

CHILD PROTECTION POLICY of Kosova Education Center



This Policy has been drafted based on the policy model provided by the Coalition of NGOs for Child Protection in Kosovo - KOMF and The International Child Safeguarding Standards

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Introduction

Kosova Education Center (KEC) is a non-governmental and non-profit organization founded in 2000 focusing on providing training programs to teachers in service. Trainings still remain an important aspect of KEC's activity, but in time, the organization has expanded the field of work in four key areas: 1) Improving the quality of education; 2) Human rights; 3) Networking and participation in policymaking; 4) Education research.

KEC's **vision** is: An efficient and comprehensive education system that contributes to sustainable economic and social development of the country through lifelong learning and active participation of citizens in democratic life.

KEC's **mission** is: Advancing the education system by providing high quality services and resources and through active cooperation with stakeholders in the country and beyond.

In our programs and projects, apart from adults (mainly educational actors) from time to time we work with children whether directly or through our partners and associates. By fully embracing the United Nations Convention on the Rights of the Child (UNCRC), We deeply believe that child protection is crucial to ensuring that children under the age of 18 should be provided with an enabling and safe environment while participating in our activities. Children can only become fully empowered if they are safeguarded from abuse, discrimination and harm of any kind, be it physical, sexual, emotional or neglect.

1.1. Purpose of the policy

The aim of this Child Protection Policy is to create a safe and friendly environment, ensuring the highest standards of conduct and professional practice, to ensure that no harm comes to children in any situation during their involvement in KEC programs and projects. Further, the Child Protection Policy aids at increasing awareness and common understanding of abuse, as well as creating a system for prevention, response, and protection for children against various forms of abuse. Subsequently, all KEC staff and associates are bound to this policy. More concretely, this Child Protection Policy applies to:

- All staff, management, board members, interns, and volunteers; All those who act on behalf of the
- institution/organization, such as members, counselors, or trainers; All adults accompanying children to events
- and activities organized by the institution/organization; All those participating in institution/organization events
- including children, journalists, sponsors, donors, policymakers, partners, etc.

All individuals mentioned above will read the Child Protection Policy of KEC and will sign a commitment statement to adhere to its principles and procedures.

1.2. KEC principles and main values on child protection

As enshrined in the United Nations Convention on the Rights of the Child KEC is dedicated to safeguarding children as defined by the United Nations Convention on the Rights of the Child. KEC makes sure that all children involved in its programs and projects are entitled to the following:

- health, safety, well-being, and their best interests being the primary consideration;
- development so that they can reach their full potential;
- being valued, respected, and understood within the context of their culture, religion, and ethnic affiliation;
- being heard and their views carefully considered, as well as encouraged and assisted to participate in decisions that affect them, including decisions regarding child protection.

Child protection as a non-negotiable responsibility All KEC employees have an absolute responsibility to protect children from abuse, mistreatment, and exploitation within the institution. This duty is essential and non-negotiable. We are aware that without observing standards and mechanisms for child protection, the organization may fall into neglect and eventually will fail in its primary duty of care for children.

Creation of an open environment

KEC believes in:

- Creating an environment where child protection issues are openly discussed and understood among children and adults;
- Promoting open lines of communication within and outside the organization, within and between institutions and organizations, to enhance awareness and implementation of child protection policies and practices;
- Establishing a system to address openly, sustainably, and fairly claims regarding direct and indirect abuse.

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Children's Participation as a fundament of sustainable democracy KEC works with and for children within the framework of its programs and projects, striving for a society that respects children's rights. KEC promotes the creation of spaces where children feel able and willing to speak out about abuse and empowers them to become actors in their protection without discrimination. KEC promotes empowering children by making them aware of their rights and creating a safe environment in which they can exercise their rights. KEC promotes and ensures children's participation based **on the following principles**:

- Participation is transparent and informative.
- Participation is voluntary.
- Participation is respectful.
- Participation is relevant.
- Participation is child-led.
- Participation is inclusive.
- Participation is supported by training.
- Participation is safe.

