

Preparedness plan for volunteers
participating in activities with children



CRISIS! WHAT DO I DO?



Save the Children

INJURIES AND ACCIDENTS THAT OCCUR DURING THE ACTIVITY



- 1 Keep calm.
- 2 **The first person on the scene:**
Assess whether the injury can be tended to onsite.
Assess whether there is a need for medical assistance.
Provide first aid if necessary.
Ensure that other volunteers are alerted.
- 3 **Get someone to call an ambulance at 113:**
State your name, place, what has happened.
Have the information you provided confirmed.
- 4 Volunteers not providing first aid are to remove the other children from the accident site and keep them calm.
- 5 Alert the person or persons responsible for the child about what has happened and what is being done.

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INJURIES AND ACCIDENTS THAT OCCUR DURING THE ACTIVITY



- 6 Meet the ambulance.
- 7 **A volunteer will go with the ambulance, if possible, another volunteer should be at the hospital:**
Bring a mobile phone.
Stay with the child until the person or persons responsible for the child arrive. Be aware that parents may act angry towards you when they arrive.
- 8 Make sure that the other children return safely.
- 9 **Gather the children and parents (if possible) and talk about what has happened:**
Ask staff from the crisis centre/reception centre to be present. It is important to give a correct and concrete account of the situation.

PLEASE NOTE! APPLIES TO ALL INCIDENTS:

Notify your contact person at Save the Children, and fill out the deviation form. You will be offered the opportunity to talk with your contact person at Save the Children or a psychologist if you wish.

**IF THERE IS A PHYSICAL
CONFLICT BETWEEN
CHILDREN**

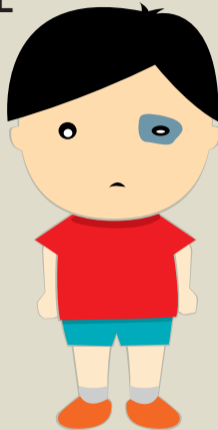


In volunteer work with children, we must provide a safe environment for the activities and act in a way that reduces conflict and respects the children. If there is a physical conflict between children, it is important that you assess the situation and act according to the degree of seriousness.

- 1 Remain calm.
- 2 Address the children involved in a calm and clear manner.

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**IF THERE IS A PHYSICAL
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CHILDREN**

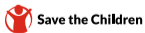


IF THE CONFLICT ESCALES:

- 3 At least 2 volunteers will take responsibility for removing children who are not part of the conflict from the situation.
- 4 Contact staff of the partner and consult with them.
- 5 At least 2 volunteers will assess whether it is possible to gently intervene physically, without harming the children or themselves.
- 6 If volunteers assess that it is not safe to intervene and that the situation is urgent, the police must be contacted immediately.
- 7 As soon as the situation has calmed down, gather the children to talk about what has happened.

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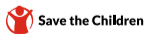
**UNCOMFORTABLE SITUATIONS
- E.G. SOMEONE WATCHING,
FOLLOWING OR TRYING
TO MAKE CONTACT**



- 1 Keep calm.
- 2 Gather the children and keep them calm.
- 3 Assess the situation.
- 4 Alert those responsible for the child to what has happened, if necessary.
- 5 Follow their instructions further.
(Applies particularly to crisis centres).

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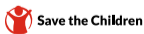
IF A CHILD GOES MISSING



- 1 Keep calm.
- 2 1-2 volunteers look for the child.
Ask passers-by if they have seen the child.
- 3 1-2 volunteers gather the other children and make sure they stay calm.
Ask the other children if they have seen or heard anything.
- 4 Assess the situation and do not wait long before alerting those responsible for the child.
Explain what has happened and what is being done.
- 5 Follow any instructions and or call the police at 112.

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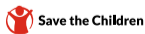
IF A CHILD IS TAKEN/KIDNAPPED



- 1 Remain calm:**
Try to remove children from the situation. Do not pull the child/ children away abruptly. Do not do anything that could put yourself or others in danger.
- 2 A volunteer calls the police at 112 immediately:**
Tell them who you are, where you are, who the issue concerns and what has happened. Follow the instructions of the police.
- 3 Alert those responsible for the child:**
Tell them what has happened and what is being done.
If necessary, ask the crisis centre to notify family members.
- 4 Gather the other children and make sure they remain calm.**

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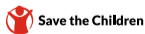
**IF VOLUNTEERS BECOME
CONCERNED ABOUT
A CHILD**



- 1 In emergencies, the police, Child Welfare Services or an ambulance should be notified immediately.
- 2 If the issue is not an emergency, it is sufficient to notify the regional office and tell them why you are concerned.

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NOTIFICATION



Participation in activities, events and projects under the direction of Save the Children should be a safe and positive experience for all children and adults involved in the activities.

If something occurs that you feel should be reported or you suspect a breach of ethical guidelines, you must let the group leader or another contact person at Redd Barna know either verbally or in writing. You can also report your concerns directly to alert@reddbarna.no.

IMPORTANT TELEPHONE NUMBERS

STORED ON THE PHONE

Fire **110**

Police emergency number **112**

Ambulance **113**

Emergency services **116117**

Police/Child Welfare Services emergency unit **02800**

Poison information centre **22591300**

Crisis centre/reception centre _____

Save the Children contact person _____