restraining food or any necessary things for their livings.
12. Children's behavior control should be controlled by focusing on positive reinforcement base and motivation as it leads to the better improvement on behavior.
13. It is prohibited to use, employ, or ask children to work or perform any actions that are harmful to their physical or mental health, or have impacts towards their growth or development.
14. It is prohibited to advertise or publish any information related to children or parents through mass media or any media information with intention to cause damage to metal health, reputation, honor, or benefits of children or to seek for benefits for themselves or others illegally.

Part 2

Child Protection

1. Promotion of children's behavior

- (1) Be careful not to let children entering into any places or areas that will motivate children to misconduct

- (2) Be careful not to let children going out of the residence during night time; unless, it is necessary or going out with parents
- (3) Be careful not to allow children to associate with any person or group of persons that may provide deterioration towards children
- (4) Be careful not to let children performing any actions that causing damages
- (5) Arrange education and training for children depending on their ages, intellectual, and interests appropriately
- (6) Arrange careers that suit with children's aptitudes and interests
- (7) Guide children to participate in activities to develop themselves on morality, ethics, and participate in activities that help to provide benefits towards society

2. Protection on misconducted children

In order to determine details related to child's protection and to promote behavior of any misconducted children in order to have more appropriate behavior, and it should be in accordance with current conditions, focusing on protection, remedy, and improvement for children and youth, including determining on mutual roles and duties of operating personnel in order to be more consistent. Therefore, all personnel should help to monitor, protection, and provide remedy to help children who are in the risk of doing offenses by providing remedy and improvement before they have done any crimes. In this case, Fr. Ray Foundation determines this duty for all related personnel to inform or report in the case that he/she has seen or believed that the child has improper behavior or the child is abused by responsible person related to child's protection without delay. If anyone has intention to deliberate or ignore in order not to comply with the policy and their duties, he/she violates the policy of the foundation.

Fr. Ray Foundation has placed guideline on and determines children with improper behavior as follows:

- (1) Unruly behavior or bullying others
- (2) Conspiring in a manner that creates nuisance to others
- (3) Conspiring in gambling or betting
- (4) Drink alcohol, smoke cigarette or narcotic drugs, drink other types of liquor as well as Entering into specific place that distributes alcohol drinks
- (5) Entering into massage parlors
- (6) Buying or selling sex, entering into brothel or a place related to brothel by law on Prostitution Prevention and Suppression
- (7) Behave in a sexual way or indicating any obscene

- (8) Behave themselves to anti or against teachings of parents until parents cannot control
- (9) Do not attend schools or educational institutions by law on compulsory education
- (10) Burglary

3. Children screening and problem solving systems

To establish guideline on child's protection and behavioral promotion under care, so the screening and problem solving systems are determined as follows:

- (1) In the case that any personnel has seen or believed that a child has improper behavior or a child has been abused, or a child has behavior indicated that he/she has abnormal physical, mental, emotional, or abnormal relationship towards other people surrounding, etc., the caretaker should observe and record behavior of children in form of child behavior record and report head of the dormitory or related person.
- (2) Head of the dormitory or related person has a duty to solve basic problems and submit report of child's behavior observation such as abnormalities, causes, solving ways, obstacles, and results to the support social work or psychological department strictly
- (3) In the case of head of the dormitory or related person has seen that a child has problems on his/her behavior or any other problems that cannot be solved, cured, restored, or controlled, the report should be submitted to the social work or psychological department for further operation.
- (4) Social work or psychological department should evaluate a child's conditions and help them as per procedures. Thus, if such problem is complex and severe, or it has impacts on welfare of children, it should be resolved by multidisciplinary team to bring such problems to have a meeting with the board of child development promotion to find guideline or to place measures to help children together.
- (5) Social work or psychology department should be responsible to prepare program/ work plan to control and solve behavior as well as restore mental condition of each child, and the report should be arranged as per the condition assessment and child's problem solving forms such as abnormalities/problems, causes, assessments/diagnostic, supporting processes, approaches, solutions, obstacles, results, comments of officers, and report to the board of child development promotion
- (6) Social work or psychology department has a duty to provide advice, suggestion, and comment to manage, solve, restore mental health, and correct child's behavior to child' caretaker and head of the dormitory