1.3. Definitions

• **Child:**

A child is defined as any person under the age of 18, in accordance with the United Nations Convention on the Rights of the Child (1989).

• **Child Protection:** In the context of this document, child protection implies the institution's/organization's duty to ensure that its personnel and programs do not harm children, expose them to risk or abuse, and that any concerns the institution/organization has regarding the safety and well-being of children will be reported to the appropriate authorities.

• **Direct Contact with Children:** Direct contact with children entails being in the physical presence of the child/children in the context of the institution's or organization's work, whether the contact is incidental or regular, short-term or long-term. This may include participation in meetings and conferences where children are present or there is a direct work with children in the institution's or organization's settings.

• **Indirect Contact with Children:**

Indirect contact with children involves having access to children's information in the context of the institution's or organization's work, such as children's names, addresses, photographs, and their social case studies.

1.4. What is child abuse and exploitation

According to the World Health Organization, "child abuse" or "mistreatment" encompasses 'all forms of physical abuse, psychological abuse, sexual abuse, neglect, resulting in actual or potential harm to the child's health, survival, development, or dignity within the context of a relationship of responsibility, trust, or power'.¹

Our understanding of child abuse and exploitation includes, but is not limited to:

- **Physical Abuse**² may involve hitting, shaking, throwing, burning, drowning, or causing physical harm to a child. Physical harm can also be caused when a parent or caregiver intentionally causes illness to a child under their care.
- **Psychological Abuse**³ is defined as ongoing psychological mistreatment of a child that results in severe and persistent effects on the child's psychological and emotional development. This may include influencing children to feel worthless, unwanted, inadequate, or valued only to the extent that they fulfill another person's needs. Psychological abuse may involve actions that make children feel scared or at risk, or that exploit them. Various levels of emotional abuse may be included in all forms of child mistreatment, although it can also occur alone.
- **Sexual abuse**⁴ involves the encouragement or coercion of a child to engage in sexual activities, regardless of whether the child is aware of what is happening. Activities may include physical contact, including penetrative acts (e.g., rape) or non-penetrative acts. Sexual abuse may involve non-contact activities, such as involving children in the viewing or production of pornographic materials or encouraging children to engage in inappropriate sexual behaviors.
- **Neglect**⁵ is defined as the persistent failure of a caregiver to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's physical or cognitive development.

A child who is abused may experience more than one type of abuse. Discrimination, harassment, and bullying are also abusive behaviors and can harm a child physically and emotionally.

1.5. The need for a child protection policy

Children are protected: All children have the right to be protected from all forms of violence, abuse and exploitation based on the CRC. It is therefore the organization's responsibility to ensure that all its activities, policies, programs are "safe for children". This means that staff does not pose a risk to children and that programs, policies and practices can be designed and developed in ways that promote child protection. This is particularly important when it comes to children that are vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, organization workers, and those with access to their personal information.

¹ The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO– 1999

² Source: Child protection fact sheet: The definitions and signs of child abuse. NSPCC, 2009 ³

Source: Child protection fact sheet: The definitions and signs of child abuse. NSPCC, 2009 ⁴

Source: Child protection fact sheet: The definitions and signs of child abuse. NSPCC, 2009 ⁵

Source: Child protection fact sheet: The definitions and signs of child abuse. NSPCC, 2009.

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KEC staff and associates are protected: By implementing standards of child protection policy, 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 the safety of a child. This way, implementation of child protection standards protects them from false allegations that may come from children or adults.

KEC and its reputation is protected: By implementing these Standards KEC makes clear its commitment to keeping children safe. This will help us to move towards best practice in the area of child protection. Others will perceive KEC as a reliable organization that observes all good standards of operations.

2

Prevention

2.1. Awareness on the Child Protection Policy

For effective implementation of the Child Protection Policy, it needs to be understood accurately by all those that the policy applies to. KEC will ensure that all its staff, interns, volunteers, consultants, etc. are informed about this policy and act in accordance with all its provisions.

The Child Protection Policy will be sent to all responsible adults after they have joined KEC in its programs and projects.

