

# CHILD PROTECTION POLICY

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## 1. Introduction:

The Youth Association from Transylvania (from now on, TZG PLETERNICE) is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

We strongly believe that it is our responsibility to make sure our staff, volunteers, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which we work, are reported to the appropriate authorities. "Do no harm" is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to organisations' responsibility to minimise the harm they may be doing inadvertently as a result of our organisational activities. In this frame we recognize and declare that:

- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- The welfare of children is the primary concern.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Everybody has a responsibility to support the protection of children.
- We have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.
- We have a responsibility to help partners meet the minimum requirements on protection.
- All actions on child safeguarding are taken in the best interests of the child, which are paramount.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

TZG PLETERNICE works with and for children throughout Europe, striving for a society that respects the rights of children. We believe that children's participation promotes children's participation and children's protection promotes children's participation. We aim to empower children by making them aware about their rights and creating a safe environment in which they can exercise their rights. We aim to implement children's participation based on the nine requirements for meaningful, safe and inclusive children's participation:

1. Participation is transparent and informative
2. Participation is voluntary
3. Participation is respectful
4. Participation is relevant
5. Participation is child-friendly
6. Participation is inclusive
7. Participation is supported by training
8. Participation is safe and sensitive to risk
9. Participation is accountable

## 2. Definitions of harm

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

**Sexual abuse:** forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has 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 involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

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

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

**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.

## 3. Standard 1 Policy

The purpose of this policy statement is:

- to protect children and young people who receive TZG PLETERNICE's services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of TZG PLETERNICE, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. In the frame of our activities, we take care of

- Building child-safe projects and programmes
- Reducing the risk of harm by staff, volunteers and associates
- Running safe events and activities for children
- Ensuring good practice when using media
- Reporting abuse of children in their community

TZG PLETERNICE will:

- Promote the health and welfare of children by providing opportunities for them to take part in our activities safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- valuing, listening to and respecting the children.
- appoint a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- adopt child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- develop and implement an effective online safety policy and related procedures.
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruit and select staff and volunteers safely, ensuring all necessary checks are made.
- record and store and use information professionally and securely, in line with dTZG Pleternice protection legislation and guidance.
- share information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- make sure that children, young people and their families know where to go for help if they have a concern.
- use our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- use our procedures to manage any allegations against staff and volunteers appropriately.
- create and maintain an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.

- ensure that we have effective complaints and whistleblowing measures in place.
- ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- build a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## 4. Standard 2 People

This Policy is developed to ensure the highest standards of professional behavior and personal practice to ensure no harm occurs in any situation to children during their involvement in any TZG PLETERNICE activities or projects.

### 4.1 Staff and Personnel

TZG PLETERNICE is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. As a condition for working with TZG PLETERNICE, all staff; Management Board members; interns and volunteers and all those acting on behalf of TZG PLETERNICE, such as members, consultants or trainers are required to undergo the following:

1. Both acceptance and commitment to our Child Protection Policy and Code of Conduct for working with children by signing a commitment to adhere to the Child Protection Policy principles and procedures. This includes in the recruitment and appointment process:
  - Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of TZG PLETERNICE's child protection policy.
  - All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and TZG PLETERNICE's commitment.
  - Adherence to TZG PLETERNICE's Child Protection Policy are part of TZG PLETERNICE employment contracts and service agreements.
2. Signing a personal declaration stating any criminal convictions, including spent convictions. TZG PLETERNICE job application forms include a question asking for consent to gain information on a person's past convictions/pending disciplinary proceedings.

For those working directly with children, are added:

3. Satisfactory clearance through a police check conducted by the responsible authorities of the country of origin/birth.
4. Providing the name and contact information of at least two character references they have known for no less than two years, excluding family members, who have knowledge of the candidate's experience and suitability to work children. The identity of the referees will be verified.
5. TZG PLETERNICE staff is empowered to call out behaviours of members, which are not in compliance with TZG PLETERNICE's child protection policy.

### 4.2 Training and Education

TZG PLETERNICE will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors). For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables

them to:

- Understand what safeguarding is and their role in safeguarding children.

- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy
- Behave according to guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children.

Training will also allow staff to be able to identify sources of support for children and their families.