4. The Board of child development promotion

There should be the board of child development promotion in the agency related to children of Fr. Ray Foundation to be a mechanism to protect children and promote their development. The board consisting of director or manager of such agency as a chairman, head of promotion and development section is a committee member, social worker or psychologist is a committee member, head of the dormitory is a committee member, Secretary of the Chief of

the foundation, Child's work of Fr. Ray is a committee member, and another member is a committee member and secretary. Hence, components of such committees should comply with the appropriateness of personnel in each agency

The Board has the following authorities:

- (1) Consider on guidelines to support child's protection and promote behavior of children under control.
- (2) Consider to propose suggestions to children to have self-development on physical, mental, moral, ethical conditions, and to do benefits for society.
- (3) Consider guidelines to receive-deliver, and return children to their family.
- (4) Establish measures to prevent children to conduct any fault actions or risk of offending actions.
- (5) Establish guidelines to help and track results of the help on improper behavior children, and the report of such result should be submitted to the board of child's development promotion
- (6) Manage assessment on operations and present reports of children's development promotion within the dormitory towards President of the Father Ray Foundation for at least once a year

5. Punishment on children

In the case that a child has behavior that violates regulations, disciplines, so related officers in providing solutions in order to study on the cause of such behavior to prevent a child from repeatedly conduct the problems

- (1)** In the case that it is necessary to punish children who violates rules and regulations, the following methods are recommended:
- (2)** Give warning and teach children to behave as a good person
- (3)** Deprive awards or some rights such as the suspension on playing, recreation, or relaxation as well as not allow to watch performance or go out to play out of the area, etc. Thus, the children should have some works to do, and do not separate children under 12 years old out of others. In the case that it is needed to isolate for 24 hour, it should be approved by the principal, and the result should be informed without delay.
- (4)** Provide activities to benefits a child himself, foster home, family, and society
- (5)** For the punishment, it should be appeared that the children have really violate the regulations and the punishment should be conducted with appropriateness
- (6)** It is prohibited for the officer to perform severe punishment, make actions that are harmful to child's physical and mental health, confine or abandon children under care.

- (7) The officer should prepare a book or a report of child punishment at the monitoring place, so it can be checked in any occasion
- (8) The consideration for punishment on any level of faults, it should be conducted as appropriate.

The punishment because of anger or with any reasons upon the teaching, or the punishment is unreasonable, it is constituted as a breach of this regulations

6. Protection of Abused Children

For the child abuse in all forms, including the physical, sexual, or psychological abuse, if it is occurred within the foundation, it is constituted as a serious offense which threatens the well-being and reputation of children, reputation of the accused officer and reputation of the foundation. The officer who is trained to indicate and report any suspicious behavior must not abuse a child. With this reason, all personnel have obligation to report all suspicious abuse or any exploitation on child's benefits. Hence, Fr. Ray Foundation has oriented the guideline to protect abused children as follows:

- (1) Anyone who has seen any actions related to the negligence or ignorance according to the principles of child protection performed by an officer of the foundation, it should be informed to the child protection officer ASAP, and it should be informed within 24 hours to have immediate investigation and/or intervene to protect the child in the early state as per necessity. The negligence or ignorance in reporting the child abuse action or the offenses against children will be resulted in the disciplinary action.
- (2) The internal investigation must have priority to respect the privacy and rights of children, and it should be informed or presented to the President of the Father Ray Foundation within 48 hours after receiving such infringement proceedings. The investigation will be conducted by the board who is selected with the objective to investigate specifically, and the President of the foundation will select this set of board by consulting with a team or executives
- (3) The investigation must be carefully conducted with care, especially on children who may fear of malice, bully, or punishment while the officer who is accused for committing the abuse may worry about the privacy and legal right.
- (4) Generally, an officer who is accused for committing the abuse or having misconduct behavior towards children will be temporarily suspended from work during the investigation process. Such person should be informed on accusation that he/she is claimed for, and he/she should be informed that the foundation has a duty to conduct internal investigation to find for the facts, and the officer has a right to defend him/herself by providing additional information for the internal investigation such as providing evidences and name of witnesses who will be asked for the facts while the accused officer will be supported on consultancy and any forms of support as appropriate

