

## FILIA's CHILD PROTECTION POLICY

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## 1. The Organization

FILIA Center is a feminist NGO which makes women's voices be heard through community work and advocacy, activism and research. We want a society in which women's rights and needs are respected. We promote social and civic dialogue on gender equality. FILIA was founded in 2000 and developed in the last 22 years as one of the most active feminist NGOs in Romania. FILIA has 12 paid staff members, 2 collaborators, over 20 volunteers and over 20 members. FILIA is member of the informal Network for preventing and combating VAW involved in advocacy for better policies and in the last four years was involved in working groups with representatives from Ministry of Justice, Ministry of Labor, Ministry of Internal Affairs and Superior Council of Magistracy in order to find the best solutions for modifying the legislation accordingly to the Istanbul Convention. As a member of the informal Network, FILIA coordinated public actions and campaigns for raising awareness like "Together for women's safety" Campaign (<http://violentaimpotrivafemeilor.ro/impreuna-pentru-siguranta-femeilor/>), an annual march that gathered last year over 1500 people in the streets of Bucharest, including politicians, public figures and Ambassadors. We work for gender equality and equality of opportunities, with a focus on preventing and combating violence against women. We believe in an intersectional approach that will include the diverse needs and interests of women, in order to promote gender equality in all public and private spheres. Working a lot with volunteers, through non-formal education and raising awareness, FILIA developed active groups of young women and men that promote gender equality and non-discrimination and who are engaged in defending women's rights. They developed their own initiatives for promoting gender equality that were supported by FILIA. In the last four years, FILIA has worked in a rural community with Roma and non-Roma women in order to create solidarity against all forms of violence towards women and to consolidate active initiative groups that will address women's problems from the community.



### **Purpose of the Child Protection Policy**

The Child Protection Policy of FILIA aims at:

- Creating a 'child safe' and 'child friendly' environment inside the FILIA that have an 'aware culture', preventing intentional and unintentional harm coming to children;
- Prevention of any kind of abuse and risk, regarding environmental safety as well as protection against physical, psychological and sexual abuse
- Optimize the Personnel recruitment and training, making sure it follows every rule and procedure to insure child protection on this policy regulations;
- Set guidelines for appropriate and inappropriate behavior / attitude of participants, professionals and all people involved in the activities regarding children;
- Promoting a space where children feel safe to speak out, feel listened to and empowered.

## **2. The Policy**

This Child Protection Policy is developed to ensure the highest standards of professional behavior and personal practice to ensure maximum protection and welfare to children and adolescents during their involvement in any activity or project organized by FILIA. This document main purpose is to define the guidelines and the procedures of the child protection policy of the Association at the internal level within the scope of our activities. By planning and implementing a child protection policy, the Association commits to promote, respect and defend the rights of every child in all our actions and projects.

FILIA commits to respect and guarantee the rights foreseen in the Convention on the Rights of the Child, approved by the United Nations in 1989, as well as those foreseen in the Romanian Legal Framework.

As such, we commit to:

- Apply the rights and principles of the United Nations Convention on the Rights of the Child to all children, with no exception, and to implement measures to promote their rights;
- Fully consider the child's best interest in all decisions concerning the child;
- Guarantee the child the right to freely express his/ her opinion in all matters that concern him/her and to have it taken in due account; and to
  - Guarantee the child the right to be protected against all forms of physical or mental violence injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

This Child Protection Policy establishes the principles and defines the procedures that all employees of the FILIA, of partner institutions, trainees and/or volunteers are obliged to comply with.