### 4.3 Behaviour protocols

Any staff, employee, volunteer, intern, management board member, consultant or adviser who has direct contact with children in his/her work will be fully informed of TZG PLETERNICE's Code of Conduct (attached).

### 4.4 Management

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

- Promoting awareness, knowledge and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Policy and reporting on developments at Team meetings and for the Management Board.
- The development of child protection training resources is required.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues.
- The name and contact details of the CPF will clearly be displayed in TZG PLETERNICE office and new staff will be made aware of the role.
- The disclosure of personal information about children, including legal cases, will be limited to those employees, interns, volunteers, MB members who need to know. TZG PLETERNICE expects all employees, volunteers and trustees to maintain confidentiality. However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see (name of Confidentiality and Information Sharing policies).

The Management Board will have the overall responsibility to oversee and ensure the Policy's implementation.

### 4.5 Responsibilities of Staff and Volunteers

- To follow the safeguarding policy and procedures at all times, particularly if concerns arise about the safety or welfare of an adult at risk or a child.
- To participate in safeguarding training and maintain current working knowledge of safeguarding.
- Always discuss any concerns about the welfare of any client or child with their line manager. If the line manager is unavailable, staff and volunteers must go direct to the CPF.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use our services.
- Remain alert at all times to the possibility of abuse.



f) Recognise the impact that diversity, beliefs and values of people who use services can have

#### 4.6 Relations with partners:

TZG PLETERNICE has a range of partners, including donors, local NGOs, government, contractors, and suppliers. All need to agree to a commitment to keep children safe that is appropriate to that partnership. This means making sure that:

- partners are clear about the nature of the partnership relationships that they enter into
- there is a sound assessment of the partner's contact with, and impact on children during the partnership and what this means for child safeguarding agreements
- agreement is reached on how our organisation and the partner will support one another to achieve compliance and competence around child safeguarding, including the provision or exchange of resources
- there is clarity in partnership agreements on reporting and responding to child safeguarding concerns. For instance: what is the line of responsibility for reporting between partners; what are the implications for the partnership agreement of concerns being reported and confirmed
- terminating agreements if a concern has arisen should be avoided. Termination should be dependent on the partner's mishandling of the concern.

### 5. TZG PLETERNICE's Child Protection Code of Conduct

TZG PLETERNICE is committed to protecting children from abuse and exploitation. It will take all necessary actions to prevent and/or respond to children in such situations. TZG PLETERNICE will respond to all reports of actual or alleged abuses based on its Child Protection Policy, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from.

This Code of Conduct includes guidance on ethical and proper standards of behavior of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense. TZG PLETERNICE aims for everyone, children and adults, to participate in a safe and happy way in TZG PLETERNICE's work and activities.

- Be aware what constitutes child abuse and exploitation (included in the Child Protection Policy) and understand its provisions.
- Know signs of abuse and reporting any suspicious observations immediately to the Child Protection Focal Person.
- Ensure that you know who the Child Protection Focal Person at TZG PLETERNICE is.
- Respect lines of authority and reporting procedures.
- Respect the basic rights of others by facing fairly, honestly, and tactfully, and by treating people with dignity and respect.
- Treat all children equally: be inclusive and involve all children without discrimination.
- Work actively to ensure the highest levels of respect towards each other.
- Maintain high standards of personal and professional conduct both personally and in others.
- Protect the health, safety and well-being of yourself and others.
- 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 potential for peer abuse (e.g. bullying of children)

- Be concerned about the way in which your language, actions, and relationships with children could be perceived.
- Develop 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/or not expose children to any inappropriate electronic material.
- At all times respect the confidentiality of children's personal information.
- Obtain written consent from the child and parent/carer when photographing, filming or requesting personal information for activities.
- 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 that all buildings are fully accessible for them.
- Precise information on specific equipment used by the disabled child needs to be obtained prior to the event to ensure its accessibility to all buildings and meeting spaces.
- Accompanying adults should not be younger than 21 years old, unless in exceptional circumstances and agreed in advance.
- When participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parents/guardians and children.