- (5) The right and safety of children is crucial to the foundation, and the investigation will take all efforts to ensure the privacy and security of children, and it is guaranteed that all investigation proceedings will be friendly towards children with the least impact on them
- (6) Upon conclusion of the investigation, the officer, the child, and/or parents by law as appropriate must be informed about the result of the investigation and solution guidelines that will be performed further
- (7) If it is approved that such accusation is not real, or it is the slander, the reasonable process must be conducted to monitor impacts towards accused person, a child, and a person who informed such situation.
- (8) If the investigation has proven that the abuse is real, all efforts will be conducted to help a child to manage physical, mental, and emotional painfulness that he/she has faced, including medical treatment, psychology counseling, or other forms of help as appropriate
- (9) If the investigation is concluded that the abuse or misconduct action towards a child is real, or it is suspected as it is happened, and it is considered as not a subject to criminal prosecution, the officer of the foundation is still under the disciplinary action of the Foundation. The penalty may include dismissal or fire from the job. The penalty is under the discretion of the disciplinary committee
- (10) If the investigation is concluded that the abuse or misconduct action towards a child is real, or it is suspected as it is happened, and it is considered as a subject to domestic criminal prosecution of the Kingdom of Thailand. All collected information and evidences will be submitted and will be notified to the investigator at the local police station within the area, and the police investigator will be cooperated with full effort for the external investigation. If the accused person is a foreigner who entered to Thailand for work, the officer within the organization who is authorized for taking related legal action must be informed to take a legal action under the right of extraterritoriality of the original country of the accused foreigner
- (11) In the case that the dismissed officer has been proved clearly or is suspicious about the issue of child abuse or misconduct towards a child, the foundation may disclose such information upon request from government officials or employers in the future. If such information supports the official investigation or support the protection of child abuse that may occur in the future within new employment place of the officer who is dismissed from the foundation with such reason. The disclosure will be undertaken within the framework of legal support
- (12) The President of the foundation will consult with team of executives to prepare for plans to handle with questions of the mass media, including the assignment or appointment for any person to be in charge to answer questions of the mass media

Part 3

Operators

1. Standards of behavior

Standards of behavior is an appropriate and accurate guideline of behavior for personnel of the foundation when having interaction with children. This standard is written to protect children, and it has an objective to protect officers from the claim on improper behavior or violation.

(1) Personnel of the foundation should be aware of the language used, actions, and relationships with children, especially in communicating between male and female officers or between female officers and boys. These actions will lead to the risk of being suspected or accused about sexual misconduct easily, especially to protect the reputation of children and operation officers, so personnel of the foundation should ensure that he/she has used proper language and actions for male-female relationships at all times as these actions should be under the respectfulness and in accordance with Thai tradition

(2) As the personnel of the foundation who supports human rights, the personnel will be expected to respect the rights of children in the organization and his/her community. The holding on rights and principles under the framework of the United Nations Convention on the Rights of the Child (UNCRC) shall be maintained at all times whether the personnel is in line of duty or not

(3) Personnel of the foundation should not stay alone overnight with one or more young children or minors both inside the his/her residential area or buildings inside the organization. Unless, it is permitted by parents and informed to the director.

(4) Personnel of the foundation should not play gambling or drinking alcohol or intoxicant inside child-care place for both in duty or off duty.

(5) Personnel of the foundation should not employ minors to be his/her housekeeper, including the employment of children with the age more than 12 years old to work even though the working days and hours are limited, and it is the action of encouraging children to study. The officers who did not comply with conditions may violate or breach Labor Protection Law, and it leads to the investigation regarding the child abuse or exploitation of children

(6) Personnel of the foundation should not touch, carry, kiss, hug, or have improper exposed actions on children which are contrary to the culture in any circumstances. There should not be physical contact that implies sexual behavior. If it is necessary, holding hands during activities should be permitted from children to avoid misunderstandings

(7) Personnel of the foundation should recognize that they are working with children who experienced abuse or violence. The children may behave or respond in any actions to ask for special care. With this reason, personnel who operates work with children should consider his/her response towards children, even though those children will have behavior or respond with tempted behavior. Therefore, personnel who operates work with children should be careful and avoid falling into risk situation

(8) Personnel of the foundation must keep all details of children as confidential. The communication in a written consent or by verbal with individuals or groups of people who are not related with the foundation can be performed when appropriate

(9) To behave inappropriately with children, including non-compliance actions with standards of conduct as mentioned above is reasonable to have disciplinary proceedings. This includes the termination of being an officer, a volunteer, an internship student, or a member of the Board, etc.