**This Child Protection Policy was written in a consortium between Sê Mais Sê Melhor and FILIA, resulting in this document. As per added value both Child Protection Policy was written based on the homonymous document of the EuroChild, the Portuguese National Commission for the Promotion of the Rights and the Protection of Children and Young People and Romanian National Authority for the Protection of Child's Rights and Adoption, ANPDCA**

## **2.1 CORE CHILD PROTECTION PRINCIPLES AND VALUES**

### **→ Based on Legal Framework**

This CPP deals with the protection of children as defined by the UN Convention on the Rights of the Child, taking in account a holistic view of the child as a human being and a comprehensive framework for the protection, provision and participation of all children. All children and adolescents involved in FILIA activities, projects and programmes have the right to:

- Have their health, safety and well-being, and their best interests considered in all times;
- Have their development promoted and safeguarded in order to achieve their full potential;
- Be valued, respected and understood within the context of their own culture, religion and ethnicity;
- Be listened to and to own their views, and being given full attentions and consideration, and
- Be encouraged and helped to participate in decisions which affect them, including in child protection decisions.

For this document the definition of child abuse and maltreatment is a reflection of the World Health Organisation and the Romanian Legal Framework.

### **→ Non-negotiable duty**

FILIA believes that as an organization that is working for children's rights we have an absolute and imperative duty to protect children from any kind of abuse, mistreatment, and exploitation from within the organization. That's why we commit to enforce adequate standards and mechanisms for protection, making sure we are not failing our primary duty of care and not negligently or recklessly fostering an environment of abuse.

### **→ Participatory Processes and Democratic Management**

FILIA works with and for children throughout Europe, striving for a society that respects the rights of all children.

In a broad sense, the concept of participatory processes and democratic management refers to dialogue processes that seek to include all children and young people who are involved



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in an issue, either to share knowledge on a theme, to collective identification of challenges, or to plan actions and make decisions collectively.

A participatory approach comprises the involvement of participants in the process of planning, implementing, and evaluating projects.

From our perspective, participation improves the quality of decisions and is also necessary to make the decision-making process more democratic. Thus, participants can share their views, values and arguments on various issues as they are developed and as these are developed and matured. A democratic and participatory management implies that the agents involved participate in the decision-making process, beyond mere decision making, and is characterized by the mutual support of the mutual support of the group and in the coexistence of everyday work.

Participatory methodologies seek to involve, motivate, inspire and empower children to act. Talking about participation refers to the expression of criticism and suggestions, through the performance of roles in activities and tasks the organization of initiatives and even the negotiation of rules.

Minding that each and every step should be aged appropriate and respect development guidelines and personal and specific needs and motivations.

FILIA aims to implement children's participation based on some requirements for meaningful, safe and inclusive children's participation, including transparency and information, voluntary participation, respectful relationships and communication, relevancy, child-friendly environment, activities and settings, inclusion, well-being, high quality and regular training, safety and sensitiveness to risk, accountability.

### 3. Implementation and accountability

This Policy includes measures regarding recruitment procedures, review of management structures, creation of space for children to speak out, staff training, and development of transparent protocols.

The Child Protection Policy is supported by clear guidelines on how it must to be implemented internally and by partner organizations participating and supporting children in FILIA activities, projects and programmes.

The rights and dignity of the child must be always respected and the best interests of the child maintained as the paramount concern of our communications. FILIA will never use discriminatory or degrading language.

#### **3.1 COMMUNICATION**

In FILIA communications about children, the subsequent principles will apply:

**Dignity:** The child's dignity must be always preserved. Languages must not degrade, victimize or shame the child. In visual documents, children should always be dressed appropriately and should never be depicted in any poses that could pose some kind of risk of abuse.

**Accuracy:** The portrayal of children must not be manipulated or sensationalized in any way. Images and stories 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.

#### **3.2 PRIVACY**

Children are already covered by FILIA general Privacy Policy, but it adds to that what is written in this section.

FILIA will ensure that every children privacy will be respected and that both children and their child representatives agree with the principles set in this document.

In our internal and external activities FILIA will always regard certain principles of privacy:

1. Only use first names of children: being careful not to reveal details about the place where they live or play, their school and other information that would lead to their place of residence or daily routine. If needed for child safeguarding, the names of children will be changed or reduce to one letter.
2. All Information regarding a child, child's image or any form of identification, digital or otherwise, will be kept in secure files. Access to these is be limited to those that need to use them during the course of their work.
3. The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals. When needed faces are obscured or not identifiable.
4. Inclusion and variety is celebrated and communicated, ranging in the spectrums of gender, class, ethnicity, background ages, abilities and other groups. FILIA ensures diversity of children to be presented in its communication material, reflecting the countries and communities in which we work.

