EDDHT

École
Des Droits Humains
& de la Terre

Politique de Protection de l'Enfance 2026

Introduction

L'École des Droits Humains et de la Terre (EDDHT) œuvre pour la promotion, la défense et la transmission des droits humains auprès des enfants et des adultes. Ses actions éducatives et pédagogiques, impliquent une responsabilité éthique et juridique forte envers les enfants rencontré.e.s.

L'EDDHT s'engage à créer et à maintenir un environnement bienveillant, sécurisant et respectueux, garantissant la protection et l'épanouissement de chaque enfant rencontré.e dans le cadre de ses activités. Fidèle à ses valeurs fondatrices et à sa mission éducative, l'association œuvre à prévenir toute forme de maltraitance, d'abus, d'exploitation ou d'atteinte à l'intégrité des enfants, et condamne fermement ces situations, qu'elles surviennent au sein de l'organisation ou dans un contexte externe.

À travers cette politique, l'EDDHT réaffirme sa volonté de :

1. **OFFRIR UN CADRE SÛR, INCLUSIF ET PROTECTEUR, AU SEIN DUQUEL CHAQUE ENFANT PEUT SE SENTIR ENTENDU.E, RESPECTÉ.E ET PROTÉGÉ.E**

2. **AGIR DE MANIÈRE SYSTÉMATIQUE ET ADAPTÉE FACE À TOUTE SUSPICION DE SITUATION DE DANGER**

3. **INSTAURER DES OUTILS DE PRÉVENTION, DE SENSIBILISATION ET DE FORMATION VISANT À FAVORISER LE REPÉRAGE PRÉCOCE ET LE SIGNALEMENT DES SITUATIONS NÉCESSITANT UNE PROTECTION.**

Cadre juridique et champs d'application

L'EDDHT ancre sa politique de protection de l'enfance dans le droit national français et international, en particulier :

- La loi du 5 mars 2007 relative à la protection de l'enfance, renforcée par la loi du 14 mars 2016, qui affirment que la protection des mineur.e.s doit être fondée sur une anticipation des risques, un repérage précoce des situations de danger et une prévention active. Ces principes guident l'association dans la construction d'un cadre protecteur, fondé sur la vigilance, la formation et la formalisation de procédures de signalement adaptées.
- La Déclaration des droits de l'enfant (1959), affirmant que chaque enfant doit grandir dans un environnement sûr et propice à son développement. L'association veille ainsi à garantir l'accès de chaque enfant à un environnement protecteur, respectueux de ses besoins fondamentaux et attentif à son bien-être.
- La Convention internationale des droits de l'enfant (CIDE, 1989), qui repose sur quatre principes structurants : la non-discrimination, la primauté de l'intérêt supérieur de l'enfant, le droit à la survie et au développement, et le droit d'être entendu et de participer aux décisions qui le concernent.En se référant à cette convention, l'EDDHT affirme sa volonté de placer l'enfant au centre de ses décisions, de promouvoir son expression, de prévenir toute forme de maltraitance et d'adapter ses interventions aux besoins particuliers de chaque mineur.e.

Cette politique s'applique à l'ensemble des membres de l'EDDHT :

- Autorités dirigeantes (Membres du CA) ;
- Salariés ;
- Volontaires en service civique ;
- Stagiaires ;
- Adhérents et bénévoles ;
- Intervenants extérieurs, partenaires et sous-traitants entrant en contact direct ou indirect avec des enfants.

Toute personne intervenant pour le compte de l'EDDHT doit s'y conformer pleinement.

Définitions

Enfant / Mineur : Toute personne âgée de moins de 18 ans, sans distinction de nationalité, de statut administratif, de situation familiale ou de handicap.

Enfant en danger : Enfant dont la santé, la sécurité, la moralité ou les conditions d'éducation sont compromises ou risquent de l'être. Cela peut inclure des violences, de la négligence, des conditions de vie dégradées, un manque de soins, une absence de protection ou un défaut d'accompagnement.

Enfant en risque de danger : Enfant qui n'est pas encore en danger avéré mais pour lequel des indicateurs de fragilité ou de vulnérabilité laissent présager qu'un danger pourrait survenir.

Information préoccupante (IP) : Information transmise au Département/CRIP lorsqu'une situation met potentiellement en danger un enfant ou fait craindre qu'il puisse le devenir. L'IP permet une évaluation pluridisciplinaire par les services de protection de l'enfance.

Signalement : Transmission à l'autorité judiciaire (procureur de la République) lorsque la situation de l'enfant est grave, urgente ou nécessite une intervention immédiate. C'est une obligation légale pour tout professionnel confronté à un danger avéré.

CRIP (Cellule de Recueil des Informations Préoccupantes) : Instance départementale chargée de recevoir, analyser et traiter les informations préoccupantes. Elle oriente l'évaluation et mobilise les services compétents.

Intérêt supérieur de l'enfant : Principe transversal exigeant que toute décision ou action le concernant privilégie ce qui est le mieux pour lui, en tenant compte de ses besoins, de son développement et de sa situation personnelle.

Négligence : Absence de réponse adéquate aux besoins fondamentaux de l'enfant : alimentation, soins, hygiène, sécurité, affection, scolarité, stabilité, supervision, protection contre les dangers. Elle peut être ponctuelle ou chronique.

Maltraitance : Toute violence physique, psychologique, morale, sexuelle, ainsi que toute forme de négligence grave ou d'atteinte à la dignité de l'enfant. La maltraitance inclut les violences commises par un adulte, par un autre mineur ou par une institution.

Prévention : Ensemble des actions destinées à éviter l'apparition ou l'aggravation de situations de risque : vigilance quotidienne, repérage, sensibilisation, création d'un environnement protecteur.

Protection : Dispositifs et mesures visant à mettre immédiatement l'enfant en sécurité et à garantir un accompagnement adapté face à une situation de danger avéré.

Mesures de prévention

Evaluation des risques : Une évaluation des risques de toutes les activités de l'EDDHT sera effectuée. Des stratégies d'atténuation des risques seront élaborées, afin de minimiser les risques pour les enfants, et intégrées dans la conception, la mise en œuvre et l'évaluation des activités qui impliquent ou ont un impact sur les enfants.

Recrutement : l'EDDHT s'assure de l'application des normes les plus élevées dans ses politiques de recrutement, en vérifiant les aptitudes des futurs membres à travailler avec des enfants et leur compréhension de la protection des enfants. Des questions spécifiques sont posées lors du recrutement du personnel. La vérification de l'identité et de l'authenticité des qualifications, la demande de déclaration sur l'honneur de l'absence de condamnations antérieures et l'exigence de trois références sont effectuées dans tous les cas.

Code de conduite : Il est strictement interdit pour les membres de l'EDDHT, directement ou indirectement, volontairement ou involontairement de participer, organiser ou bénéficier, par quelque moyen que ce soit, de toute forme de maltraitance ou de négligences de l'enfant telles que définis dans cette présente politique.

En plus du comportement attendu tel que décrit par le code de conduite de l'EDDHT, les membres de l'association doivent respecter les normes supplémentaires suivantes :

- Traiter tous les enfants avec respect
- Ne pas utiliser à l'égard des enfants un langage ou un comportement inapproprié, harcelant, abusif, sexuellement provocant, avilissant ou culturellement inapproprié
- Ne pas inciter les enfants à avoir des rapports sexuels ou une activité sexuelle, quelle qu'elle soit, y compris en payant pour des services sexuels
- Dans la mesure du possible, veiller à ce qu'un autre adulte soit présent lorsqu'il travaille avec des enfants
- Ne pas infliger de châtiments corporels aux enfants
- Signaler immédiatement les préoccupations ou les allégations d'exploitation et de maltraitance des enfants, ainsi que le non-respect de la politique

Information et formation des membres de l'EDDHT et ses partenaires : la présente politique de protection de l'enfance sera :

- Diffusée sur le site internet de l'association ;
- Signée par l'ensemble des membres de l'EDDHT tels que définis dans le champ d'application, l'exemplaire signé sera conservé par l'association pour ses archives, et en version papier par le membre de sorte qu'il puisse y revenir en cas de besoin ;
- Affichée dans les locaux de l'association ;
- Sur demande, partagée aux partenaires de l'EDDHT.

Une formation visant à renforcer les compétences en matière de prévention et protection de l'enfance sera proposée aux salarié.e.s dont l'ancienneté sera supérieure à 3 ans.

Mesures de prévention - suite

Protection des données et consentement : la prise, la conservation et le partage de photos et d'images des enfants fait l'objet d'une demande d'accord préalable auprès de leurs représentants légaux (recueil du consentement éclairé de ces derniers). Le site internet de l'EDDHT et l'ensemble des outils pédagogiques mis à disposition de manière dématérialisée font l'objet d'une vérification régulière par la Direction de l'association pour réguler son contenu et modérer les propos qui y seraient tenus par l'ensemble de leurs contributeurs, de sorte à assurer la sécurité en ligne des enfants qui les consulteraient.

Mesures de protection

Procédure d'alerte et de signalement d'une tierce partie : tout membre de l'EDDHT qui serait amené à recevoir les confidences de l'enfant , à suspecter ou constater des abus ou violences à l'égard d'un enfant, doit impérativement et immédiatement aborder le sujet avec la Direction et/ou la Coprésidence de l'association, en leur qualité de personnes référentes du report d'une telle situation. Ainsi :

- Toute information préoccupante de type constat de défaut de soins, privations, état de fatigue par carence alimentaire ou sommeil insuffisant etc. fera l'objet par l'une des personnes référentes d'une transmission au Président du Conseil Départemental via la C.R.I.P.

- Pour trouver le service départemental pertinent, consulter : https://lannuaire.service-public.gouv.fr/navigation/cg
- Pour en savoir plus sur les CRIP, consulter : https://sante.gouv.fr/IMG/pdf/2011_guideprat_cellule_depart.pdf

- Tout fait susceptible de constituer une infraction pénale et nécessitant une enquête urgente tels que sévices, violences, suspicion de violence sexuelle fera l'objet d'un signalement auprès du Procureur de la République.

Rappel étant ici fait que l'absence de signalement est pénalement répréhensible (article 434-3 du Code pénal) et qu'une non-dénonciation équivaut à une non-assistance à personne en péril (article 223-6 du Code pénal).

Procédure d'alerte et de signalement d'un membre de l'EDDHT : Toute partie prenante estimant être témoin ou victime d'une violation de la présente politique de la part d'un membre de l'EDDHT peut le signaler immédiatement à l'équipe dirigeante (direction et/ou présidence) qui prendra les mesures nécessaires pour mener une investigation interne.

Sanctions : tout.e salarié.e de l'EDDHT qui contreviendrait aux règles édictées par la présente politique de protection de l'enfance ainsi qu'au respect d'un des droits fondamentaux de l'enfant conformément aux textes précédemment cités, fera l'objet d'une procédure disciplinaire.