2. Code of Conduct

- (1) Personnel of the foundation must have compassion and fair to children equally
- (2) Personnel of the foundation should teach, train, practice, and increase knowledge, skills, and accurate habits for children with full efforts and good will
- (3) Personnel of the foundation should not act as enemy towards the children's physical development, intellectual development, mental development, emotional development, and children's society
- (4) Personnel of the foundation must not seek for advantages as bribery to children in performing regular practice and not ask children to do any actions to benefit him/her illegally.
- (5) Personnel of the foundation should develop him/herself on professional, personality, and vision to keep pace with the science, economic, social, and potential development as always.
- (6) Personnel of the foundation should help each other by holding that moral system builds up unity in the community

Part 4

Volunteers and guests

1. Volunteers

Volunteer means a person who volunteer to work for the benefit of the society without requiring anything in return in financial, but he/she may be paid as a severance in form of welfare. Thus, in order to ensure the compliance with the order, Fr. Ray Foundation has regulated rules for volunteers who will come for their duties as follows:

- (1) Volunteers who will come for their duties should be registered as volunteers of Fr. Ray Foundation
- (2) Volunteer must have their ID cards and it should be presented clearly at all time
- (3) The coordinator in field of volunteer should submit details of activities with name list of volunteers as well as indicating date-time to participate in such activities in advance every time
- (4) Volunteers should dress properly
- (5) Volunteers are prohibited to enter into the dormitory zone of children and officers without consent
- (6) Volunteers are prohibited to be with children alone or take children out of the area without consent
- (7) Volunteers are prohibited to participate in activities with children during night time without consent

- (8) Volunteers are prohibited to bring all types of narcotic drugs, including liquors and cigarettes into the area of the foundation
- (9) Volunteers are prohibited to give things or money to children in the foundation without consent
- (10) Volunteers are prohibited to record photo and audio of children without consent provided by officers of the foundation

2. Guests

- (1) Provides visitors to sign for their visit
- (2) It is prohibited for the visitors to enter into the reserved area or children's dormitory without coordinating with the officers.
- (3) Visitors need to be monitored to provide services closely by officers or volunteers of the foundation
- (4) Do not leave visitors alone, even there are children at that time or not
- (5) The photo shooting is allowed through the consent from authorized officers of the foundation

I, Mr./Mrs./Miss....., the officer of Department has read this Child Protection and Development Policy of Fr. Ray Foundation completely, and I understand all details and agree to comply with the regulations under such policy.

If I fail to comply with this Child Protection and Development Policy, I agree that Fr. Ray Foundation shall terminate my Employment Contract immediately without any conditions.

Sign.....Officer

()

Date.....Month.....Year.....

Sign.....President of the Foundation

(Fr. Patarapong Srivorakul)

Date.....Month.....Year.....

Child Protection Policy for volunteers at the Father Ray Foundation

- We ask all our volunteers to take note of the child protection guidelines that are for the protection of our children and students, as well as our volunteers.
- Do not start any physical or sexual relationship with any child or student under the care of the Father Ray Foundation. If you do you will be asked to leave, and if the relationship is inappropriate or against the law then you will be reported to the police, without hesitation.
- We ask that you do not share social media (Facebook, Instagram, Snapchat etc) with the children in our care. We ask that you also take caution when the adult students at the vocational school ask you to join their social media pages
- It is against the law in Thailand to take photos of children in distress; children crying, unhappy, begging etc. No photos should be taken of children or students in a state of undress or when showering.
- If a volunteer witnesses any abuse, cruelty, brutality towards any child or student in our care then you must tell the volunteer coordinator as soon as possible.
- Volunteers should not go into the sleeping or showering areas at any of the projects you are visiting, except for those working at the Father Ray Day Care Center.
- You should not take any child or students away from the project they are living or studying at, unless you have received prior permission; see the volunteer coordinator if you want to take a child or student away from the Foundation.
- If you see anyone who looks suspicious at any of the projects, or if you think that person is where they shouldn't be then please ask them if they are lost, or contact the volunteer coordinator as soon as possible.
- If you are approached by the media, local or international, you should ask them to contact the International Relations Manager.
- I.D. Cards will be issued to you, please wear them at all times.
- If you are sick then we ask that you do not go near the children, particularly those living at the Children's Home, Children's Village and the Day Care Center.

Signed

Date

Appendix 3

Various visitor/donor forms that are in use at the Father Ray Foundation and its managed projects.