Complaints procedure: Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern to this association to the mail: [office@centrulfilia.ro](mailto:office@centrulfilia.ro).

### **3.3 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 FILIA materials.

Informed consent means that children are told how FILIA may use the information or image/film and that they are under no obligation to agree to its use. They are also reassured that locations and other identifying information that might link to the location of residence of children will be changed. They are always 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 organization working with them.

The media consent forms and other consent forms will be kept on the child's file by FILIA.

Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.



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Children and parent/carer or guardian can, in any given moment, remove consent for any of the situations.

#### **4. People and accountability**

FILIA, through its Presidency and coordinators is responsible for:

- a) Respecting and promoting the rights of the child as of the United Nations Convention on the Rights of the Child;
- b) Implementing the Child Protection Policy;
- c) Disseminating the Child Protection Policy of the FILIA to partner institutions;
- d) Ensuring that all employees, trainees and volunteers working at the FILIA are acquainted with its Child Protection Policy;
- e) Having updated information on data protection, confidentiality, information sharing and other matters of legal nature that may cause impact on child protection;
- f) Having information specifically addressed to children on their rights;
- g) Recruiting, training, supporting and supervising its employees, trainees and volunteers according to the principles of child protection and of the promotion of the rights of the child;
- h) Requiring its employees and volunteers to adopt Child Protection Policy of the FILIA and act accordingly with it;
- i) Guaranteeing complaint procedures that are accessible to children;
- j) Designating the person in charge of monitoring the implementation of the Child Protection Policy of the FILIA, to whom the following responsibilities are assigned:
  - Filing complaints of professionals and named persons who express concerns regarding child protection and collecting all relevant information/data;
  - Keeping an updated registry of the aforementioned complaints;
  - Reporting immediately such complaints to the Presidency;
  - Collecting and assessing relevant information on the global implementation of the Child Protection Policy, making comments and presenting suggestions to the Presidency;
  - Coordinating activities and procedures towards the effective implementation, monitoring and review of the Child Protection Policy;
  - Presenting the complaint directly to the Presidency, in case any concern is expressed or any complaint is filed against the person in charge of the Child Protection Policy; and
  - Maintaining an appropriate relation with national and local entities with competence within the scope of the protection of the rights of the child.



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2.2. The employees, trainees and volunteers of the FILIA are responsible for adopting the adequate procedures to protect and promote the rights of the child, pursuant to the United Nations Convention on the Rights of the Child and in full compliance with the guiding principles of the Child Protection Policy of the FILIA.

## 5. Procedures for the implementation of the child protection policy

Action taken to ensure that the intentions of the organization in relation to safeguarding children are taking place and to monitor and evaluate action and effectiveness

### **5.1 PAPERWORK AND PERSONAL DATA**

a) The Child Protection Focal person (CPF) establishes a filing system for child protection issues. This must include a locked filing cabinet for storing confidential information to which a minimum number of essential personnel have access to. For digital content, this should be storage in a safe drive, with password access.

b) All personnel must sign a Statement of Commitment (Annex 2) to the FILIA statutes, internal regulation and policies which is held on file.

c) Criminal record disclosures must be obtained for all relevant personnel, i.e., all human resources that work closely with children. This information is to be kept strictly confidential. If any criminal convictions are stated, it is the responsibility of the Child Protection Focal person (CPF) to determine whether they pose a threat to child protection issues.

d) When someone leaves FILIA, all confidential paperwork relating to them is destroyed (i.e. criminal records, statements etc.). Confidential paperwork with private information must be shredded or burnt.

e) A secure filing system is established for all children's case histories and personal information, accessible to the minimum number of personnel who need to refer to such information.

### **5.2 STAFF AND PERSONNEL**

As a condition for working with FILIA, all staff; Management Board members; interns and volunteers and all those acting on behalf of FILIA, 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 (Annex 1) 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 FILIA's child protection policy.