Suivi et Evaluation

La politique de protection de l'enfance de l'EDDHT n'est pas figée et a vocation à être évolutive dans le temps. Ainsi, dans un souci d'amélioration continue, elle pourra faire l'objet d'une discussion entre la co-présidence, la Direction et les acteurs de terrain, pour révision éventuelle.

Cette discussion sera également l'occasion pour la Direction et la co-présidence de s'assurer de la bonne compréhension des règles et des enjeux en la matière par les membres en contact direct ou indirect avec des enfants, ainsi que de l'application effective de la politique envisagée.

Tout événement révélant une faille dans les actions et processus mis en place, et notamment un cas de plainte contre la politique de protection de l'enfance de l'EDDHT, nécessitera de déterminer collectivement des actions correctives et entrainera la révision du présent texte pour formaliser et officialiser l'évolution.

Conclusion

La Direction de l'EDDHT est responsable de la supervision de la politique de protection de l'enfance et de son application effective au sein de l'association.

La présente politique de protection de l'enfance constitue une mise à jour de la politique précédente de 2025. Elle entre en vigueur après son approbation par les co-président·e·s, intervenue le 22 avril 2026.

Les membres de l'EDDHT certifient adhérer à ces principes en signant la présente politique de protection de l'enfance.

Fait à Toulouse, le 22 Avril 2026

Signature des co-président.e.s

François CANTIER



Marie HAUDEBOURG



Signature de la Direction



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Former

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CHILD PROTECTION POLICY

The document Child Protection Policy of the Danube 1245 Citizens' Association was adopted at the meeting of the Board of Directors held in the premises of the Danube 1245 Association on August 7, 2024. The meeting was attended by all members of the Management Board.

President of the Board of Directors

Rajko Marinković

Сремски Карловци Дунав Danube 1245 Sremski Karlovci

Sremski Karlovci. 07.08.2024.

About us

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1. Introduction

1.1 The basis

The occurrence of violence and child abuse is a global phenomenon. It happens in all countries and in all societies. It can appear as physical, sexual, emotional abuse, as well as child neglect and negligent treatment, commercial exploitation. Children and adolescents can potentially be exposed to exploitation, abuse, violence and neglect in families, communities, institutions, organizations, in private and public places and in various circumstances. Persons who commit violence against children can be from different backgrounds and with different levels of closeness with the child, including professionals who are engaged in helping and supporting children.

Every child is potentially at risk of abuse and exploitation. Some children, due to their position and the circumstances in which they live, are at a higher risk of experiencing abuse and exploitation (these factors are socio-economic status, gender, disability, ethnicity, social class, etc.). Therefore, it is very important that every person associated with the citizens' association Dunav 1245 understands the occurrence of abuse, as well as their role and responsibilities in the protection of children.

In order to prevent potential abuse and exploitation, as well as to protect children during engagement in the Dunav 1245 citizens' association, we have adopted these Guidelines for the protection of children.

This document contains the basics for creating child protection procedures and as such is binding for all associates and volunteers who are engaged in programs related to children and work with children, members of the Management Board, and all other bodies that Dunav 1245 forms in the course of its work. .

United Nations Convention on the Rights of the Child. We believe that the protection of children is necessary in order for children to exercise their rights, to provide them with full information and a space in which they can express their opinions and communicate effectively with other children and adults. Children can be empowered agents of change to improve their lives and the lives of their families and communities only if they are protected from abuse, discrimination and harm, be it physical, sexual, emotional abuse or neglect.

In addition to international documents, the work of the Dunav 1245 association in the area of protecting children from neglect, abuse and violence is also based on the national strategic and legal framework, as well as accompanying protocols. These are: National strategy for prevention and protection of children from violence; Family law; Law on Suppression of Domestic Violence. In the area of protecting children from neglect, abuse and violence, Dunav 1245 also acts in accordance with the General Protocol for the Protection of Children from Neglect, Abuse and Violence (2005).

2. Danube 1245 Child Protection Policy

This Policy was drafted in accordance with the Guidelines for the Protection of Children MODS (Network of Organizations for Children of Serbia - MODS is an alliance of associations that consists of over 100 member organizations dealing with the protection and promotion of children's rights in Serbia) and as such was created with the aim of:

- application of four standards (Standard 1 Policy; Standard 2 Personnel; Standard 3 Procedures and Standard 4 Accountability)
- application of the highest standards of professional behavior and professional practice;
- protection of children during their participation in various activities within the Danube 1245.

The standards describe good practice for the Danube 1245 organization to ensure that their programs, operations, staff and partners do not put children at risk of harm and to enable them to respond appropriately when problems and incidents arise. As such, these standards provide comprehensive benchmarks for preventing harm to children and are complementary to other standards and principles.

2.1 Standard 1 **Policy**

2.1.1 Basic principles and values of Dunav 1245 in relation to child protection

These Child Protection Policies refer to the protection of children as defined by the MODS child protection guidelines, i.e. the United Nations Convention on the Rights of the Child. The United Nations Convention on the Rights of the Child should be viewed holistically, as a comprehensive framework for the protection, care and participation of all children.

All children participating in Dunav 1245 activities, projects and programs have the right to have their health, safety and well-being prioritized; the right to promote and protect development so that they can realize their full potential; the right to be respected and understood in the context of their own culture, religion and ethnicity; the right to be heard and to have their opinions carefully considered and the right to be encouraged and assisted in participating in decisions that affect them, including child protection decisions.

2.1.2 Children's participation

Effective protection of children implies the participation of children in protection mechanisms and promotes the participation of children.

Dunav 1245 strives to provide a space where all children are freed from all forms of violence. Dunav 1245 also strives to empower children by making them aware of their rights and creating a safe environment in which they can exercise those rights.

Children's participation should be based on nine principles that enable safe and inclusive children's participation:

1. Participation is transparent and informative

2. Participation is voluntary

3. Children's participation implies respect for children's dignity

4. Participation is relevant

5. Participation is suitable for children

6. Participation is inclusive

7. Participation is supported by training

8. Participation is safe and risk sensitive

2.1.3 Application and responsibility

These policies include measures related to recruitment procedures, review of management structures, creation of space for children's free expression, staff training and development of transparent protocols. The standards they contain are a tool for promoting the well-being of children in the activities, projects and programs of Dunav 1245.

An integral part of the Child Protection Policy are special procedures and checklists. These include procedures for reporting and responding to behavior that does not comply with child protection standards.

2.1.4 What does violence against children include?

The most common forms of violence against children - definitions

Physical violence against a child is that which leads to actual or potential physical injury as a result of some interaction or lack of interaction, which falls under the reasonable supervision of a parent, or a person in a position in which he has responsibility, power over the child or his trust (WHO, 1999). It includes a wide range of activities such as hitting, beating, kicking, pulling hair, biting, suffocating, shoving, burning, poisoning, strangling, tying with a string or chain, forcing a child to remain in a position that causes pain or is humiliating as punishment, threat with a knife or gun and others. It can manifest itself as an isolated incident or repeated activity of a chronic nature.

Corporal punishment of a child in order to correct or control behavior is child abuse.3 In general comment no. 8 (paragraph 11), the Committee defined "corporal" or "physical" punishment as any punishment in which physical force is used with the intention of inflicting a certain, even minimal, degree of pain or discomfort. In most cases, this refers to hitting children ("slapping", "slapping", "slapping on the buttocks"), with a fist or some object - a whip, rod, belt, shoe, iron.

Emotional violence, which is stated in art. 19 of the Convention on the Rights of the Child as "mental violence", it is often described as psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect and it can include actions that are belittled, denigrated, blamed without reason, threatened, intimidated, restricts the child's movement, discriminates, ridicules or engages in other forms of non-physical, hostile or dismissive treatment of the child.

Sexual violence is the involvement of a child in a sexual activity that he does not fully understand, with which he does not agree or for which he is not developmentally mature and is unable to agree with it, or one that violates the laws or social taboos of society (WHO, 1999). . The Council of Europe Convention on the Protection of Children from Sexual Exploitation and Sexual Abuse expressly states that sexual abuse of a child includes the following types of intentional behavior, which should be criminalized: a) engaging in sexual activities with a child who has not reached the legal age in which sexual activities are allowed; b) engaging in sexual activities with a child when coercion, force or threats were used; or, abused recognized position of trust,

authority or influence over the child, including the position in the family; or, abuse of a particularly sensitive situation in which the child is, his vulnerable position, primarily due to mental or physical handicap or addiction. Sexual violence also includes the exploitation of children in prostitution and pornography, which is described as child exploitation.

Neglect and negligent treatment is the negligence or failure of a parent, guardian or other care provider to ensure the child's development in any or all areas: health, upbringing and education, emotional development, nutrition, housing and safe living conditions, and within the family's reasonably available means or care provider, which impairs or is likely to impair the health of the child or his physical, mental, spiritual, moral or social development. It also includes the failure to perform proper supervision and protection of the child from injury to the extent that it is feasible. (WHO, 1999). Neglect can be physical, emotional, medical and educational neglect or a combination of these forms.

Exploitation of a child refers to the use of a child for work or other activities, for the benefit of other persons. These activities impair the physical or mental health, education of the child, his moral, or social and emotional development (WHO, 1999). The following acts are child exploitation:

● Child abuse in child trafficking, prostitution and pornography; Child trafficking includes luring, transporting, transferring, hiding or accepting a person under the age of 18 with the threat or use of force or other forms of coercion, kidnapping or deception, fraud, abuse of power or a state of vulnerability, giving or receiving money or privileges for obtaining the consent of a person who has control over the child, with the aim of exploiting him. Enticing, transporting, transferring, harboring, or receiving a child for the purpose of exploitation is considered "trafficking in human beings" even if it does not involve the aforementioned means;

● Exploitation of a child for prostitution means hiring a child to engage in prostitution or inducing a child to participate in prostitution, forcing a child into prostitution or making money from some other form of exploitation of a child for such purposes.

● Exploitation of a child for pornography includes producing, offering or making available, distributing or transmitting, obtaining, brokering child pornography, or knowingly obtaining access through information or communication technology to child pornography.

Recruiting a child to participate, leading or forcing a child to participate in pornographic performances, or making money or any other form of exploiting a child for such purposes, as well as knowingly attending pornographic performances in which children participate constitutes sexual violence against a child.

● Abuse of child labor. The abuse of child labor is considered to be that child's work, which is mentally, psychologically, socially and morally dangerous and harmful to the child and which affects the child's education by making it impossible for the child to attend school, obliges the child to leave education early, or forces the child to attend school under extremely difficult conditions, including the worst forms of child labor according to the Convention of the International Labor Organization no. 128.

● Child trafficking for the purpose of adoption is recognized as the taking away of a person who has not reached the age of sixteen for the purpose of his adoption contrary to current regulations, the adoption of such a person or mediation in such an adoption, as well as buying, selling, handing over, transporting, providing accommodation or hiding.

● Abuse of a child for medical or scientific purposes, through the inclusion of a child in experiments that may be harmful to the child's development, and abuse in the trade of organs;

● Social exploitation of children, which includes all forms of child abuse in the media, for advertising purposes, in political party campaigns, etc.