#### **DON'T:**

- Engage in any form of sexual activity with children.
- Avoid any action or behavior that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- Never have a child stay overnight in the adult's room or sleep in the same bed.
- 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. use language that will mentally or emotionally abuse a child or tell 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 any circumstances that might be questioned by others
- Do not allow children to engage in sexually provocative games with each other.
- 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 behavior or relations of any kind or encourage any crushes by a child.
- Do not take photos, film or request personal information if not required for TZG PLETERNICE's activities.
- Do not use inappropriately contact details (including social media accounts) from children out of TZG PLETERNICE's programmes. 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 Point.

## 6. Standard 3 Procedures

### 6.1 Implementation strategy: Reporting Procedures

All staff, volunteers and interns should be alert to signs that may suggest a child is in need of help (see annex 1).

Deciding whether to report can be a very difficult responsibility. The reporting procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

All witnessed, suspected or alleged violations of TZG PLETERNICE's Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) – using the safeguarding reporting form (annex 2). The guiding principle here is that the safety of the child is always the most important consideration. These records will be stored securely with access limited to the CPF; a report must be made to the nominated Management Board member.

At meetings and activities where children are directly involved, children will be informed about TZG PLETERNICE's safeguarding policy,

code of conduct, the existence of the child protection focal person and complaints mechanism in a child-friendly manner.

The first stage is to decide whether the concerns are internal to the organisation or relate to an external situation. When a child protection/safeguarding concern is brought to your attention – **ACT**

**Act** on your concerns. If in doubt, speak out.

**Child-centred.** The protection of children is the most important consideration.

**Time counts.** Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

If the concern is internal – regarding the behavior of staff, volunteers, interns, MB member or members, you have to consider whether you need to report to the local/national authorities. If not, the internal safeguarding procedure needs to be applied. If yes, you have to report to the designated authorities and follow-up on action taken by the authorities and decide on further response, record case and action taken.

If the concern is external - meaning that there is concern regarding abuse outside the organisation, you have to consider whether the concern is due to the way the organisation is delivering business and then decide whether this needs reporting to local or national authorities. After this the same procedure as for internal concerns is applied.

The CPF will act on the concerns or allegations in a confidential manner in accordance with the standardized process developed by TZG PLETERNICE in the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from. The CPF will take appropriate action to protect the child/children in question from further harm and during and following an incident or allegation. An assessment of the specific kind of support and assistance that is needed by the child(ren) affected by the incident will be immediately be offered. This may also involve arranging a medical assessment. The relevant contact details for child protection services, local services department, policy, emergency medial help and help lines will also be readily available and easily accessible (see annex 4 with key contacts information). The CPF will be responsible to contact the child's family (or guardian) and inform them of the incident and assistance provided. A safeguarding report (annex 2) must be compiled to document details of the incident. The "best interests of the child" must be considered throughout the process.

An assessment of the specific kind of support and assistance that is needed by the children affected by the incident will be offered.

## 6.2 Implementation strategy: The internal safeguarding procedure

TZG PLETERNICE will immediately suspend any employee, volunteer, intern, board member, consultant, adviser who is alleged to have violated the Child Protection Policy, pending the outcome of the investigation. TZG PLETERNICE reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the police.

The investigation completed by the Secretary General will be submitted to the Nominated Management Board member who will come to a decision about action to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

When investigating concerns or complaints, the process should be always be fair and, where complaints are upheld, the individual will have the right to appeal the decision. In such instances, the individual must write to the board of TZG PLETERNICE within one week of receiving written confirmation of the complaint outcome, explaining the grounds for appeal. The board of TZG PLETERNICE will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. TZG PLETERNICE's board will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final. In cases where staff from TZG PLETERNICE members or accompanying adults with children are alleged to have violated TZG PLETERNICE's Child Protection Policy in meetings and activities organised by TZG PLETERNICE, this needs to be reported to the TZG PLETERNICE CPF. TZG PLETERNICE CPF will investigate the complaint(s) or concerns confidentially and discreetly and report this to the board.

Where possible TZG PLETERNICE's CPF will discuss the concerns with the responsible person and/or his/her organisation in order to change the behavior or acts of the concerned person/organisation. In case the person or organisation is not able or willing to change its behavior according to the standards of TZG PLETERNICE's Child Protection Policy, the board may decide to fire him/her. In cases of acts of a criminal nature committed by TZG PLETERNICE member organisations in relation to activities organised by TZG PLETERNICE this will be referred to the police.