2.2. Risk Assessments and Safe Programme Design

KEC is committed to design programmes that are safe for children. Risk assessments are therefore conducted when designing our projects and activities and safety strategies developed accordingly. Risk mitigation strategies will be developed also, which minimize the risks to children and will be incorporated in all operations and activities which involve or impact upon children.

3

Safety Measures

3.1. Safe recruitment process

As a condition of working with KEC, all staff, management, board members, interns, volunteers, and anyone acting on behalf of the institution/organization, such as members, consultants, or trainers, must undergo:

1. Acceptance and commitment to the Child Protection Policy and Code of Conduct for working with children by signing the commitment statement (see appendix) to adhere to the principles and procedures of the Child Protection Policy.
2. Verification of the candidate's identity, as offenders may provide false information - including false identity - to secure employment.
3. Confirmation that the person is not under investigation - this should be requested from the police or the Court.
4. Names and contacts of two references of individuals who have known the candidate for no less than two years should be sought, excluding individuals with whom they have familial relations. The identities of the references must be verified.

3.2. Training and Education

Education and training are essential for the implementation of the Child Protection Policy.

This includes:

1. At the beginning of the employment period (within 3 weeks of taking the position), staff, volunteers/interns/members must receive training on the Child Protection Policy from the person responsible for monitoring the implementation of the Child Protection Policy.
2. Child protection training should be provided to all staff, volunteers, and interns without exception.
3. Records of the training sessions held should be kept in the organization's files.

3.3. Behavioral Protocols

Every staff member, employee, volunteer, intern, board member, consultant, or advisor will be fully informed about the Code of Conduct of the Institution/Organization.

3.4. Child Protection Focal person

The organization/institution must appoint/designate a responsible person within the organization as the focal person for child protection, who will be responsible for:

- Acting as the primary point of contact for concerns regarding child protection incidents and raising those concerns to management/board;
- Promoting the implementation of the Child Protection Policy throughout the institution/organization;
- Advocating the child protection policy towards children, families, and the community;
- Monitoring the implementation of the policy and reporting on the policy's implementation at team meetings, management meetings, through written periodic reports, etc.;
- Identifying and facilitating child protection training opportunities;
- Maintaining accurate records of any incidents;
- Serving as a resource of support for KEC staff and associates on child protection issues.

The minimum competences to be exhibited by the Child Protection Focal person are:

- Knowledge and experience in child protection;
- Respect and authority within the organization to ensure their opinions are valued;
- Excellent communication skills with both adults and children;
- Ability to remain calm when concerns arise, especially when a child requires protection;
- Ability to work collaboratively with others to ensure policy implementation and respond where incidents occur;
- Commitment to child safeguarding and respect for their rights, along with advocacy skills;
- Skills for conducting training sessions and presentations;
- Ability to maintain confidentiality of information.

The name and contact details of the Child Protection Focal person should be clearly displayed in the organization's office, and new staff should be informed of their role. On the other hand, the disclosure of personal information about children, including cases, should be limited only to those employees who need to know about the case. Board of KEC as the highest governing or overseeing body governing the organization will have overall responsibility for overseeing the work of the focal person and ensuring the implementation of the policy.

3.5. Child Protection Code of Conduct

KEC 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. It will respond to all reports of actual or alleged abuse based on its Child Protection Policy, irrespective of the nature of the referral, allegations or referrer is.

KEC's Code of Conduct includes guidance on ethical and proper standards of behaviour of adults towards children. It has been developed with the best interests of the child as the primary consideration. KEC aims for everyone, children and adults, to participate in a safe and happy way in its work and activities. In this regard the following Dos and Don'ts are imperatives:

We should always:

- Be aware what constitutes child abuse and exploitation (included in the Child Protection Policy) and understand its provisions;
- Know signs of abuse and report any suspicious observations immediately to the Child Protection Focal Person;
- Ensure that you know who the Child Protection Focal Person at organization is;
- Respect lines of authority and reporting procedures;
- Treat all children equally: be inclusive and involve all children without discrimination;
- Be concerned about the way in which your language, actions, and relationships with children could be perceived;
- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development;
- Encourage and respect children's voices and views;
- Strengthen children in order to protect themselves better;
- 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 a potential for peer abuse (e.g. bullying of children);
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse;
- Respect the basic rights of others by facing fairly, honestly, and tactfully, and by treating people with dignity and respect;
- 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 children, yourself and others;
- 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 (see section 7);
- Ensure that there is a minimum of two members of staff present at meetings with children (to allow someone to come up to deal with the immediate needs of children);
- Ensure that when children with disabilities attend, all buildings are fully accessible to them;
- Provide accurate information on the specific devices used by children with disabilities before events to provide access to all buildings, meetings, and facilities;
- Ensure that accompanying adults should not be younger than 21 years of age, unless in exceptional circumstances and agreed in advance;
- When participants are invited to stay overnight, arrangements for sharing in the rooms must be agreed in advance with the consent of parents / guardians and children.

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We should always avoid the following:

- Engage in any form of sexual activity with children;
- Take any actions or behaviors that could be interpreted as weak or potentially abusive practices. For example, behave inappropriately or provocatively in a sexual manner;
- Allow a child to stay overnight in an adult's room or sleep in the same room as adults (unless specific prior consent is provided by the child and their parent/guardian);
- Perform activities for children that they can do themselves, including dressing, bathing, and grooming;
- Discriminate against, shame, belittle, or degrade the child. This includes anything that could be considered emotional abuse (e.g., using inappropriate language that will emotionally affect the child or telling a story/event that will emotionally impact the child);
- Physically strike or assault children;
- Behave in a manner that could be abusive or place others at risk of abuse;
- Stay alone with a child in separate places under any circumstances;
- Allow children to engage in sexually provocative play with each other; Kiss, hug, tickle, rub, or touch a child inappropriately or in culturally unacceptable ways (e.g., initiating physical contact, such as holding hands, unless initiated by the child);
- Suggest or encourage inappropriate behaviors or relationships of any kind;
- Take photographs, videos, or seek personal information unless required for institutional/organizational activities;
- Misuse children's contact details;
- Allow the violation of this code by others – staff, interns, consultants, etc.

Every person affiliated with KEC should report to the Child Protection Focal Person any suspicious observation or alleged abuse, any violation of the Code of Conduct or Child Protection Policy, as well as any circumstance or situation that may be subject to misinterpretation.

4

Reaction and Protection

4.1. Implementation Strategy: Reporting Procedures

All staff, management, volunteers, and interns should be vigilant for signs that may suggest a child needs help (see Annex 1). Deciding whether to report can be a very challenging responsibility. The reporting procedure has been other witnesses.

All evidence, suspicions, or alleged or suspected violations of the institution/organization's Child Protection Policy will be reported immediately to the designated Child Protection Focal person using the reporting form (see Annex 2). The guiding principle should be that the safety of the child is always the paramount consideration. This data will be securely stored with restricted access to the designated Child Protection Focal person or to the board.

At meetings and activities where children are directly involved, children will be informed of the institution's/organization's policy, code of conduct, the existence of the designated child protection person, and the complaints mechanism in a child-friendly manner.

The first step is to determine whether the concerns are internal to the institution/organization or related to an external situation.

When a child protection concern is brought to your attention – TAKE ACTION.

TAKE ACTION on your concern / If you have suspicions, speak up openly.

Put the child at the center. Child protection is the paramount consideration.

Time is of the essence. Ensure timely, appropriate, and confidential actions regarding child protection.

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If the concern is internal - regarding the behavior of staff, management, volunteers, interns, board members, or members, one should consider whether to report implementing internal protection procedures or report to the local/national authorities. If the case is related to the behaviour of Child Protection Focal Person or his/her supervisors, it should be reported to the local/national authorities. In contrary, when the case relates to the behaviour of other staff and associates then it is reported using internal protection procedures.

If the concern is external - meaning there are concerns about abuse outside the institution/organization, you must report to local or national authorities. Afterward, the same procedure is applied as for internal concerns.