Violence among children (also called peer violence) is a deliberate, conscious desire to upset/harass, intimidate, cause injury to another person - a peer. The most common forms of peer violence are: verbal abuse, stealing and destroying things, forcing and blackmailing others to do what they were ordered to do, beatings and physical

injuries, financial blackmail, threats with weapons and sexual violence, social isolation of the child, ridicule, insults.

Gender-based violence among children is any act of violence against a person due to gender, sex or sexual orientation, and may include gender prejudice and discrimination (sexism), gender stereotyping and sexual objectification, sexual harassment, violence in (early) partner relationships, violence due to sexual orientation and other forms of physical, sexual and psychological gender-based violence.

Digital violence is the use of digital technology with the aim of upsetting, hurting, humiliating and harming another person. It is carried out in the form of: messages sent by e-mail, text and video calls, via social networks, via a website (web site), chatting, inclusion in forums, etc. Other terms for this type of violence can be found in the literature, such as: bullying in the digital world, electronic violence, violence on the Internet, online violence, cyberbullying, etc.

Institutional violence is violence committed by professionals in institutions, and it can include direct violence towards service users, as well as attitudes and behaviors that lead to insensitive treatment, neglect of needs and denial of help, minimizing the violence committed or its consequences, blaming the victim, ineffective, ineffective and unrelated actions, which contribute to the re-victimization of service users, i.e. victims of violence.

2.1.5 The need to develop a policy for the protection of children

Child protection policies are needed for the following reasons:

- Protection of the organization's staff: All children have the right to be free from all forms of violence, abuse and exploitation based on the United Nations Convention on the Rights of the Child. That is why Danube 1245 is responsible for making all activities, guidelines, projects and programs "safe for children". This means that staff do not pose a risk to children and that programs, policies and practices can be established and developed to promote the protection of children.
- Child protection: Some children are at particular risk of experiencing abuse, exploitation and violence by adults - parents/guardians, project workers and those who have access to their personal data. Many children growing up in risky circumstances have already experienced the breakdown of trust or the abuse of adult-child relationships in the form of physical, psychological or sexual abuse.
- Protecting the organization and its reputation: Organizations without guidelines, instructions and protection systems are at greater risk of acting ineffectively when child abuse occurs, from reporting to prosecution. They are also at risk of abuse of child abuse reports.
- Without proper child protection policies and standards in place, allegations of abuse, whether substantiated or unfounded, can destroy an organization's reputation. This leads to serious consequences for the entire functioning of organizations dealing with the protection of children's rights.

2.1.6 Implementation of the Child Protection Policy

Danube 1245 child protection policy obliges:

- Staff engaged in the implementation of activities within Danube 1245, including members of the Management Board and members of all other bodies, in accordance with the Statute, as well as volunteers and other persons who are involved in a certain way in the implementation of Danube 1245 activities;

- External consultants (individuals and legal entities) engaged in certain projects, in accordance with the needs of Danube 1245;

- All adults accompanying children to events and activities organized by Danube 1245;

- Everyone who participates in events and meetings organized by Danube 1245 and attended by children, including journalists, sponsors, donors, etc.

All persons listed above are expected to be familiar with child protection policies and undertake by signing to adhere to their principles and procedures.

2.1.7 Notification

For the effective implementation of the Child Protection Policy, it is necessary that all those to whom it applies fully understand its meaning. Danube 1245 will ensure that those to whom the Policy applies are informed of this Policy and act in accordance with all its provisions and do not harm children who potentially come into contact with them as part of or outside of their work.

The Child Protection Policy will be delivered to all individuals and organizations that start any type of engagement in/with Danube 1245.

The Policy Implementation Coordinator will be responsible for providing a copy of the Policy to all individuals or organizations organizing meetings on behalf of Danube 1245 or traveling with children to events organized by Danube 1245. Organizations will be required to inform their working and traveling staff of this Policy with children to events to which Danube 1245 is invited, as well as to inform parents, guardians and children about their right to protection and available reporting mechanisms.

2.1.8 Danube 1245 child protection policy in relation to external partners

The Danube 1245 child protection policy should apply to all external partners when they collaborate and participate with children in Danube 1245 events. From 2024, new partner organizations will be required to demonstrate the existence of their own child protection policy. If there is no child protection policy, they will be motivated to develop one, and in the case of partner projects, to adopt the Danube 1245 child protection policy and demonstrate their commitment to developing their own child protection policies and procedures, which reflect the local context and legal framework. In case of persistent bad or extreme practice or abuse within a certain partner organization, Danube 1245 may decide to terminate the partnership with this organization. However, we will always seek to work with partners to improve practice and resolve issues in an open and constructive manner before considering ending the partnership.

2.1.9 Risk assessment and design of safe programs

Danube 1245 is committed to designing and providing programs that are safe for children. Risk assessment is therefore carried out when designing our projects and activities and security strategies developed accordingly. Risk mitigation strategies will be developed to reduce risks to children and will be incorporated into the design, implementation and evaluation of programs, projects and activities involving or affecting children.

2.2 Standard 2 **People**

2.2.1 Staff and employees

All personnel engaged in Danube 1245, as well as appointed members of the bodies of Danube 1245 and others (consultants, volunteers, etc.), are required to complete the following procedures before receiving employee/appointed status:

Acquaintance with the content of the Child Protection Policy and acceptance of the prescribed standards by giving consent in writing to adhere to the principles and procedures contained in the Child Protection Policy.

When starting engagement and appointment to certain positions, this implies:

- That employees, volunteers, interns and consultants are hired with a clear job or role description that includes a statement of responsibility for complying with the Danube 1245 Child Protection Policy.

- That all employment interviews should include a conversation about child protection and care, when it comes to finding out whether and how many candidates understand that principle, as well as the principles and values of Danube 1245 a that relate to child protection.

- That the basic standards and principles from the Danube 1245 Child Protection Policy are incorporated into the contract that regulates the engagement of a person in Danube 1245, so that it represents a mandatory provision of the contract that the contracting parties are obliged to respect.

Signing a personal statement stating any criminal convictions, including sentences served as well as misdemeanor proceedings. The application forms for work at Dunav 1245 contain a question asking for consent to obtain information about previous convictions/ongoing disciplinary proceedings.

Submitting the contact information of two people for the purpose of giving a recommendation. The persons submitting the recommendation should know the person for whom they are vouching for with their recommendation for at least two years, so that these persons are not family members or related to the person applying, and that the person making the recommendation has been informed about the candidate's experience and suitability for working with children . The identity of persons providing references will be verified.

2.2.2 Training and education

Education and training are essential to the implementation of the Child Protection Policy. This entails the following:

1. At the beginning of their engagement (within 3 weeks after taking up the position), staff members/volunteers/interns/members of the Management Board and other bodies of Dunav 1245 will undergo introductory training on the application of child protection policies and procedures. The content of the training includes familiarization with the instructions for behavior for those who are in direct contact with children and instructions on the adequate sharing of data about children. The training will also enable staff to identify sources of support for children and their families.

2. All employees, consultants and volunteers will undergo child protection training, in accordance with their role and responsibilities.

2.2.3 Management

Managing the Child Protection Policy involves monitoring the implementation, evaluating the effects of the implementation and reporting on the implementation of the Policy. In order to administer the Policy, a child protection contact person will be appointed who will be responsible for:

➢ Improving awareness of the Child Protection Policy and its implementation in the organization.

➢ Monitoring the implementation of the Policy and reporting on events at team and Board of Directors meetings.

➢ Development of child protection training resources as needed.

➢ Sharing knowledge about best practices and legislative framework in the area of protecting children from violence.

➢ Acting as a source of support and information for staff on safeguarding issues.

Information about the contact person in charge of managing the Policy will be available and visible in the Danube 1245 office, as well as on the Danube 1245 website, and new staff will be introduced to this role in a timely manner.

The Board of Directors will have overall responsibility for overseeing and ensuring the implementation of the Policy.

2.2.4 Child privacy protection

The protection of the child's privacy refers to the child's private data, as well as photos, texts, films and other materials about children that are produced for the purposes of public display.

Any information about the child's history, health status or family background must be carefully guarded by the administration of Danube 1245. This information must be handled with confidentiality and discretion.

The disclosure of personal data about children is allowed only among employees, volunteers, consultants and members of the Danube 1245 Board of Directors for the purpose of protecting the rights of children.

An integral part of the Child Protection Policy are the specific procedures and checklists referred to in Chapters 6 and 7 which deal with the implementation strategy of the Child Protection Policy, including reporting procedures and monitoring and evaluation procedures.

Danube 1245 respects the child's right to privacy in its work. All collaborators and external partners involved in the dissemination of information about children and the production and distribution of material for public display shall act in accordance with the following guidelines:

- When producing material for public display that depicts a child, we ask both the child and his/her legal representative (or adult caring for the child) for permission to do so.
- We don't actively ask children to do or say anything that might make them feel portrayed as 'objects of pity' (eg talk about their past or ask for donations).
- We use children's names carefully, especially when they are linked to sensitive information about the children's lives (eg family background, their health, disability or negative behaviour).
- We act carefully when it comes to combining textual and visual information whenever the text includes sensitive information about a child and whenever a photo or video shows sensitive aspects of a child's life and reveals his or her identity.

2.2.5 Danube 1245 Code of conduct regarding child protection

Danube 1245 is dedicated to the complete protection of children from all forms of abuse and exploitation. In this sense, Danube 1245 will undertake all necessary actions to prevent such situations and/or in order to provide the necessary assistance to children in such situations. Danube 1245 will respond to all reports of suspected abuse based on its Child Protection Policy, regardless of the nature of the report, who the reporting person is, or where they are from.

This Code of Conduct contains instructions on the standards of ethical and correct behavior of adults towards children, and of children towards other children. The code of conduct respects the best interest of the child as one of the basic principles and rights of the child. Danube 1245 aims for everyone, children and adults, to safely and happily participate in the work and activities of Danube 1245. Therefore, we list several instructions that the staff engaged in Danube 1245 should adhere to:

- Find out what acts and omissions in relation to children constitute neglect, abuse and exploitation of children (covered by the Child Protection Policy) and find out what all the provisions of the Policy are.
- Recognize the signs of abuse and report any suspicions to the child protection contact immediately.
- Be familiar from the beginning with who the contact person in charge of child protection in Dunav 1245 is.
- Follow procedures for reporting suspected child abuse.
- Respect the basic rights of others by acting fairly, honestly and tactfully and treating people with dignity and respect.
- Treat all children equally: implement work based on inclusive principles and include all children without discrimination.
- Actively work to ensure that there is the highest level of respect for each other.
- Maintain high standards of personal and professional conduct with yourself and others.
- Protect the health, safety and well-being of yourself and others.

- Be aware of high-risk situations when it comes to a group of children (for example, leaving a group of children of higher and lower calendar ages unattended, as well as situations of discrimination against children)
- Be aware that there is a risk of peer violence
- When talking to children, use child-friendly vocabulary in such a way that your expressions, actions and relationships do not endanger children in any way

- Develop special measures/supervision to protect younger and especially vulnerable children from abuse by peers and adults.