## 7. Communication and Media Guidelines

The chapter of the Child Protection Policy sets out the principles TZG PLETERNICE employs when communicating externally about our work and the work of our members. It contains general principles for ensuring children are kept safe at all times, as well as specific guidelines which must be followed by TZG PLETERNICE staff as well as photographers, film crews and journalists visiting

In order to make sure that all children are protected in all situations it is important to obtain written consent of the parent/carer or legal guardian of children that clearly states if they agree that photos or statements of children can be publicly used or not. (Annex 3 includes a specific media consent form).

### 7.1. Principles

The rights and dignity of the child must be respected at all times and the best interests of the child maintained as the paramount concern of our communications. TZG PLETERNICE will never use discriminatory or degrading language. This section is providing guidelines on the use of images, films and stories of children for media and communication purposes to ensure dTZG Pleternice protection and to protect children themselves. Abusers have sometimes targeted children whose pictures they have seen in media and communication material.

In TZG PLETERNICE communications about children, the following principles will apply:

**Dignity:** The child's dignity must be preserved at all times. Languages must not degrade, victimize or shame the child. In images, children should always be dressed appropriately and should never be depicted in any poses that could be interpreted as sexually provocative.

**Accuracy:** The portrayal of children must not be manipulated or sensationalized 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 the progress that children are making. Communications should avoid making generalisations, which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context.

**Privacy:** Any information that could be used to identify a child or put them at risk will not be used. TZG PLETERNICE will ensure that:

- Only use first names of children: be careful not to reveal details about the place where they live, their school and other information that would lead to their place of residence. If needed for child safeguarding, the names of children will be changed.
- Information about a child/children's life and photographs of children (including information stored on the computer) will be kept in secure files. Access to these should be limited to those that need to use them during the course of their work.
- The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals.
- TZG PLETERNICE is committed to represent a broad range of children – boys and girls, of various ages, abilities and ethnic groups in its publications, videos. TZG PLETERNICE will ensure diversity of children to be presented in its communication material.

**Complaints procedure:** Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern (see chapter 6).

## 7.2 Informed Consent

Informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may then be used in TZG PLETERNICE materials. Informed consent means that children are told how TZG PLETERNICE may use the information or image/film and that they are under no obligation to agree to its use. They should also be re-assured that locations and other identifying information that might lead to the location of residence of children will be changed. They will need to be asked whether they give consent that their first name is shared with the information or image/film.

Consent must be obtained by completing and signing the media consent form. Consent is also required from the child's parent/carer or guardian, who must countersign the form or, where this is not possible, from the organisation working with them.

The media consent forms and other consent forms will be kept by TZG PLETERNICE. Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.

## 7.3 Interviewing Children

Interviewing children requires skills and certain basic principles should be followed to ensure their dignity and their rights are respected.

**Informed Consent:** In relation to interviews, informed consent includes explaining what subjects are likely to be covered

in the interview and clarifying the child's right to withdraw their consent at any point. The interviewer should review the child's understanding of consent at the start of the interview.

**Provision of support:** There should be someone else present during the interview, who the child is familiar with. Wherever possible, the child should be given a choice regarding who supports him/her during the interview.

**Respecting the right to say No:** Be clear before you start the interview that the child only has to talk if they are comfortable doing so, and they can stop and withdraw their consent at any point.

**Gender:** Consider the different needs of boys and girls and whether they would be more comfortable to talk to a man or a woman. Gender must be considered when deciding what topics may be discussed.

**Respecting the right to information:** If you are going to take notes, or record the interview in another way, you must explain this to the child and verbally ask their permission to do so.