The person responsible for child protection will address concerns, allegations, or claims confidentially in accordance with the standardized process developed by the institution/organization in the best interest of the child, regardless of the nature of the referral, the allegations, or who the reporter or accused person is. The person responsible for child protection will take appropriate action to protect the child/children in question from further harm during and after an incident or allegation. An immediate assessment of the specific type of support and assistance needed by the affected child should be provided. Relevant contact information for social services, police, emergency assistance, should be readily available and easily accessible as part of this document. The person responsible for child protection will be responsible for contacting the child's family (or guardian) and informing them of the incident and the assistance offered. A report (Annex 2) must be prepared to document the details of the incident. The best interest of the child must be considered throughout the process.

4.2. Implementation Strategy: Internal Child Protection Procedure

The organization/institution will immediately suspend any employee, volunteer, intern, board member, consultant, or advisor who is suspected of violating the Child Protection Policy, pending the outcome of the investigation.

The organization reserves the right to take disciplinary action against any of the aforementioned individuals who are found to have violated the Child Protection Policy, and this may also result in the incident/case being reported to the police.

Acts of a criminal nature must be reported immediately to the police and may result in investigation and prosecution.

The internal assessment report by the organization will be submitted to the Executive Director, who will make decisions on the actions to be taken. Decisions will be communicated in writing to the individual concerned.

When reviewing concerns or allegations of breaches of the Child Protection Policy, the process must always be fair, and the individual must have the right to appeal the decision. The appeal should be reviewed by a higher body within the organization's hierarchy.

5

Media and Communication

This chapter of the Child Protection Policy outlines the principles that KEC uses for external communication about its work and the work of its members. The chapter contains general principles to ensure that children are kept safe from production teams, and journalists who cover or visit the organization's events and activities.

All measures for child protection in the Child Protection Policy are equally applicable to media and communication activities, as well as the use of social networks.

To ensure that all children are protected in all situations, it is important to have written consent from the parent/guardian or legal guardian of the children clearly indicating whether they consent to the use of children's photographs or statements publicly or not. (Appendix 3 includes a specific media consent form).

5.1. Principles

The rights and dignity of the child must be respected at all times, and our communication focus lies in respecting the best interests of the child. This section provides guidance on the use of images, footage, and stories of children for media and communication purposes to ensure data protection and to safeguard the children themselves. This is because abusers have sometimes targeted child figures they have seen in the media or in communication materials.

In the KEC communications about children, the following principles will be applied:

Dignity: The dignity of the child must be preserved at all times. The language used should not degrade, victimize, or shame the child. In images, children should always be dressed appropriately and should never be depicted in any way that could be interpreted as sexually provocative. Do not take and do not publish photos of children who are completely naked or dressed inappropriately. Do not portray children as victims (weak, desperate, etc.). Images should present children in a 'positive' way.

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Accuracy: Portrayal of children should not be manipulated or be sensitive in any way. Images and stories should provide a balanced description of the child's life and circumstances, showing the progress the children are making. Communications should avoid making generalizations that do not accurately reflect the nature of the situation, and images 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. The institution/organization must ensure that:

- Only the child's first names (without surname) are used: ensure not to disclose details about where they live, their school, and other information that would lead to their place of residence. If protecting the child's identity is necessary, both names and images must be changed/covered; Information about the child/children and
- photos of children (including information stored on computers) will be kept in secure files. Access to files must be restricted only to those who need to use them during their work; Recorded images should focus on activity and, where possible, show groups of children instead of just one child; KEC is committed to representing in its publications (videos) a wide range of children - boys and girls, of different ages, abilities, and ethnic groups. The organization will ensure diversity of children to be featured in its communication materials.

Complaints Procedure: Any complaint or concern regarding inappropriate or intrusive images must be reported and recorded just like any other concern regarding child protection (see Chapter 4).

5.2. Informed consent

Prior consent must always be sought before taking any photographs, videos, or requesting personal information about children that may be used in the organization's materials. Prior consent implies that children have been informed about how the organization may use the information or image/video and that they are not obligated to accept its use. They should also be assured that their location and other personal information will be altered. They will need to be asked if they wish to give consent for their name to be used with the information or image/video.