- Provide a favorable environment for the personal, physical, social, emotional, moral and intellectual development of children.

- Encourage and respect the expression of children's opinions and views.

- Limit children's access to inappropriate electronic material and/or do not expose children to such material.

- Always respect the confidentiality of children's personal information.

- Obtain the written consent of the child and parent/guardian when photographing, recording or requesting personal information for activities.

What is prohibited:

- Do not engage in any form of sexual activity with children.
- Avoid actions or behaviors that could be interpreted as bad practice or potential abuse. For example, never behave in an inappropriate or sexually provocative manner.
- A child may never spend the night in an adult's room or sleep in the same bed with an adult (unless both the child and his parent/guardian have previously given their consent).
- If children have the skills to do certain things independently (including dressing, bathing and cleaning), allow them to do it independently. If they need support, provide it in that area in an adequate way.
- Any form of discrimination, humiliation, disparagement or degradation of children is prohibited. This includes anything that can be considered emotional abuse (eg a way of expressing yourself that mentally or emotionally abuses a child or telling a story/showing pictures that mentally or emotionally abuse a child).
- The use of physical punishment as a method of disciplining children is prohibited
- Do not act in any way that may lead to abuse or put others at risk of abuse.
- Do not condone violations of this Code by others - staff, interns, consultants, etc.
- Do not allow children to play sexually provocative games with each other.
- It is forbidden to kiss, hug, caress or touch the child in an inappropriate way.
- Do not suggest inappropriate behavior or relationships of any kind between children
- Do not take photos and film or ask for personal data if they are not needed for the implementation of Danube 1245 activities.
- It is forbidden to use contact information of children in an inappropriate way (including promotion on social networks, etc.)

Report any suspicion of child abuse and neglect to the contact person for child protection.

2.3 Standard 3 **Procedures**

2.3.1 Implementation strategy: application procedures

All personnel engaged in Danube 1245 should know the indicators that indicate that a child needs help. The decision on whether to report suspected child abuse is the responsibility of the person who notices that there is a basis for a report. The reporting procedure should be known to everyone so

that everyone is sure of what steps are necessary to take to ensure the safety of children and other witnesses.

If there is a suspicion that one of the staff or associates and volunteers has violated a provision of the Child Protection Policy, it is necessary to report it to the contact person for child protection via the reporting form in connection with the protection (annex 2), immediately after the suspicion arises. The basic principle here is that the safety of the child is always the most important factor. These records will be kept securely with access restricted to the Child Protection Contact or the President.

At meetings and in activities in which children directly participate, children will be informed about the Danube 1245 Child Protection Policy, the code of conduct, the existence of a contact person for child protection and the mechanism for submitting complaints in a child-friendly manner.

2.3.2 Child protection process

Recognizing and reporting suspected violence

The first step in protection is the discovery of child abuse and neglect, and it is also the most sensitive part of that process, on which the further course of child protection largely depends. The first phase of response also differs in relation to whether the suspicion of violence against a child refers to a person within the organization (internal) or the knowledge of the suspicion of violence refers to a situation outside the organization (external).

If the problem is internal and related to the behavior of staff, volunteers, trainees, member or members of the Board of Directors, it is necessary to consider whether it is necessary to report the case to the competent authorities. If it is decided not to report the case to the competent authorities, an internal protection procedure is applied. If the need arises, the case is reported to the competent authorities, and the action of the authorities is further monitored, and then a decision is made on the further reaction, recording of the case and the measures taken. If the problem is external, i.e. employees or engaged in Danube 1245 and appointed to positions in the bodies of Danube 1245 have knowledge of suspected violence against a child, they are obliged to act in accordance with the General Protocol for the Protection of Children from Neglect and Abuse and violence (2005). After consultations within Danube 1245, knowledge of the case is reported to the appointed contact person for child protection. The contact person for child protection is obliged to report it to the competent authorities: the center for social work, the internal affairs authority and the public prosecutor immediately after receiving information about suspected violence. Knowing that there is a suspicion of violence can come from:

- recognizing signs of injury on the child or behavior of the child and family that indicate the possibility of abuse/neglect of the child.
- trust, which can be direct - from the child himself or indirectly - from other persons who have knowledge or suspicion that the child has been abused (parent or other family member, neighbors, peers, teachers).

Reporting suspicions to the center for social work The report is made to the competent center for social work according to the place of residence of a child who is suspected of being a victim of violence. The application can be made in writing or orally, including by telephone. If the application is made verbally (telephone conversation), it is recommended that the oral application be accompanied by a written application within the next 24 hours.

2.3.3 Implementation strategy: internal protection procedure

In the event that it is established that the Child Protection Policy has been violated by persons employed in Danube 1245, Danube 1245 will immediately suspend that person from duty. Danube 1245 reserves the right to take disciplinary and other measures against any person found to have violated the Policy.

If there is a suspicion that one of the staff has violated the guidelines, the contact person will report it to the president of the Board of Directors immediately upon learning, and the president of the Board of Directors will convey this information to the Board of Directors as well as a proposal for measures that should be taken against the suspected person. that she violated the guidelines.

If there is knowledge that employees, engaged associates, volunteers or adults accompanying children have violated the Child Protection Policy at meetings and activities organized by Danube 1245, it is necessary to report it to the Danube 1245 contact person for child protection immediately. Danube 1245 contact person for child protection will investigate complaints or problems confidentially and discreetly and report them to the President of the Board. If possible, the Danube 1245 contact person for child protection, together with the President of the Board of Directors, will talk to the person responsible for the incident and/or his organization in order to change the behavior or actions of that person/organization. In the event that a person or organization is unwilling or unable to change its behavior in accordance with the standards of the Child Protection Policy, the President of the Board of Directors will report this to the Board of Directors, which may suspend further cooperation with this organization in activities that directly involve children. The organization has the right to appeal the decision of the Board of Directors. In such cases, the organization must write to the president of the Danube 1245 Board of Directors within a week of receiving written confirmation of the outcome of the appeal and explain the reasons for the appeal. The President of the Board of Directors will consider the appeal. This involves reviewing evidence and reports and may include direct interviews with staff and others. The President of the Board of Directors of Danube 1245 will make the final decision, which will be confirmed in writing. The decision from the appeal procedure is final.

If it is a criminal act, based on the decision of the Management Board, Danube 1245 will file a criminal complaint with the competent internal affairs authority and/or child protection services.

2.3.4 Guidelines for communication and media

This chapter refers to the principles that Danube 1245 uses when it communicates externally about its work and the work of the organizations it cooperates with. It contains general principles for the safety of children at all times, as well as specific instructions that must be followed by employees and those engaged in Danube 1245, as well as photographers, film crews and visiting journalists.

All child protection measures in the Child Protection Policy are equally applicable in the activities of Danube 1245 in the media and in other communications, including the use of social networks.

In order for all children to be protected in all situations, it is important to obtain the written consent of parents/guardians for photographing children and/or making statements of children, which will be used in public.

Any public participation of the child will be carried out exclusively for the purpose of promoting the rights of the child. (Annex 3 contains a special consent form for public participation).

2.3.5 Principles that are respected when portraying children in the media

When reporting on children, when cooperating with Danube 1245, the media in Serbia are obliged to act in accordance with the Serbian Code of Journalists.

• Any participation of children in the media should be in the best interest of the child.

• In their reporting, the media is obliged to respect the rights and dignity of the child

• The use of discriminatory or humiliating expressions is prohibited.

The following are instructions for the use of photographs, films and stories in which children are participants in order to protect children and information about children.

When reporting on Danube 1245 (publishing news, videos, photos with children), the following principles apply:

Dignity: The dignity of the child is respected at all times. It is forbidden to use words that degrade or victimize a child. In photographs, children should always be appropriately dressed, and it is forbidden to display photographs in which children are shown in poses that could be interpreted as sexually provocative.

Accuracy of data presentation: Exposure of children in the media must not be done in a manipulative or sensationalist manner. Photos and stories should provide a balanced view of the child's life and circumstances. There needs to be a balance between negative images and images that encourage or show the progress children are making. In communications, generalizations that do not reflect the exact nature of the situation should be avoided, and photos should not be taken and used out of context.

Privacy: No information will be used that could identify or put a child at risk.

Danube 1245 will take care of:

➢ That the child's identity will not be revealed, but that he will be disguised with initials. It is not allowed to display any information that refers to the identity of the child (house, yard, school, etc.).

➢ That information about the child/children's life and photographs of children (including information stored on a computer) be stored in protected files. Access to them should be limited to those who need to use them during work.

➢ That photographs taken should focus on the activity and, where possible, include groups of children rather than individual children.

➢ Danube 1245 is committed to representing children from different social groups in its publications and videos - boys and girls, of different ages, abilities and ethnicities. Danube 1245 will take care that the communication material represents the diversity of children, which reflects the value that Danube 1245 stands for - respect for diversity and non-discrimination.

Complaint procedure: All complaints about or suspicions of inappropriate photos should be reported and recorded as well as other child protection issues.

2.3.6 Informed consent

Before taking any photos, recording videos or seeking personal data about the lives of children that can be used with materials authored by Danube 1245, it is necessary to obtain informed consent from the child's parents/guardians. Informed consent means that before the consent of the parents/guardians is requested for the child's participation in photography/filming, the parents/guardians of the children are provided with all the necessary information as well as how the

photo/film will be used. Parents are not obliged to give their consent. Also, it is necessary to inform the children about everything and ask for their consent.

Consent must be obtained by filling in and signing the consent form for public participation (in the consent forms in annex 3).

Danube 1245 will keep media consent forms and other consent forms in its records.

Obtaining prior written consent does not mean that there is no need to obtain verbal consent when taking photos/videos/interviews.

2.3.7 Interviewing children

When interviewing children, it is necessary to follow certain basic principles in order to respect the dignity and rights of children.

➢ Informed consent: In terms of interviews, informed consent includes explaining the topics that will be covered in the interview and the child's right to withdraw consent at any time. The person conducting the interview should check at the beginning of the interview whether the child understands the consent.

➢ Providing support: Another person the child knows should be present during the interview. Whenever possible, the child should be given a choice about the person who supports him during the interview.

➢ Respecting the right to say "no": Inform the child before the interview begins that the child should only talk if he feels comfortable and that he can stop and withdraw consent at any time.

➢ Gender: Consider the different needs of boys and girls and whether they would be more comfortable talking to a person of the same or different gender. Gender must be taken into account when deciding on topics that can be discussed.

➢ Respecting the right to information: If the interview is recorded in some other way, it is necessary to explain it to the child and verbally ask for their permission for it.

2.3.8 Visits by photographers, film crews, journalists and others

When organizing visits by external photographers, film crews, journalists or visitors, and on the occasion and within the framework of Danube 1245's projects, activities and publications, take special care to:

Journalists, photographers/film crews must fully familiarize themselves with the Danube 1245 Child Protection Policy before meeting the children they will be interviewing, photographing or filming. They need to agree with their signature to abide by this Policy.