#### 7.4 Visits by Photographers, Films Crews, Journalists and Others

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

- Journalists, photographers/film crews must be fully briefed about TZG PLETERNICE's child protection policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment to adhere to this policy.
- Make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They have to be accompanied by TZG PLETERNICE staff at all times.
- Children, parents and guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by TZG PLETERNICE or the national/local organisation they are involved in.
- Copies of images, film and story should be sent to the (member) organisation to be passed on to the children.
- In order to protect the confidentiality and privacy of the children, TZG PLETERNICE must be notified as to how the photographer or film maker intends to use the images or stories. TZG PLETERNICE reserves the right to refuse use if it is felt that, in doing so we are not acting in accordance with our child protection policy and our media and communication principles.
- If an image or any material is to be used by another organisation, it must be credited to TZG PLETERNICE/Photographer's Name  
© with an appropriate caption.

## 8. Standard 4 - 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 inform policy reviews and changes to the Child Protection Policy. TZG PLETERNICE will regularly monitor the implementation of its Child Protection Policy and procedures. Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Management Board annually and included in TZG PLETERNICE's annual reports. Monitoring and evaluation will be done by checking whether the standards from the Child Protection Policy are implemented and whether safeguards are working. This will be done by carrying out a survey among TZG PLETERNICE staff, interns and volunteers on how the standards from the Child Protection Policy are being met, how effective they are and what needs improving.



**Provision of support:** There should be someone else present during the interview, who the child is familiar with. Wherever Next to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will take place, after incidences have occurred, which will contribute to a learning process for TZG PLETERNICE and if necessary changes to the Child

Protection Policy or reporting procedures. Every year an internal review of the policy will be carried out and its results will be approved by the Management Board. In addition, an external evaluator can review the policy and practices.

## 9. Statement of Commitment to TZG PLETERNICE's Child Protection Policy

I, Ivana Ketović Marjanović, 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 TZG PLETERNICE.

I further understand that adherence to TZG PLETERNICE's Child Protection Policy will involve the following: undergoing a check for criminal convictions related to working with children; signing a personal declaration stating any criminal convictions, including those considered 'spent'; declaring any previous investigations or allegations made against me with respect to child protection issues; and providing two character references.

Ivana Ketović Marjanović \_\_\_\_\_ (Name)

Director \_\_\_\_\_ (Job title/role)

 \_\_\_\_\_ (Signature)

2025.01.14. \_\_\_\_\_ (Date)



## 10. Character References

Please provide the name, address and contact details of two character references you have known for no less than 2 years, excluding family members:

Referee Name:

Address:

Contact Number:

E-mail:

Referee Name:

Address:

Contact Number:

E-mail:

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details of all criminal convictions, including those considered 'spent', and declare any previous investigations or allegations made against you. These will be kept confidential by the designated Child Protection Focal Person at TZG PLETERNICE, who will assess whether they pose any risk or are not in conformity with TZG PLETERNICE's Child Protection Policy.

## ANNEX 1: Recognising Signs of Abuse

Recognising indications of potential abuse is complex and there is no simple checklist, which allows easy recognition. There are potential warning signs that you can be alert to but they should be assessed with care. It should not be automatically assumed that abuse is occurring. Equally, 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.

<p><b>Possible signs of physical abuse:</b></p> <ul style="list-style-type: none"> <li>• Bruises, burns, sprains, dislocations, bites, cuts</li> <li>• Improbable excuses given to explain injuries</li> <li>• Refusal to discuss injuries</li> <li>• Withdrawal from physical contact</li> <li>• Arms and legs kept covered in hot weather</li> <li>• Unwillingness to participate in physical activities that may involve undressing, e.g. sports</li> <li>• Fear of returning home or of parents being contacted</li> <li>• Showing wariness or distrust of adults</li> <li>• Self-destructive tendencies</li> <li>• Being aggressive towards others</li> <li>• Being very passive and compliant</li> <li>• Chronic running away</li> </ul>	<p><b>Possible signs of neglect:</b></p> <ul style="list-style-type: none"> <li>• Frequent hunger</li> <li>• Taking scraps of food from bins or plates, or stealing food</li> <li>• Poor personal hygiene</li> <li>• Constant tiredness</li> <li>• Inappropriate clothing, e.g. summer clothes in winter</li> <li>• Frequent lateness or non-attendance at school</li> <li>• Untreated medical problems</li> <li>• Low self-esteem</li> <li>• Poor social relationships</li> <li>• Compulsive stealing</li> <li>• Drug or alcohol abuse</li> </ul>
<p><b>Possible signs of emotional abuse:</b></p> <ul style="list-style-type: none"> <li>• Physical, cognitive or emotional development is delayed</li> <li>• Highly anxious</li> <li>• Showing delayed speech or sudden speech disorder</li> <li>• Fear of new situations</li> <li>• Low self-esteem</li> <li>• Inappropriate emotional responses to situations</li> <li>• Extreme passivity or aggression</li> <li>• Drug or alcohol abuse</li> <li>• Chronic running away</li> <li>• Compulsive stealing</li> </ul>	<p><b>Possible signs of sexual abuse:</b></p> <ul style="list-style-type: none"> <li>• Age inappropriate sexualised behaviour or highly sexualised language</li> <li>• Bed wetting or soiling</li> <li>• Anal or genital soreness</li> <li>• Sleep problems</li> <li>• Fear of being with adults</li> <li>• Promiscuity</li> <li>• Extreme risk taking in adolescents</li> </ul>