- All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and FILIA's commitment.

- Adherence to FILIA's Child Protection Policy are part of FILIA employment contracts and service agreements.

- Every person employed under FILIA's and working with children must provide a criminal record.

2. Signing a personal declaration stating any criminal convictions, including spent convictions. FILIA job application inform that all personnel have to sign this document, and the ones working directly with children must do added processes.

For those working directly with children, are added:

3. Deliver a criminal record or similar document representing any criminal conviction of his/her country of origin/birth, that should be assess by the CPF.

4. Providing the name and contact information of 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. FILIA staff is empowered to call out behaviors of members, which are not in compliance with FILIA's child protection policy.

### **5.3 TRAINING / ORIENTATION:**

a) Conducting and assessment for training needs for personnel associated with the organization which identifies who needs to be trained, what type of information they need to know, motivations and weak points. This should result in a comprehensive diagnosis of the human resources working with the children involved in FILIA's activities.

b) The diagnosis should also result in a training plan that includes who will coordinate, conduct and facilitate the training, by when, and the materials needed to conduct the training. This points can be discussed with partners and stakeholders.

c) There will be different types of training according to needs, time in the organization, function, etc. In all the training opportunities, will have an introduction or an update to FILIA's child protection policy

d) Training should involve information such: where to go for advice if they need additional help in answering questions about Child Protection Policy, feedback from the participants on how the session went with suggestions for future improvement.

e) Conduct appropriate orientation for children on the organization's child protection policies and procedures. As stated before, the active participation and involvement of children in the process of developing the training session will ensure that it is more likely to be appropriate and useful to other children.

#### **5.4 MANAGEMENT**

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

- Promoting awareness and implementation of the Child Protection Policy throughout FILIA.
- Draw, implement and continuously assess the several procedures that assure this Policy is being followed and is really protecting children. This includes a written procedure on what should be done if a member of personnel is concerned about witnessed, reported or potential child abuse, a clear procedure on information storage and sharing

- Monitoring the implementation of the Policy and reporting on developments at Team meetings, Management Board reunions and General Assemblies. This monitoring should be reflected in the Activities Report.

- The development of child protection training and recycling for all the organization staff and relevant partners and stakeholders, in formal and informal moments, proceeding in initial, continuous and final assessment during the year.

- Promoting a scientific-based and up-to-date knowledge of best practices and legal and statutory requirements.

- Acting as a source of support and information for staff on children protection issues.

The name and contact details of the CPF will clearly be displayed in the FILIA 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.

The Management Board, through the Coordinators of the projects and activities, will have the overall responsibility to oversee and ensure the Policy's implementation.

**5.5 DISPLAYING INFORMATION:**

a) FILIA's Code of Conduct and Communication Guidelines are clearly displayed in the organization and easily accessed by for easy reference by personnel.

b) Emergency and advice telephone numbers of police, emergency phone number, civil protection, child protection and other are clearly displayed in the organization for easy reference by personnel.

c) The organization's Management Flowchart for Reporting Suspected Abuse - with named contacts and telephone numbers - is clearly displayed in the organization for easy reference by personnel.

d) Child-friendly / illustrated versions of key elements of the child protection policy are clearly displayed and accessible to children themselves. Such key elements might include behavior and communication guidelines and reporting and reaction procedures.

## 6. Implementation strategy

### 6.1 Reporting Procedures

All staff, volunteers and interns should be alert to signs that may suggest a child is in a risky situation or in need of help, referring to the definition and typology of ill-treatment expressed in the official and most up-to-date documents of the National Authority for the Protection of Child's Rights and Adoption.

In cases where staff from FILIA members or accompanying adults with children are alleged to have violated FILIA's Child Protection Policy in meetings and activities organized by FILIA, this needs to be reported to the association CPF. The CPF have the responsibility of also carrying out a discreet investigation and present a report to the Management Board

Reporting any case can be a very difficult decision and is a great responsibility, so should respect the following procedures:

#### PREPARATION & PREVENTION

- The reporting procedure is available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.
- Every personnel dealing with children are aware of the CPP and these procedures for reporting.
- All children directly involved in our activities are informed about FILIA's safeguarding policy, code of conduct, the existence of the child protection focal person and complaints mechanism in a child-friendly manner.