Consent should be obtained by completing and signing the media consent form (*included in the media consent forms in Annex 4*).

Consent is also sought from the child's parent or legal guardian, who must sign the form; if this is not possible, it should be requested by the organization working with the children. Organizations working with children should guide the process of seeking consent from children and parents, as they may feel more comfortable accepting consent when requested by someone they already know and trust.

Media consent forms and other consent forms will be kept by the organization in the child's file.

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

5.3. Interviewing Children

Interviewing children requires skills and adherence to several fundamental principles to ensure that the dignity and rights of children are respected.

Informed Consent: Regarding interviews, informed consent includes explaining which topics may be discussed in the interview and clarifying the child's right to withdraw consent at any time. The interviewer should assess the child's understanding of consent at the beginning of the interview.

Providing Support: During the interview, someone familiar to the child should be present. The child should be given the opportunity to choose who will support them during the interview.

Respecting the Right to Say No: Before starting the interview, make it clear that the child should speak only if they feel comfortable, explaining to the child that they can stop and withdraw consent at any time.

Gender sensitiveness: Consider the different needs of boys and girls and whether they would feel more comfortable speaking with a man or a woman. Gender should be taken into account when deciding which topics may be discussed.

Respecting the Right to be Informed: If you will be taking notes or recording the interview in any way, you must explain this to the child and ask for their permission to do so.

5.4. Visits from photographers, film crews, journalists, and others

Special care should be taken when organizing visits for external photographers, film crews, journalists, or visitors within the scope of the organization's projects, activities, and publications:

- Journalists, photographers/film crews must be fully briefed on the organization's child protection policy before meeting with children who will be interviewed, photographed, or filmed. They must sign their commitment to adhere to this policy;
- Ensure that photographers and film producers are not allowed to spend time or have unsupervised access to children. They must be accompanied by organization staff at all times;
- Children, parents, and guardians should be informed about how the filming, photography, or storytelling will be used and consent must be obtained for this. This differs from the consent they have given for the use of materials by the organization in which they are involved;
- Copies of images, footage, and stories should be provided to parents, guardians, and children;
- To protect the confidentiality and privacy of children, the organization should be informed of how photographers, journalists, or filming crews intend to use the images or stories of children;
- The organization reserves the right to refuse permission for the use of photographs, stories, footage if it determines that doing so would not be in accordance with the child protection policy and the organization's principles regarding media and communication;
- If an image or material from the organization is requested to be used by another organization, permission must be obtained to use it, noting the copyright of the organization's author © in the caption as well as the photographer's name with an appropriate title.

6

Accountability

6.1. Monitoring and Evaluation of the Child Protection Policy

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

The organization will regularly monitor the implementation of procedures and the enforcement of the Child Protection Policy. Progress, performance, and lessons learned are reported annually by the designated Child Protection Focal point to Executive Director (as determined in the organization), and included in the organization's annual reports. Monitoring and evaluation will be done by checking whether the standards of the Child Protection Policy are being applied and whether protective measures are functioning. This will be done by conducting a survey among the organization's staff, interns, and volunteers on how well the standards of the Child Protection Policy are being met, how effective they are, and what improvements are needed.

In addition to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will be conducted after incidents, which will contribute to a learning process for the organization and whether changes are needed in the Child Protection Policy or reporting procedures.

Every three years, an internal review of the policy should be conducted, and its results will be approved by the Executive Director. Additionally, it is recommended that an external evaluator reviews the policy and practices. This can be done through certification with "Keeping Children Safe." The organization should aim to obtain the "Keeping Children Safe" certification.

6.2. Statement of Commitment to Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles, content, and acknowledge the importance of implementing and promoting the standards, procedures, and practices of child protection included in this document during my employment/engagement with the organization.

Furthermore, I understand that compliance with the Organization's Child Protection Policy will involve: undergoing a criminal background check related to working with children; disclosing any prior investigation or allegation made against me regarding child protection issues; and providing two character references.