Photographers and filmmakers are not allowed to spend time with or have unsupervised access to children. Danube 1245 staff must be present at all times.

Children, parents/guardians must be informed of how the film, photo or story will be used and consent must be obtained. This consent is different from the consent they have given to use the material for the activities of Danube 1245 or the national/local organization in which they are involved.

Copies of the photos, film and story should be sent to the organization (member) who will forward them to the children.

In order to protect children's confidentiality and privacy, Danube 1245 must be notified of how the photographer or filmmaker intends to use the photos or stories. Danube 1245 reserves the right not to allow use if it considers that it does not comply with the Child Protection Guidelines and principles for media and other communication.

If the photos or any material is used by another organization, it must be attributed to Dunav 1245 or the photographer's name with an appropriate caption ©.

2.4 Standard 4 **Accountability**

2.4.1 Responsibility: Monitoring and evaluation of child protection policy

The goal of monitoring and evaluating the Child Protection Policy is to contribute to well-founded changes and additions to the Child Protection Policy based on experience from practice.

Danube 1245 will regularly monitor the implementation of the Policy and procedures for the protection of children. The contact person for child protection reports annually to the Board of Directors on progress, performance and lessons learned. Those reports are an integral part of the Annual Report on the work of Danube in 1245. Monitoring and evaluation will be carried out by monitoring the extent to which the standards from the Child Protection Policy are applied and whether protective measures are working. This will be done by conducting a survey with the employees of Danube 1245, the Management Board of Danube 1245, and others engaged in Dunav 1245 (volunteers, consultants...) on how the standards from the Child Protection Policy are met, how effective they are. and what needs to be improved.

In addition to the general monitoring and evaluation of the Child Protection Policy, reactive monitoring will be carried out after potential incidents, which will contribute to improving the application procedures and the learning process at Danube 1245. If necessary, the Danube 1245 Child Protection Policy or application procedures will be amended and/or supplemented.

An internal audit of the Policy will be conducted every three years and its results will be approved by the Management Board. In addition, the review of the Policy and Practice will be performed by an external evaluator when Danube 1245 has the means to provide it.

2.4.2 Statement of commitment to child protection policy

The statement is signed by every person engaged in Danube 1245 or in any other way cooperating with Danube 1245 on programs that directly or indirectly target children.

Me, _____, I have read and understood the standards and instructions set forth in this Child Protection Policy. I agree with the principles contained in and accept the importance of implementing and promoting the child protection guidelines, procedures and practices contained in this document while working or cooperating with Danube 1245.

In addition, I understand that compliance with the Danube 1245 Child Protection Policy includes the following: checking criminal convictions related to working with children; signing a personal statement listing all criminal convictions, including those deemed served, reporting any previous investigations or allegations against me related to child protection issues and providing two character references._____ (Name)

_____ (Position/role)

_____ (Signature)

_____ (The date)

2.4.3 Character recommendations

To be filled out by every newly hired person or candidate for any position on programs that directly or indirectly relate to children

Provide the name, address and contact information of two character references who you have known for at least 2 years, excluding family members:

Recommender name:

Address:

Phone number:

Email:

Recommender Name:

Address:

Phone number:

Email:

Statement of criminal convictions

Statement of criminal convictions? Yes ____ No _____

f so, provide details of any criminal convictions, including those considered "time served" and report any previous investigations or allegations against you.

The child protection contact person at Danube 1245 will keep these statements confidential and will assess whether they pose a risk or comply with Danube 1245's child protection guidelines.

Name and surname:

Signature

_____

The date

Annex 1: Recognizing signs of abuse (indicators)

Recognizing the signs of potential abuse is complex and there is no simple checklist that would allow for easy recognition. There are potential warning signs to look out for, but you should evaluate them carefully. It should not be automatically assumed that abuse is occurring. However, it is equally important not to dismiss suspicions or ignore signs of abuse. You should discuss these with the Child Protection Contact as soon as possible to decide the most appropriate response.

Possible signs of physical abuse: • Bruises, burns, sprains, sprains, bites, cuts • Implausible explanations of injuries • Refusal to talk about injuries • Withdrawal from physical contact • Long sleeves and pants during warm weather • Unwillingness to participate in physical activities that may involve removing clothes, e.g. sports • Fear of returning home or contacting parents • Wariness or mistrust of adults • Tendencies towards self-harm • Aggressiveness towards others • Passivity and obedience • Chronic running away	**Possible signs of neglect:** • Frequent hunger • Taking food scraps from bins or plates or stealing food • Poor personal hygiene • Constant fatigue • Inappropriate clothing, e.g. summer clothes in winter • Frequent tardiness or absence from school • Untreated health problems • Low self-confidence • Bad social relations • Compulsive stealing • Taking drugs or alcohol
Possible signs of emotional abuse: • Delay in physical, cognitive or emotional development • High anxiety • Difficulty speaking or a sudden speech disorder • Fear of new situations • Low self-confidence • Inappropriate emotional responses to situations • Extreme passivity or aggressiveness • Taking drugs or alcohol • Chronic running away • Compulsive stealing	**Possible signs of sexual abuse:** • Age-inappropriate sexual behavior or highly sexualized expression • Nocturnal urination or defecation • Pain in the anal or genital area • Sleep problems • Fear of being with adults • Promiscuity • Extreme risky behavior in adolescents

Some of the indicators of undesirable behavior of adults, and represent the risk that child abuse happens/happens:

● A person in whose presence the child's behavior changes significantly, e.g. becomes withdrawn, fearful, anxious or agitated

● Asks the child to lie or keep secrets

● Violates the organization's code of conduct/conduct protocols

● Initiates private contact with the child, in person, by email or phone

Annex 2: Application form for child protection

If you become aware that a child may be at risk, please complete this form to the best of your ability. Please note that child protection concerns must be reported directly (orally or in writing) to the child protection contact person in Danube 1245 (preferably on the same working day). Depending on the urgency, you could complete this form before contacting the child protection contact or complete the report afterwards.

You can also report an accident or incident using this form. An accident is an unplanned event that has resulted or could have resulted in injury, damage to equipment or property, or endangerment of the environment. An incident is an unpleasant or unusual event.

The report should be written and signed by you alone to guarantee confidentiality. You should only send it to the Child Protection Contact who will keep it in a safe and secure place as strictly confidential.

1. About you	
Recommender name:	
Program/project in which you are engaged:	
Position/role:	
The nature of your contact with the child:	
Phone number:	
Email:	
2. About the child	
Name and surname of the child:	
Gender of the child:	
Age of the child:	
Child's address:	
Parents/guardians of the child:	

Has the child received any treatment?	Yes No
If yes, the child received treatment from:	
Taken to a health facility:	Yes No
If so, to which health facility and how?	
3 About the problem; details of the incident	
Are you:	a) You saw the incident b) You suspect the incident c) Someone pointed out the incident to you
If someone else told you about the problem, state who it is and what their relationship is with the child:	
What happened? Explain the cause (how and why) if known. If you provide personal observations, distinguish between facts and opinions or allegations (e.g. child's emotional state, visible injuries, etc.):	
Did the child/young person or another source say something to you [if relevant] and how did you respond to him/her: [Do not induce the child to make statements. Record actual details]	
Date of alleged incident:	
Time of alleged incident:	
The location of the alleged incident	
Name of alleged perpetrator (if applicable):	
Were other children/persons involved in the alleged incident?	
Was there a danger to other children?	

Actions you have taken:	
Signature:	
The date:	

Annex 2a This form is completed by the Contact person for child protection and is an integral part of the application form:

An investigation into the incident was conducted:	Yes	No
A written investigation report is required:	Yes	No
It may be necessary to question the persons involved in order to determine the cause of the incident or accident. Details and witness statements etc. can be added here.		
Signature:		
The date:		

Annex 3 Consent forms

This form for younger children is filled out and signed by the parent/guardian, for older children the child can only fill it out, but it is always signed by the parent/guardian.

PERSONAL AND EMERGENCY INFORMATION	
Recommender name:	
Address:	

Phone number:	
Mobile phone number:	
Email:	
Do you want to participate in ..... (enter the name event)? Yes No	
WE WANT TO BE SURE THAT YOU PARTICIPATE VOLUNTARILY AND WITH SATISFACTION	
Do you have any allergies we should know about?	Yes No Details:
Do you have any additional support needs that you would like to let us know about (disability, mental health issues, low self-esteem, communication difficulties, topics you find difficult to talk about)?	Yes No Details:
Are you taking any medications we should know about?	Yes No Details:
Do you have any special dietary needs?	Yes No Details:
If you belong to a religion, let us know if there is anything we should know about participating in the event	Yes No Details:
Contact person for EMERGENCIES. It is very important that you fill out this section completely	
A person 1	**Person's first and last name:** Relationship with you: Phone number: Mobile phone number:
A person 2	**Person's first and last name:** Relationship with you: Phone number: Mobile phone number:
Do you agree to receive hospital or dental treatment in an	

emergency, including anesthesia?	
My consent Signature: Location (where you live): Today's date:	Consent of parents/legal guardian (for persons under 18 years of age) This child/young person under the age of 18: ● can participate in …….. (event) ● can participate in media activities at …….. (event) ● was informed about the goals of the event ……., voluntary participation and anonymity in an age-appropriate manner ● is informed that he can refuse to participate at any time without any consequences ● can receive appropriate medical care from a licensed physician if at any time there is a need to receive emergency medical care Full name: Relationship with the child/young person: Location: Date:

CONSENT FORM FOR PUBLIC PARTICIPATION

WE WANT TO BE SURE THAT YOU WANT TO PARTICIPATE IN MEDIA ACTIVITIES Danube 1245 actively promotes …… (eg activities, events, etc.). We publish photos and/or statements of participants. In this way, we inform the public and decision makers about ……. (event)

If you or your parents/guardians are interested in following the work of Dunav 1245 through social media, we invite you to follow the Danube 1245 Facebook page or the Danube 1245 website: www.dunav1245.org

Do you agree to participate in visual documentation during the Danube 1245 event …… ? If you agree, we may share photos, film, audio material, texts on the website or on social media; in reports or leaflets; at events and/or in promotions that we present to people at the national, regional and European level, with the aim of providing support to children and adolescents.

Yes No

Do you consent to us recording you on film, photographs, audio material, texts and/or art and sharing this content in the ways listed above?

Yes No

Do you consent to us telling other people your name when we share this content? (in the event ……. you can also participate if you do not want us to tell others your name).

Yes, you can share my name No, you can't share my name

Do you agree to speak to the press during the event …… (which includes photography and recording with a TV or video camera)? All media interviews will be conducted in consultation with an accompanying adult and an employee of Danube 1245, as well as in their presence. You have the right not to answer questions you do not want to answer.