Basic principles when there is any kind of concern:

- Act on your concerns. If in doubt, speak out.
- The intervention shall consider primarily the interests and rights of the child. The protection of children is the most important consideration.
- Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.
- Minimum intervention - the intervention shall be carried out exclusively by the entities and institutions whose action is paramount to the effective promotion of the rights and the protection of the child in danger.

All contact information regarding parents/carers will be available.

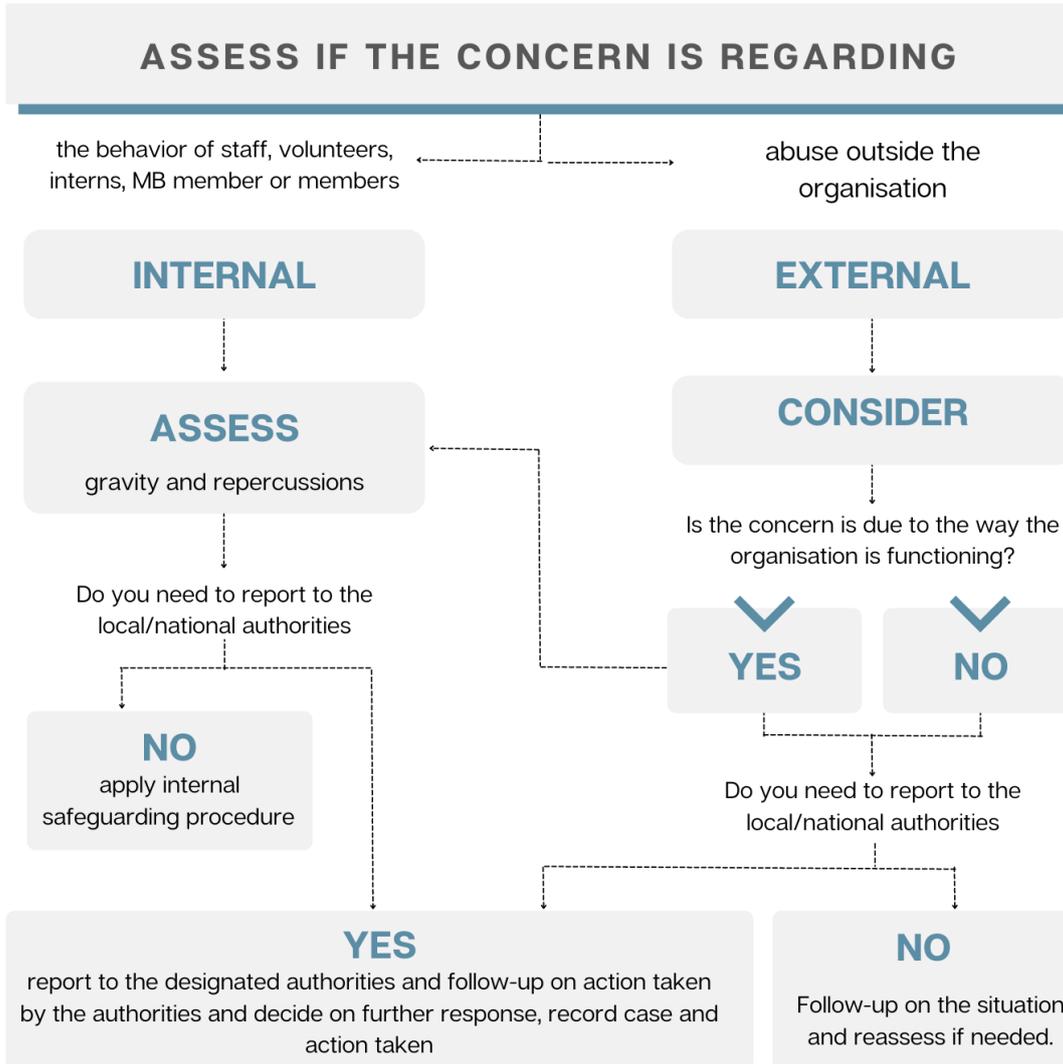
#### **THE INITIAL SITUATION**

- All witnessed, suspected or alleged violations of FILIA's Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) – using the safeguarding reporting form (Annex 3).
- All records related to the situation will be stored securely with access limited to the CPF or a specific person previously nominated;
- Remember that the safety of the child is always the most important consideration.