Name: _____

Position: _____

Signature: _____

Date: _____

6.3. 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:

NAME:	NAME:
ADDRESS:	ADDRESS:
CONTACT NUMBER:	CONTACT NUMBER:
EMAIL:	EMAIL:

Annexes

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 Child Protection Focal person as soon as possible to help decide the most appropriate course of action.

Possible signs of physical abuse:

- Bruises, burns, sprains, dislocations, bites, cuts;
- Improbable excuses 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;
- 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;
- Permanently running away

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;
- Permanently running away;
- Compulsive stealing.

Possible signs of neglect:

- 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 nonattendance at school;
- Untreated medical problems;
- Low self-esteem;
- Poor social relationships;
- Compulsive stealing;
- Drug or alcohol abuse.

Possible signs of sexual abuse:

- Age-inappropriate sexualized behaviour or highly sexualized language;
- Bed wetting or soiling;
- Anal or genital soreness;
- Sleep problems;
- Fear of being with adults;
- Promiscuity;
- Extreme risk taking in adolescents.

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;
- Breaching 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 KEC (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the Child Protection Focal person 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/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 Child Protection Focal person, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

1. About you

Name: _____

Position: _____

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? If yes, explain: _____

Treatment given by: _____

Taken to hospital YES ☐ NO ☐

If yes, which hospital and how taken: _____

3. About your concern; Details of the accident/incident

Was the accident/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 said 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 accident/incident: _____

Time of the alleged i accident/incident: _____

Location of the alleged accident/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?

ACCIDENT/INCIDENT INVESTIGATED: YES ☐ NO ☐

WRITTEN INVESTIGATION REPORT NECESSARY: YES ☐ NO ☐

SIGNATURE: _____

DATE: _____

For completion by the Child Protection Focal person:

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

Annex 3. Consent forms

PERSONAL INFORMATION AND INFORMATION IN CASES OF EMERGENCY

Name and age:

Address:

Phone number:

Mobile phone number (if available):

E-mail address:

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

Please tick Yes or No:

YES

☐

NO

☐

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

Do you have any allergies we should know about?

YES

☐

NO

☐

If yes, provide 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

☐

NO

☐

If yes, provide details:

Is there anything extra we can do to make sure that you can come along and participate fully?

YES ☐

NO ☐

If yes, provide details:

Are you taking any medication we should know about?

YES ☐

NO ☐

If yes, provide details:

Do you have any dietary requirements?

YES ☐

NO ☐

If yes, provide 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?

If yes, provide details:

IN THE EVENT OF EMERGENCY

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

Name:

Name2:

Relationship to you:

Relationship to you:

Phone number:

Phone number:

Mobile:

Mobile:

In the event of emergency, do you agree that you can receive hospital or dental treatment, including an anaesthetic?

YES

☐

NO

☐

Details:

My consent:

Signature:

Location (where you live):

Today's date:

Parent/Legal Guardian Consent (if under 18)

This child/young person under 18:

Is allowed to participate in(event).

Is allowed to take part in media activities..... (event).

Has been informed about the (event) goals, the voluntary nature of participation.

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:

Annex 4. Media Consent Form

WE WANT YOU TO FEEL COMFORTABLE PARTICIPATING IN MEDIA ACTIVITIES.

KEC and its Communications Team are actively _____ (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 social media, you can do this by following the Facebook page and the website.

Is it okay for you participate in visual documentation during the organization _____ (event)?
If you say it is ok, we might share photos, film, audio, writing on our website or social media; in our reports or leaflets; at our events; and/or in the promotion work we do to promote children's rights and support children.

Please tick Yes or No:

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:

Please tick Yes or No:

YES

☐

NO

☐

Is it ok if we tell people your first name when we share this content? (you can still take part in (event) even if you don't want us to tell people your name).

Please tick Yes or No:

YES

☐

NO

☐

Is it ok for you to talk to the press during(event) (including photos, television/video/camera coverage)? All media interviews will be conducted in consultation with and in the presence of your accompanying adult and/or Organization staff member. You have a right not to respond to any questions that you do not want to answer.

Please tick Yes or No:

YES

☐

NO

☐