Yes No

Signature of parent/guardian

_____

Annex 4. Important contact information

Citizens' Association Danube 1245
Address: Mitropolita Stratimirovića 12, 21205 Sremski Karlovci, Serbia
Phone: +381 64 824 90 54
Email: dunav1245@gmail.com
Web site: www.dunav1245.org
Working hours: 09.00-14.00 on weekdays
Contact person for child protection
Neda Brajenović
Phone: +381 60 088 26 55
Email: neda.brajenovic@gmail.com

EXTERNAL AGENCIES

Center for Social Work:
Zmaj Ognjena Vuka 13-17, Novi Sad
Phone: +38121 2101400 E-mail: novisad.csr@minrzs.gov.rs
http://www.csrns.org.rs/

SOS hotline for reporting domestic violence:
national number: 0800-100-600
SOS children's line: (0-24h) 0800-123456

Network of organizations for children of Serbia:
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INTERCULTURAL
DIALOGUE
PLATFORM
Mutual Understanding & Social Cohesion

IDP Child Protection Policy

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Background

Child abuse and exploitation are global phenomena. They occur in all countries, all societies, and all types of organisations. It involves, but is not limited to, the physical, sexual, and emotional abuse and neglect of children and adolescents. It is often preventable. Children and adolescents can be abused in families, communities, institutions, organisations, and public places by various circumstances by a variety of people, including delegates or support staff. Abuse causes severe harm to children's health and welfare. Whilst Intercultural Dialogue Platform (IDP) is not specifically a child-focused organisation, we encounter children in the course of our work. This child protection policy was developed to address and protect children and adolescents from potential abuse during their participation in IDP's activities and events. .

Child protection is the organisation's responsibility to ensure that their staff and operations do not harm children, directly or indirectly, and that any concerns the organisation has about children's safety are reported. Child protection is crucial to ensure that children under 18 have the rights, information, and space to express their views and communicate effectively with other children and adults. Children can only become empowered agents of change to improve their lives, families, and communities if they are safeguarded from abuse, discrimination, and harm.

1. Introduction

Intercultural Dialogue Platform (IDP) is a Brussels-based non-profit civil society organisation. The organisation is part of a network of European dialogue organisations (Dialogue Platform) associated with the Hizmet (Gülen) movement at the European level.

IDP hopes that by focusing on the shared values of humanity rather than our differences, we can help foster a deeper understanding and empathic acceptance.

IDP's mission is to promote mutual understanding, dialogue interaction and social cohesion among people of different cultural backgrounds. Dialogue Platform, moreover, fosters debate and analysis on various issues concerning a peaceful and respectful coexistence in European societies. By so doing, it aims to make practical contributions to the decision-making processes on relevant developments and issues impacting community relations in Europe.

We want to acknowledge the following organisations as we have drawn material from their Child Protection Policies: Eurochild and the Keeping Children Safe Coalition have provided guidance for IDP's developing child protection standards and how to implement these.

1.1 IDP's core child protection principles and values

- Based on the UN Convention on the Rights of the Child (UN CRC) of 1989

This Child Protection Policy protects children and adolescents as defined by the UN Convention on the Rights of the Child.

- All children have equal rights to protection from harm

All children and adolescents participating, directly or indirectly, online or offline, in IDP activities have the right to have their health, safety, well-being, and their best interests considered as a top priority; To have their development promoted and safeguarded so that they can achieve their full potential; To be valued, respected and understood within the context of their own culture, religion and ethnicity; To be listened to and to have their views given careful consideration, and to be encouraged and helped to participate in decisions which affect them.

- Best Interest of the child

All actions taken to protect children will be in the child's best interest, as stated in Article 3 of the UNCRC.

- Non-negotiable duty

IDP believes they have an absolute duty to protect children from abuse, mistreatment, and exploitation within the organisation. This duty is imperative and non-negotiable. Without adequate standards and mechanisms for protection in place, an organisation may be negligently or recklessly fostering an environment of abuse.

- Shared responsibility

IDP views the protection of children as a shared responsibility between IDP, our partners and the communities in which we work. We will work to embed strong practices by accompanying and supporting partners and communities to do the same.

- Open environment

IDP seeks to create an environment where child protection issues are discussed openly and are understood between children and adults. Open lines of communication, internally and externally, must be promoted to improve awareness and implementation of child protection policies and practices. Finally, IDP will create a framework to deal openly, consistently, and fairly with direct and indirect abuse allegations.

- Implementation and accountability

This Child Protection Policy was developed to ensure the highest standards of professional behaviour and personal practice to safeguard children and adolescents during their involvement with IDP. It includes measures regarding management structures, creating space for children to speak out, staff training, and developing transparent protocols.

1.2 Definitions

- Child

A child is defined as anyone under 18, in line with the UN Convention on the Rights of the Child (1989).

- Child Protection

Child protection is a broad term that describes philosophies, standards, guidelines, and procedures to protect children from intentional and unintentional harm. In the current context, it applies to IDP's duty to ensure that its staff, operations, and programmes do not harm children and that any concerns the organisation has about children's safety are reported to the appropriate authorities.

- Direct contact with children

It is in either the physical or online presence of a child/children in the context of IDP's work, whether contact is occasional or regular, short or long-term. This could, for instance, involve attending meetings and conferences at which children are present.

- Indirect contact with children

Access to information on children in the context of IDP's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

1.3 What is child abuse and exploitation

It is difficult to define "harm" to children because they can be abused in many ways depending on the context and culture. It can be direct or indirect, intended or unintended. According to the World Health Organisation, "child abuse" or "maltreatment" constitutes 'all forms of physical and emotional ill-treatment, sexual abuse, neglect, or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power.

IDP's understanding of child abuse and exploitation, as defined by the keeping children safe foundation, includes, but is not limited to:

Physical abuse: actual or potential physical harm perpetrated by another person, adult, or child. It may involve hitting, shaking, poisoning, drowning, and burning. Physical damage may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Emotional abuse: persistent emotional maltreatment that impacts a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyberbullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Bullying: deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g.,

hitting, kicking, theft), verbal (e.g., racist, or homophobic remarks, threats, name calling) and emotional (e.g., isolating an individual from the activities and social acceptance of their peer group).

Neglect and negligent treatment: allowing for context, resources and circumstances, negligence and negligent treatment refer to a persistent failure to meet a child's basic physical and psychological needs, which is likely to result in severe impairment of a child's healthy physical and spiritual, moral, and mental development. It includes failing to supervise and protect children from harm properly and providing nutrition, shelter, and safe living/working conditions. It may also involve maternal neglect during pregnancy due to drug or alcohol misuse and the neglect and ill-treatment of a disabled child.

Sexual abuse: forcing or enticing a child to participate in sexual activities that they do not fully understand and have little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing, and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities, and encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may include befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator consists of an imbalance of power where the victim's options are limited. It is a form of abuse that children and adults can misunderstand as consensual.

Commercial exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

2. The need for a Child Protection Policy

There are three important reasons for IDP to have a Child Protection Policy. These reasons are the following:

- Children are protected

Some children are vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, project workers, and those with access to their personal information. No standards can offer complete protection for children, but following these standards, as set in IDP's Child Protection Policy, manage the risk.

- IDP staff and associates are protected

By implementing these Standards, all staff and associates will be clear about how they are expected to behave with children and what to do if there are concerns about a child's safety.

- IDP and its reputation are protected

Without a proper child protection policy and child protection standards, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. By implementing these standards, IDP makes clear its commitment to keeping children safe and to be accountable.

3. The scope of a Child Protection Policy

IDP's child protection policy applies to:

1. All staff, Management, Board members, interns, and volunteers
2. All those acting on behalf of IDP, such as members, consultants, or trainers
3. All those adults accompanying children to events and activities organised by IDP
4. All who participate in IDP events and meetings involving children, including journalists, sponsors, donors, policymakers, speakers, etc.

All the individuals cited above will be asked to read IDP's Child Protection Policy, and the individuals cited in the first point will also be expected to sign a commitment to adhere to its principles and procedures (see 10.).

3.1 Awareness

Effective implementation of the Child Protection Policy requires the policy to be understood accurately. IDP will ensure that all its staff, interns, volunteers, consultants, etc., are informed about this policy, act by all its provisions and do not harm children they interact with at work but also outside of work.

3.2 IDP's Child Protection Policy concerning members and external partners

IDP's Child Protection Policy should apply to all external partners when cooperating and participating with children in IDP events. Any external partner who cooperates with IDP in organising events involving children will be asked to provide evidence of their child protection policy or to adhere to IDP's CPP.

4. Risk assessment and mitigation management

When planning a project programme or activity involving children's participation, IDP will perform a standard risk assessment and mitigation to ensure children's safety. When performing this risk assessment and mitigation management, IDP will use the following tool developed by the Keeping Children Safe Foundation:

Risk nr.	i. Who is at risk?	ii. What is the risk?	iii. What controls are in place?	iv. risk rating (H, M, L)	v. What additional controls are to be put in place?	vi. by whom?	When?
		(Describe a situation that may lead to any abuse)		- Likelihood - impact -frequency -category of child			

5. IDP's Child Protection Policy

This policy was developed to ensure standards of professional behaviour and personal practice and to make it clear to everyone that children must be safeguarded and not put at risk of harm because of IDP's contact with, or impact on, children.

5.1 Staff and personnel

As a condition for working with IDP, all staff; Management Board members; interns and volunteers and all those acting on behalf of IDP, such as members, consultants, or trainers, are required to agree to the following:

- Both acceptance and commitment to our Child Protection Policy and Code of Conduct for working with children.
- IDP staff is empowered to call out members' behaviours that do not comply with this child protection policy.

IDP further commits to practising safe recruitment. Firstly, ensuring that the commitment to keeping children safe is included in any post sent to prospective job candidates. Secondly by, including some references of child protection in the interview that draw out people's values in relation to the protection of children.

5.2 Training and education

Education and training are essential to implement this Child Protection Policy. This includes:

- At the beginning of the orientation period (within four weeks of taking up the position), staff/volunteers/interns/board members will receive an introduction to this Child Protection Policy and procedures from the Child Protection Focal person.
- At the beginning of projects involving children, child safeguarding training or a refresh of this child protection policy will be given to all staff, volunteers, and interns, appropriate to their roles and responsibilities.

5.3 Management responsibility

A Child Protection Focal person (CPF) will be appointed who will be responsible for the following:

- Promoting awareness of child protection.
- Investigating any complaints and keeping an accurate record of any incidents.
- Contacting the child's family (or guardian) and informing them of any incident and the assistance provided.

The name and contact details of the CPF will be displayed, and new staff will be made aware of the role.

The director must ensure the following:

- all new employees receive and sign a copy of the Child Protection Policy when issuing an employment contract.
- all visitors who encounter children through IDP receive a copy of the Child Protection Policy.
- those who have reported child safeguarding concerns or are accused of child abuse are given appropriate care, support, and protection in dealing with all aspects of the case, including any safety concerns and potential reprisals which may arise from the incident or the reporting of such concerns.