#### **THE REPORT**

- Upon a report made to CPF, this person must inform the Management Board, with the most important details and all existent records of the incident.
- Is the responsibility of the CPF with the Management Board, in tune with the FILIA's internal regulations and national legal framework, to decide the next steps.
- Depending on the gravity of the situation, this decision could result in solving the situation internally, in case of misunderstanding or minor situations or reporting the situation to the competent authority.
- The first stage is to decide whether the concerns are internal to the organization or relate to an external situation.
- Relevant contact details for child protection services, local services department, policy, emergency medical help and help lines will also be readily available and easily accessible (Annex 4).

Upon a report the situation should be resolved following the fluxogram:



The CPF will act on the concerns or allegations in a confidential manner in accordance with the standardized process developed by FILIA 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 immediately be offered in consonance with the response of the authorities or parents/carers.

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 3) 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 The internal safeguarding procedure**

Upon a report of an alleged violation of the Child Protection Policy, the person involved is immediately suspended, either employee, volunteer, intern, board member, consultant or adviser, pending the outcome of the investigation. After all procedures have been taken to assess the situation and finishing the due investigation, FILIA reserves the right to take any disciplinary action against any of the above who have been proven guilty, including reporting to any external entity.

When the investigation is completed by the Child Protection Focal Person will be submitted to the Management Board who will come to a decision about action to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

Acts covered by Law as a criminal offense will be referred to the competent Polices forces and Children’s Welfare Services and may result in a criminal investigation and conviction.

Through all the procedures deriving from a concerning situation, the process must be pursued according to the principle of fairness, confidentiality and transparency. The individual have the right to appeal the decision. In such instances, the individual must write to the President of FILIA within one week of receiving written confirmation of the complaint outcome, explaining the grounds for appeal. The President of FILIA, together with the Management Board will consider the appeal and should revise all the procedure, and taking if possible and needed, new actions, which can include talking directly to staff and others involved. FILIA’s President will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final.

In case of external people from partner organizations or others, when possible the association’s CPF together with our Management Board (MB) members will discuss the concerns with the responsible person from that organization in order to change the behavior or acts of the concerned person/organization. In case the person or organization is not able or willing to change its behavior according to the standards of FILIA’s Child Protection Policy, the President will deliberate together with Management Board and decide further course of actions: either



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decide to suspend further cooperation with this organization, suspend membership, make a report to competent entities, or other procedure that will protect the child.

The other organization has the right to appeal to the MB's decision. In such instances, the organization must write to the President of FILIA within a week of receiving the written confirmation of the complaint outcome, explaining the grounds of appeal. The President of FILIA, together with the Management Board will consider the appeal and should revise all the procedure, and taking if possible and needed, new actions, which can include talking directly to staff and others involved. FILIA's President will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final.

In every case of acts of a criminal nature the situation will always be referred to the police by FILIA's MB.

## **7. ANNEXES**

### **ANNEX 1 - FILIA'S CHILD PROTECTION CODE OF CONDUCT**

This Code of Conduct includes guidance on ethical and proper standards of behavior, communication and general conduct of adults surrounding children, caring for them or any other way directly related to them in the scope of FILIA's activities and normal functioning. But also, depicts the code of conduct for children towards and surrounding other children. It has been developed minding the best interests of the children and has them as the primary consideration and should be interpreted in a spirit of transparency and common sense. Any situation that isn't in any way portrayed in this policy should be addressed in terms of internal regulation, national and international legal framework, and UN directives.