The following forms are in use at the

- Father Ray Foundation Welcome Center – Thai
- Father Ray Foundation Welcome Center – English
- Redemptorist Technological College for People with Disabilities
- Father Ray Children’s Home

There are similar forms at the Children’s Village, School for Children with Special Needs and the School for the Blind, while the Day Care Center use a regular notebook.



มูลนิธิคุณพ่อเรย์

บันทึกผู้มาเยี่ยม/ ติดต่อบน

วัตถุประสงค์ที่มามูลนิธิฯ

ชื่อ นามสกุล (ภาษาไทย)

Name Last Name (ภาษาอังกฤษ)

วันเดือนปีเกิด: สำหรับส่งการ์ดอวยพร

ที่อยู่ (ติดต่อ/ส่งเอกสาร)

รหัสไปรษณีย์

โทรศัพท์ อีเมล

มามูลนิธิฯ เป็นครั้งแรก ใช่ เคยมาแล้ว

รู้จักมูลนิธิฯ โดย เว็บไซต์ สื่อประชาสัมพันธ์ เพื่อน อื่นๆ

ต้องการได้รับทราบข่าวสารและข้อมูลการดำเนินงานของมูลนิธิคุณพ่อเรย์

อนุญาตให้นำภาพถ่ายกิจกรรมมาเยี่ยมชม ลงในเว็บไซต์ www.fr-fay.org

ข้อคิดเห็น/คำแนะนำ

"ขอขอบคุณที่มาเยี่ยมชมมูลนิธิ และกรุณาให้ความช่วยเหลือเด็ก ๆ และคนพิการ กว่า 850 คน"

สำหรับเจ้าหน้าที่

ข้อมูลในระบบ POIS: เคยมีแล้ว ไม่เคยมี จำนวนแขก/ผู้ติดต่อ.....

ให้การสนับสนุนและความช่วยเหลือโดย:

บริจาคเงิน จำนวน (.....) อารีวี #

บริจาคสิ่งของ เครื่องอุปโภค/บริโภค เครื่องใช้ และอื่น



วิทยาลัยเทคโนโลยีพระมหาไถ่ พัทยา

บันทึกการรับบริจาค

วันที่ _____ เดือน _____ พ.ศ. _____

รายละเอียดผู้บริจาค

ชื่อ _____ น.เมสกุล _____ วันเดือนปีเกิด _____

บริจาคเนื่องในโอกาส _____

ที่อยู่ _____

โทรศัพท์ _____ โทรสาร _____ E-mail _____

สถานที่ทำงาน _____

โทรศัพท์ _____ โทรสาร _____ E-mail _____

ลงชื่อ _____ ผู้บริจาค

เลขที่ใบเสร็จ	รายการ/รายละเอียด	จำนวน	เป็นเงิน

บันทึกข้อความ

- ส่งรายได้ฝ่ายบัญชี / การเงิน
- แจ้งฝ่ายข้อมูลบันทึกทรัพย์สินและหน่วย CP
- สำเนา ส่งบัญชีมูลนิธิพระมหาไถ่เพื่อการพัฒนาคนพิการ
- อื่นๆ

วันที่ ___/___/___ เยี่ยมเยือน บริจาค เลี้ยงอาหาร เข้า/เที่ยง/เย็น จัดกิจกรรม CSR. อื่นๆ _____

ชื่อ-สกุล _____ หมายเลขโทรศัพท์ _____

E-mail _____ Facebook _____ LINE ID _____

ที่อยู่ _____

รายละเอียดกิจกรรม _____

รายการของบริจาค _____

จำนวนเงินบริจาค _____ (_____) สนับสนุน _____

รหัสใบเสร็จ SK _____ และ ต้องการ ไม่ต้องการใบลดหย่อนภาษี

ลงชื่อ _____ ผู้บันทึก

วันที่ ___/___/___ เยี่ยมเยือน บริจาค เลี้ยงอาหาร เข้า/เที่ยง/เย็น จัดกิจกรรม CSR. อื่นๆ _____

ชื่อ-สกุล _____ หมายเลขโทรศัพท์ _____

E-mail _____ Facebook _____ LINE ID _____

ที่อยู่ _____

รายละเอียดกิจกรรม _____

รายการของบริจาค _____

จำนวนเงินบริจาค _____ (_____) สนับสนุน _____

รหัสใบเสร็จ SK _____ และ ต้องการ ไม่ต้องการใบลดหย่อนภาษี

ลงชื่อ _____ ผู้บันทึก