6. IDP's Child Protection Code of Conduct

Intercultural Dialogue Platform is committed to protecting children from abuse and exploitation. This Code of Conduct includes guidance on ethical and proper standards of behaviour of adults towards children and children towards other children. The following code of conduct depicts the professional standards andlegal obligations, when interacting with children.

- Be aware of what constitutes child abuse and exploitation and know the signs (included in annexe 11.4).
- Ensure you know who the Child Protection Focal Person at IDP is.
- Respect lines of authority and reporting procedures.

- Maintain high standards of personal and professional conduct both personally and in others.
- Treat all children equally: be inclusive and involve all children without discrimination.
- Be aware of high-risk peer situations (e.g., unsupervised mixing of older and younger children and possibilities of discrimination against minors)
- Be aware of the potential for peer abuse (e.g., bullying of children)
- Be mindful about how your language, actions, and relationships with children could be perceived.
- Ensure special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- Provide an enabling environment for children's personal, physical, social, emotional, moral, and intellectual development.
- Encourage and respect children's voices and views.
- Limit access to and do not expose children to inappropriate electronic material.
- At all times, respect the confidentiality of children's personal information.
- Obtain written consent from the child and parent/legal guardian when photographing, filming, or requesting personal information for activities (see section 7).
- Ensure that there is a minimum of two staff members present in meetings with children (to allow one to go out to deal with any immediate needs of children).
- Ensure that when children with disabilities participate all buildings are fully accessible for them.
- Precise information on specific equipment used by the disabled child must be obtained before the event to ensure its accessibility to all buildings and meeting spaces.
- Accompanying adults should not be younger than 21 unless in exceptional circumstances and agreed in advance.

DON'T:

- Engage in any form of sexual activity with children.
- Do not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g., do not initiate physical contact, such as holding hands, unless initiated by the child)
- Do not suggest inappropriate behaviour or relations of any kind or encourage any crushes by a child.
- Avoid any action or behaviour construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- Do not perform activities for children that they can do themselves, including dressing, bathing, and grooming.
- Do not discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g., using language that will mentally or emotionally abuse a child or telling a story/show pictures that will mentally or emotionally abuse a child).
- Do not hit or otherwise physically assault participants.
- Do not act in any way that may be abusive or place others at risk of abuse.
- Do not condone violations of this code by others – staff, interns, consultants, etc.
- Do not be alone with a child in circumstances that others might question.
- Do not allow children to engage in sexually provocative games with each other.
- Do not take photos, film, or request personal information if not required for IDP's activities.

- Do not use contact details (including social media accounts) of children outside the professional scope of IDP.

Report any suspicious observations or alleged abuse as well as any circumstances or situations which may be subject to misinterpretation to the Child Protection Focal Person.

WHAT YOU SHOULD DO WHEN A CHILD MAKES A DIRECT DISCLOSURE of abuse:

- Listen to the child and respond in a calm and supportive manner
- Explain to the child/ren what you will do and what will happen next.
- Reassure the child/ren that they have done nothing wrong and have done the right thing by reporting the abuse
- Ensure that the child's physical safety and psychological well-being are upheld. Make sure that the child is in a safe place and is not left alone. Refer them for medical treatment or to a psychologist if necessary.
- Make sure you report exactly what has been said rather than any inferences you have made.
- Record the information and follow the reporting and response procedures (See Annex 11.2).
- Ensure information remains confidential - and is only shared on a 'need to know' basis.

WHAT YOU SHOULD NOT DO WHEN A CHILD MAKES A DIRECT DISCLOSURE of abuse:

- Do not ask the child probing questions or questions beyond the information the child has decided to share with you - you are not the investigator. Instead, listen carefully to ensure you report the incident accurately, and only ask questions to clarify what they are saying.
- Do not unnecessarily repeat the same questions to the child – as this may give the impression that you do not believe them.
- Do not make assumptions or offer alternative explanations.
- Do not promise to keep the information secret. Explain that you will have to report the abuse to the Child Safeguarding Focal Point but that they are the only person you will tell.
- Do not allow personal doubts to prevent you from reporting an allegation. Always report any allegation - even if you feel it is false.

Sections 8.1 and 8.2 describe the consequences for breaching the code of conduct or the child protection policy.

7. Communication and Media Guidelines

This chapter of the Child Protection Policy sets out the principles when communicating externally about our work. It contains specific guidelines that IDP staff, photographers, film crews and journalists visiting IDP events and activities must follow. All child protection measures in the Child Protection Policy are equally applicable in media and communication activities, including social media.

To ensure children are protected in all situations, it is essential to obtain written consent from the parent/ legal guardian of the children that clearly state their agreement to the public use of photos and statements of their children (Annex 3 includes a specific media consent form).

7.1 Principles

IDP's communication and dissemination strategies must always respect the child's best interest as a top priority. IDP will never use discriminatory, degrading, or offensive language. This section provides guidelines on using images, films, and stories of children for media and communication purposes of ensuring data protection and children's protection.

In its communication and dissemination about children, IDP will apply the following principles:

- Dignity: The child's dignity must always be preserved. Languages must not degrade, victimise, or shame the child. In images, children should always be dressed appropriately and never be depicted in poses that could be interpreted as (sexually) provocative.
- Accuracy: The portrayal of children must not be manipulated, generalised, or sensationalised in any way. Images and stories should provide a balanced depiction of the child's life and circumstances, balancing negatives with empowering images or showing children's progress.
- Privacy: Any information that could be used to identify a child or put them at risk will not be used. IDP will ensure that:
    - If needed for child safeguarding, the names of children will be changed.
    - Access to information about a child/children's life and photographs is limited to those who need them during work.
    - The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals.
    - The images should represent a broad range of children – boys and girls, of various ages, abilities and ethnic groups in its publications and videos.
- Complaints procedure: Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.

7.2 Informed Consent

Informed consent must always be sought before taking photos or videos or requesting personal information about children to use in IDP materials. Informed consent requires children and their guardians to be told how IDP may use the data. It must be clear that they are under no obligation to agree to its use.

Consent must be obtained by completing and signing the media consent form (included in the consent forms in annex 11.1.2).

Obtaining prior written consent does not mean there is no requirement to obtain verbal consent when taking photographs/video/interviews.

7.3 Visits by Photographers, Films Crews, Journalists and Others

Special care must be taken when organising visits for external photographers, filming crews, journalists, or visitors within the scope of IDP projects, activities and publications:

- Journalists, photographers/film crews must be fully briefed about IDP's child protection policy before they meet the children, who will be interviewed, photographed, or filmed.
- Photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They must always be accompanied by IDP staff.
- Children, parents, and guardians must be informed on how the film, photograph or story will be used and consent.
- To protect the confidentiality and privacy of the children, IDP must be notified of the intended use of the data by the photographer or film. IDP reserves the right to veto when it is not following the child protection policy and media and communication principles.

8. Implementation Strategy

8.1 Reporting Procedures

All staff, volunteers and interns should be alert to signs of child abuse (see annex 11.4). A safeguarding report (annex 11.2) must be filed to document details of the incident.

All witnessed, suspected, or alleged violations of the Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) – using the safeguarding reporting form (annex 11.2). The guiding principle here is the child's safety as the most important consideration. Those with knowledge or suspicions should not gather evidence, speak to other colleagues or the child involved, or investigate the incident themselves.

At meetings and activities where children are directly involved, children will be informed about IDP's child protection policy, code of conduct, the existence of the child protection focal person and complaints mechanism.

The CPF will act on the concerns or allegations in a confidential manner in the child's best interests, irrespective of the nature of the referral, who the allegations are about, who the referrer is, or where they are from. The CPF will take appropriate action to protect the child/children in question from further harm. Furthermore, the CPF will decide whether to deal with the matter internally or externally.

If the concern is internal – regarding the behaviour of staff, volunteers, and interns the CPF must consider whether they need to report to the local/national authorities. If yes, they must report to the designated authorities. If not, the internal safeguarding procedure needs to be applied.

Suppose the concern is external - meaning there is concern regarding abuse outside the organisation. In that case, the CPF must consider whether the concern is due to how the organisation is delivering business and then decide whether this needs reporting to local or national authorities.

The CPF will be responsible for contacting the child's family (or guardian) and informing them of the incident and assistance provided.

The contact details for child protection services, local services department, police, emergency medical help and helplines will also be readily available and easily accessible (see annex 10.7 with key contacts information).

8.2 The Internal Safeguarding Procedure

In cases where staff from IDP members or accompanying adults with children are alleged to have violated this Child Protection Policy in meetings and activities organised by IDP, this needs to be reported to the CPF. The CPF will investigate the complaint(s) or concerns confidentially and discreetly.

IDP will immediately suspend contact with the children of any employee, volunteer, intern, board member, consultant, or adviser alleged to have violated the Child Protection Policy, pending the outcome of the investigation. IDP reserves the right to take disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting acts of criminal nature to the police.

When investigating concerns or complaints, the process should always be fair. IDP will investigate the complaints confidentially and discreetly. Where possible, the CPF, together with the director, will discuss the concerns with the responsible person and their organisation to change the behaviour. Suppose the person or organisation is not able or willing to change its behaviour according to the standards of the Child Protection Policy. In that case, the director may decide to suspend further cooperation.

9. Accountability: Monitoring and Evaluation of the Child Protection Policy

The aim of monitoring and evaluating the Child Protection Policy is to learn from practical case experiences, which will contribute to informing policy reviews and changes to the Child Protection Policy.

IDP will regularly monitor the implementation of its Child Protection Policy and procedures. Progress, performance, and lessons learned are included in IDP's annual reports.

Monitoring and evaluation will be done regularly, but not more than every five years. A review of the policy will be conducted using the self-audit tool of the Keeping Children Safe Foundation, see annex 11.5. This will be done by surveying staff, interns, and volunteers on how the standards from the Child Protection Policy are being met, how effective they are and what needs improving.

Next to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will take place after incidences have occurred, which will necessarily change the Child Protection Policy or reporting procedures.

Finally, the website -of the organisation will display IDP's Child Protection Policy.

10. Statement of Commitment to the Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing and promoting the child protection policies, procedures and practices contained within this document while working or associated with IDP.

_____ (Name)

_____ (Job title/role)

_____ (Signature)

_____ (Date)

11. Annex

11.1 Consent forms

11.1.1 Personal information

Personal information and information in case of emergency

Name and age	
Phone number	
Email address	

- Are you happy to take part in …… (e.g., meeting/event/etc.)
  - Yes
  - No

Do you have any allergies we should know about? Yes/no	Details:
Do you have any additional support needs you'd like us to know about (physical or learning disability, mental health issues, low confidence, difficulties with communication, things you find hard to talk about)? Yes/No	Details:
Is there anything extra we can do to make sure that you can come along and participate fully? Yes/No	Details:
Are you taking any medication we should know about? Yes/No	Details:
Do you have any dietary requirements? Yes/No	Details:
If you practice a religion, please tell us if there's anything connected to taking part that we should know about. Yes/No	Details:

In the event of an emergency

Contact persons in case of EMERGENCY. It is very important that you fill in this section fully.