Through it's internal policy and regulations, including the Child Protection Policy, FILIA aims for everyone, children and adults, to participate in a fair, safe and happy environment, that promotes equality, inclusion and wellbeing.

To embrace fully the protection of children in the scope of FILIA's activities mind these points:

- Be aware what constitutes child abuse and exploitation as stated by Law and emanated from National Authority for the Protection of Child's Rights and Adoption and understand its provisions.

- Heed to signs of abuse or, in case of doubt, use the proper channels to gather knowledge, and report any suspicious observations immediately to the Child Protection Focal Person.

- Ensure that you know who is the Child Protection Focal Person at FILIA.

- Respect lines of authority, communication channels and reporting procedures.

- Always respect the rights of others, especially children, by conducting in a fair, honest, and tactful manner, and by treating people with dignity and respect.

- Treat all children with justice and care: be inclusive and involve all children without discrimination, be aware of each child needs.

- Work actively to ensure the highest levels of respect towards everyone, by everyone.

- Protect the health, safety and well-being of yourself and others, minding children have special developmental needs.

- Be aware of high-risk situation for danger or maltreatment, regarding peers (e.g. bullying), adults (e.g. abuse), activities (e.g. accidents), environments and others.

- Be mindful of the way in which your language, actions, and relationships with children could be perceived by them and others around.
- Develop special means of supervision to protect younger and especially vulnerable children from peer and adult abuse.
- Provide an enabling and empowering environment for children's personal, physical, social, emotional, moral, and intellectual development.
- Encourage and respect children's voices and views, promoting a safe and caring environment appropriated to each child need and development.
- Limit access to and/or not expose children to any inappropriate resource or media.
- At all times respect the confidentiality and privacy of children's personal, social and family 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/activities with children, in order to assure there's always someone that can go out to deal with any immediate needs of children.
- Ensure that all activities have the most accessible routes and resources as possible, in terms of building, facilities, instruments, tools, toys, and any other equipment.
- 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.
- Never have a child stay overnight in the adult's room or sleep in the same bed (unless prior consent is provided by both the child and his/her parent/guardian).
- Do not perform activities for children that they can do themselves, including dressing, bathing and grooming.



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- 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 touch a child in an inappropriate or culturally insensitive way.

- Do not suggest inappropriate behavior of any kind by a child.

- Do not take photos, film, or request personal information if not required for FILIA's activities.

- Do not use inappropriately contact details (including social media accounts) from children out of FILIA'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 Person.



**Annex 2 - Statement of Commitment to FILIA 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 FILIA. I further understand that adherence to FILIA'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.

\_\_\_\_\_ (Name)

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

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

\_\_\_\_\_ (Date)

### **Annex 3: Safeguarding Report Form**

If you have knowledge that a child might be at risk of harm or being mistreated, you are asked to complete this form to the best of your knowledge.

Child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at FILIA as soon as possible, 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.

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. YOUR IDENTIFICATION**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Organisation you work for: \_\_\_\_\_

Nature of your contact with the child: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### **2. ABOUT THE CHILD**

Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Age: \_\_\_\_\_ Activity involved: \_\_\_\_\_

Address: \_\_\_\_\_

Parents/guardians: \_\_\_\_\_

Has the child received any treatment resulting from the situation? YES \_\_\_\_\_ ; NO \_\_\_\_\_ ;

Which treatment? \_\_\_\_\_

Given by \_\_\_\_\_

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

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

#### **3. ABOUT YOUR CONCERN - DETAILS OF INCIDENT**

Was the incident:

- Observed by you  Suspected  Disclosed by someone else



## CHILD PROTECTION POLICY

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

\_\_\_\_\_

Explain what happened? Give cause (how and why) if known and as much objective information as possible (e.g. what have you seen, 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: \_\_\_\_\_

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**FOR COMPLETION BY THE CHILD PROTECTION FOCAL PERSON:**

Incident 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 4 – Emergency Contact Information**

**112: Emergency number**

**119: Child abuse cases**

**(+4) 021 9551: Costumers service**

**(+4) 021 9590: Border Police**