Possible signs of concern regarding adult behaviour:

- A person in whose presence the behavior of a child significantly changes such as becoming withdrawn, fearful, distressed or agitated
- Asking a child to lie or keep secrets
- Breaches of the organisation's Code of Conduct/behaviour protocols
- Initiating private contact with a child, in person or by e-mail or phone

## ANNEX 2: Safeguarding Report Form

If you have knowledge 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 TZG PLETERNICE (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 OR harm 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: \_\_\_\_\_

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? YES \_\_\_\_\_; NO \_\_\_\_\_;

Treatment given by \_\_\_\_\_

Taken to hospital YES \_\_\_\_\_; NO \_\_\_\_\_;

If yes, which hospital and how taken \_\_\_\_\_

### 3. About your concern; Details of incident

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 him or her: [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? \_\_\_\_\_

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

Written investigation report necessary: Yes No

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here \_\_\_\_\_

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## ANNEX 3 Consent Forms

### PERSONAL INFORMATION AND INFORMATION IN CASES OF EMERGENCY

Your name and age

Your address

Your phone number

Your mobile number (if available):

Your email address:

Are you happy to take part in \_\_\_\_\_ (e.g. meeting/event/etc)?

Please tick Yes or No:

### WE WANT TO MAKE SURE YOU FEEL WELCOME AND COMFORTABLE TO TAKE PART

Do you have any allergies we should know about? Yes <input type="radio"/> No <input type="radio"/>	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 it hard to talk about)? Yes <input type="radio"/> No <input type="radio"/>	Details:
Is there anything extra we can do to make sure that you can come along and participate fully? Yes <input type="radio"/> No <input type="radio"/>	Details:
Are you taking any medication we should know about? Yes <input type="radio"/> No <input type="radio"/>	Details:
Do you have any dietary requirements? Yes <input type="radio"/> No <input type="radio"/>	Details:
If you practice a religion, please tell us if there's anything connected to taking part in the event that we should know about	Details:

IN THE EVENT OF EMERGENCY

Contact persons in case of EMERGENCY. It is very important 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 emergency, do you agree that you can receive hospital or dental treatment, including an anaesthetic?  Yes <input type="radio"/> No <input type="radio"/>	Details:

My Consent  Signature: Location (where you live):  Today's date:	Parent/Legal Guardian Consent (if under 18) This child/young person under 18:  <ul style="list-style-type: none"> <li>• is allowed to participate in (event)</li> <li>• is allowed to take part in media activities at (event)</li> <li>• has been informed about the ..... (event) goals, the voluntary nature of participation and anonymity in an age-appropriate way</li> <li>• has been informed that they can refuse to participate at any time with no consequences</li> <li>• is allowed to receive appropriate medical attention from a registered practitioner if at any time my child requires urgent medical attention,</li> </ul> Full name: Relationship to child/young person: Location: Date:
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MEDIA CONSENT FORM

WE WANT TO MAKE SURE YOU FEEL COMFORTABLE TO TAKE PART IN MEDIA ACTIVITIES TZG PLETERNICE 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 TZG PLETERNICE's work via social media, you can do this by following the TZG PLETERNICE Facebook page and/or twitter feed or the TZG PLETERNICE website: <https://tz.pleternica.hr/>