Name 1: Relationship to you: Phone number: Mobile:	Name 2: Relationship to you: Phone number: Mobile:
In the event of an emergency, do you agree that you can receive hospital or dental treatment, including an anaesthetic? Yes/No	Details:

My consent Signature:	**Parent/Legal Guardian Consent (if under 18)** This child/young person under 18: □ is allowed to participate in …… (event)

Location (where you live): Today's date:	☐ is allowed to take part in media activities at ……. (event) ☐ has been informed about the ……. (event) goals, the voluntary nature of participation and anonymity in an age-appropriate way ☐ has been informed that they can refuse to participate at any time with no consequences ☐ is allowed to receive appropriate medical attention from a registered practitioner if at any time my child requires urgent medical attention, Full name: Relationship to child/young person: Location: Date:

11.1.2 Media consent form

IDP and its Communications Team are actively promoting …… (e.g., activities/events/etc.). We publish photos and/or statements of participants. In this way, we inform the public and decision-makers about ……. (event)

If you or your parents/carers are interested in following the IDP's work via social media, you can do this by following the IDP Facebook page and/or Twitter feed or the IDP website: https://dialogueplatform.eu/

- Is it okay to participate in visual documentation during the IDP …… (event)?
  If you say it is ok, we might share photos, film, audio, writing or art on our website or social media; in our reports or leaflets; at our events; and/or in the promotion work.
  - Yes
  - No
- Is it ok for us to capture your voice in film, photos, audio, writing and/or art and to share this content in the ways listed above?
  - Yes
  - No

11.2 Safeguarding Report Form

If you know that a child might be at risk of harm, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at IDP (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the CPF, or you may wish to complete the report afterwards.

Also, use this form to report an accident or incident. An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property orharm to the environment. An incident is an unpleasant or unusual event.

The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the CPF, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

1. About you

Your name: _____

Your job title: _____

The organisation you work for: _____

Nature of your contact with the child: _____

Contact details: Tel: _____

E-mail: _____

2. About the child

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's parents/guardians: _____

Has any treatment been given to the child?

Treatment is given by _____

Taken to hospital YES _____; NO _____;

If yes, which hospital and how was it taken _____

2. About your concern/details of the accident

Was the incident:

Observed by you suspected disclosed by someone else

If the concern was shared by someone else, please state who and their relationship to the child: _____

What happened? Give cause (how and why) if known - If you include personal observations, please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

_____
_____
_____
_____
_____

Did the child/young person or another source say anything to you [if relevant], and how did you respond to them: [Do not lead the child. Record actual details]

_____
_____
_____
_____
_____

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of the alleged perpetrator (if applicable): _____

Were there any other children/people involved in the alleged incident?

Are any other children at risk of harm? _____

The action taken by you:

_____
_____
_____
_____

_____

Signature: _____

Date: _____

For completion by the Child Protection Focal person:

Incident/Accident investigated: Yes/No

Written investigation report necessary: Yes/No

It may be appropriate to interview the involved parties to determine the cause of the incident or accident. Witness detail, statements, etc., can be added here.

_____
_____
_____
_____

11.3 Key contact information

At the Intercultural Dialogue Platform

CHILD PROTECTION FOCAL PERSON

Executive Director of IDP

E-mail: info@dialogueplatform.eu

External Agencies

CENTRUM ALGEMEEN WELZIJN (CENTRE FOR GENERAL WELFARE)

to be contacted for general advice and support on child protection questions in Brussels: www.cawbrussel.be

During working hours: +32 (0)800 13 500

Outside working hours: 106

KIND EN GEZIN, www.kindengezin.be: +32 (0)78 150100

HOTLINE TO REPORT VIOLENCE: 1712

CENTRE TO REPORT CHILD ABUSE (KINDINNOOD): +32 (0)2 4776060; kindinnood@uzbrussel.be

EUROPEAN EMERGENCY NUMBER: 112

11.4 Recognising signs of abuse

Recognising indications of potential abuse is complex, and there is no simple checklist which allows easy recognition. You can be alert to potential warning signs, but they should be assessed with care. It should not be automatically assumed that abuse is occurring. However, it is important not to dismiss your concerns or ignore any signs of abuse – these should be discussed with the CPF as soon as possible to help decide the most appropriate course of action.

Possible signs of physical abuse:	**Possible signs of neglect:**
• Bruises, burns, sprains, dislocations, bites, cuts • Improbable excuses are given to explain injuries • Refusal to discuss injuries • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Unwillingness to participate in physical activities that may involve undressing, e.g., sports	• Frequent hunger • Taking scraps of food from bins or plates or stealing food • Poor personal hygiene • Constant tiredness • Inappropriate clothing, e.g., summer clothes in winter • Frequent lateness or non-attendance at school • Untreated medical problems • Low self-esteem • Poor social relationships

• Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Being aggressive towards others • Being very passive and compliant • Chronic running away	• Compulsive stealing • Drug or alcohol abuse
Possible signs of emotional abuse: • Physical, cognitive, or emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to situations • Extreme passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing	**Possible signs of sexual abuse:** • Age-inappropriate sexualised behaviour or highly sexualised language • Bed wetting or soiling • Anal or genital soreness • Sleep problems • Fear of being with adults • Promiscuity • Extreme risk-taking in adolescents

11.5 Keeping children safe Self-audit tool

This tool, from the Keeping Children Safe Foundation, can be used at various stages during the implementation and child safeguarding monitoring to ensure that we are making the necessary improvements.

A: in place B: in progress C: not in place

Standard 1: Policy	A	B	C
The organisation has a written child safeguarding policy, approved by the relevant management body, to which all staff and associates (including partners) must adhere.			
The UN Convention on the Rights of the Child and other Conventions and Guidelines about children informs the organisation's policy.			
The policy is written clearly, easily understandable, publicised, promoted, and distributed widely to all relevant stakeholders, including children.			
The policy is clear that all children have equal protection rights and that some children face particular risks and difficulties getting help because of their ethnicity, gender, age, religion or disability, or sexual orientation.			
The policy addresses safeguarding children from harm through misconduct by staff, associates, and others, from poor practice, and from its operational activities where these may harm children or put them at risk due to poor design and delivery, for example.			
The organisation makes clear that the ultimate responsibility for ensuring the safety of children rests with senior executives (CEO and Directors) and managers.			

Standard 2: People	A	B	C
There are written guidelines for behaviour (Code of Conduct) that guides appropriate/expected standards of behaviour towards children and of children towards other children.			
All staff, volunteers and associates have training on child safeguarding, including an introduction to the organisation's child safeguarding policy and procedures and learning to recognise and respond to concerns about child abuse.			
The organisation is open and aware of child safeguarding matters so that issues can be easily identified, raised, and discussed. Staff, partners, and associates need access to advise and support where concerns or incidents arise. These staff will also need to be able to identify sources of support for children and their families.			
Children are made aware of their right to be safe from abuse and provided with advice and support on keeping themselves safe, including information for children, parents/carers about where to go for help.			
The organisation designates critical people at various levels (including the Director level) as "focal points" with clearly defined responsibilities to champion, support and communicate on child safeguarding and for the effective operation of the child safeguarding policy.			
Partner organisations are required and supported to develop minimum child safeguarding measures appropriate to their organisation.			

Standard 3: Procedures	A	B	C

The organisation requires local mapping exercises to be conducted that analyse the legal, social welfare and child protection arrangements in the context in which it works.			
There is an appropriate process for reporting and responding to child protection incidents and concerns that fits with the local systems for dealing with incidents of child abuse (as identified in the mapping exercise).			
The identification and mitigation of child safeguarding risk are incorporated into risk assessment processes at all levels, i.e., from identification of corporate risks to planning an activity involving or impacting children.			
Adequate human and financial resources are made available to support the development and implementation of child safeguarding measures.			
Clear procedures provide step-by-step guidance on how to report safely, which are linked to the organisation's disciplinary policy and procedures.			
Child safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure that safeguarding children is a feature of all key aspects of operations.			

Standard 4: Accountability	A	B	C
Arrangements are in place to monitor compliance with and implement child safeguarding policies and procedures through specific measures and integration into existing systems for quality assurance, risk management, audit, monitoring and review.			
There is a system of regular reporting to key management forums, including the Director level, to track progress and performance on child safeguarding, including information on safeguarding issues and child protection cases.			
External or independent bodies such as the Board of Trustees and oversight committees are used to monitor performance in this area and hold senior executives accountable for child safeguarding.			
Opportunities exist for learning from practical case experience to be fed into organisational development.			
Policies and practices are reviewed regularly and formally evaluated every three years.			
Progress, performance, and lessons learnt are reported to key stakeholders (management forums and external or independent bodies where relevant) and included in organisations' annual reports.			

CHILD PROTECTION POLICY DECLARATION

(To be filled in and signed by the participants, assembled by the coordinator and uploaded in a single file in the Portal Submission System as part of the application.

⚠ *This declaration must be filled out ONLY by participants that are public bodies. Participants that are private bodies must provide a FULL COPY of their child protection policy (CPP) covering the four areas described in the Keeping Children Safe Child Safeguarding Standards.)*

CHILD PROTECTION POLICY DECLARATION	
Participant:	Programma integra scs
PIC number:	942408739
Project name and acronym:	YEP! : Youth for European Participation

CHILD PROTECTION POLICY	
We hereby confirm that: 1) The child protection measures that our organisation will adopt within the framework of the above-mentioned project are in line with the guidelines Keeping children safe: the International Child Safeguarding Standards. These measures are based on the following set of principles: – All children have equal rights to protection from harm. – Everybody has a responsibility to support the protection of children. – Our organisation has a duty of care to children with whom we work, are in contact with, or who are affected by our work and operations. – All actions on child safeguarding are taken in the best interests of the child, which are paramount. 2) Moreover, our organisation will ensure in each activity of the project: – **Informed consent** — Child participants and their families will be made aware of the purpose of the project and its activities, so that the child participant is able to make an informed decision as to whether they will participate in it or not. Additional information (including about national referral services) will also be provided if a child participant becomes distressed in any way during their participation. – **Voluntary participation** — Child participants are free to withdraw their participation at any time, without any explanations or justification. – **Do no harm** — Harm can be both physical and/or psychological and therefore can be in the form of stress, pain, anxiety, diminishing self-esteem or an invasion of privacy. It is imperative that the activities do not in any way harm (unintended or otherwise) child participants. – **Background check** — Everyone who will be in direct contact with child participants under this project will have their criminal record checked. – **Data protection and privacy** — The project will follow the EU General Data Protection regulation (GDPR) for the acquisition, use and diffusion of participants' personal data.	Yes

Additional information *(optional)*
Insert text

Signature of the authorised person	
Name and function:	Valentina Fabbri, President
Date of signature:	24/01/1979

CHILD PROTECTION POLICY DECLARATION

Signature and stamp:	 Firmato digitalmente da: VALENTINA Fabbri Data: 26/03/2026 11:45:33

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.01.2025	Initial version.