

CHILD PROTECTION POLICY

Škola dokorán – Wide Open School n.o.

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1 Background

Child protection policy (Policy) of the Škola dokorán – Wide Open School n.o. (ŠD - WOS) is based on the Child safeguarding policy designed by Eurochild and inspired by the Child safeguarding policy of Keeping Children Safe Coalition and Carpathian Foundation.

The ŠD - WOS work is underpinned by the United Nations Convention on the Rights of the Child (UNCRC). We believe that child safeguarding is crucial to ensuring that children under the age of 18 have the rights, information and space in which they can express their views and communicate effectively with other children and adults. Children can only become empowered adults and agents of change to improve their lives and that of their families and communities if they are safeguarded from abuse, discrimination and harm of any kind (physical, sexual, emotional) or neglect.

1.1 ŠD - WOS's core child protection principles and values

This Policy deals with the protection of children as defined by the UNCRC. ŠD – WOS sees the UNCRC as comprehensive framework for the protection, provision and participation of all children. All children involved in activities of ŠD – WOS have the right:

- to have their health, safety and well-being, and their best interests considered as top priority;
- to have their development promoted and safeguarded so that they can achieve their full potential;
- to be valued, respected and understood within the context of their own culture, religion and ethnicity;
- to be listened to and to have their views given careful consideration
- to be encouraged and helped to participate in decisions which affect them, including in child protection decisions.

ŠD – WOS believes that NGOs working for children's rights have an absolute duty to protect children from abuse, mistreatment, and exploitation from within organisations intended for their benefit. This duty is imperative and non-negotiable.

Without adequate standards and mechanisms for protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.

ŠD – WOS therefore strives to:

- create an environment where issues of child protection are discussed openly and are understood between children and adults;
- promote open lines of communication both internally and externally within and between cooperating organisations to improve awareness and implementation of child protection policies and practices;
- create a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse.

This Policy is developed to ensure the highest standards of professional behaviour and personal practice to ensure no harm occurs in any situation to children during their involvement in ŠD - WOS activities. It includes e.g. measures regarding recruitment procedures, staff training, and development of transparent protocols.

The Policy is supported by clear guidelines on how it needs to be implemented by organisations participating and supporting children in ŠD - WOS activities.

Special procedures and checklists are part of this Policy, including reporting procedures and actions following behaviour, which is not in compliance with the child protection standards.

1.2 Definitions

Child

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

Child Protection

Child protection is a broad term to describe philosophies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies to ŠD - WOS's duty to make sure that its staff, 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 organisation has about children's safety within the activities and programmes in which they work, are reported to the appropriate authorities.

Direct contact with children

A situation when one is in the physical presence of a child/children in the context of ŠD - WOS's work, whether contact is occasional or regular, short or long-term. This could involve various activities of formal, non-formal and informal education, leisure time activities with children, meetings and conferences where children are present or working with child and youth volunteers.

Indirect contact with children shall mean:

- having access to information about children involved in the ŠD - WOS's activities, such as children's names, locations, photographs and case studies;
- providing funding for organisations that work with children 'directly'. Although such contact between ŠD – WOS and children is indirect, it confers responsibility of child protection issues upon the donor organisation.

Policy

A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to

create a safe and positive environment for children and to show that the organisation is taking its duty and responsibility of care seriously.

1.3 What is child abuse and exploitation?

According to the World Health Organisation, child abuse or maltreatment constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power’. Our understanding of child abuse and exploitation includes, but it not limited to:

Physical abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. A specific form of abuse, commonly described as ‘fictitious illness by proxy’ or ‘Munchausen’s syndrome by proxy’ may occur when a parent makes up or intentionally feigns symptoms of a child’s health problem causing the child to be examined and treated repeatedly, excessively and/or painfully.

Emotional abuse includes persistent emotional ill-treatment of a child with severe and persistent effects on the child’s emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed in children. It may also involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur in isolation.

Sexual abuse can be defined as contacts or interactions between a child and an older or more knowledgeable child or adult (a stranger, sibling or person in a position of authority, such as a parent or caretaker) when the child is being used as an object of gratification for an older child’s or adult’s sexual needs. These contacts or interactions are carried out against the child using force, trickery, bribes, threats or pressure. Sexual abuse can be physical, verbal or emotional. Sexual abuse can involve forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative (e.g. rape) or nonpenetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Commercial sexual exploitation of children comprises sexual abuse by the adult and remuneration in cash or kind to the child or a third person or persons. The child is treated as sexual object and as a commercial object. The commercial sexual exploitation of

children constitutes a form of coercion and violence against children and amounts to forced labour and a contemporary form of slavery.

Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes. This can include photographs, negatives, slides, magazines, books, drawings, movies, videotapes and computer disks or files. Generally speaking there are two categories of pornography: soft-core which is not sexually explicit but involves naked and seductive images of children and hard core which relates to images of children engaged in sexual activity.

Neglect is defined as the persistent failure 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.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

Commercial exploitation means 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.

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

2 Importance of a child protection policy

All organisations and professionals working or in contact with children are obliged to ensure their operations are 'child safe' and therefore need to have a child protection policy.

ŠD - WOS needs a child protection policy to ensure that:

- **Organisation staff are protected:** Pursuant to the UN CRS, all children have a right to be protected from all forms of violence, abuse and exploitation. It is therefore the responsibility of ŠD - WOS to ensure that all its activities are 'child safe'. This means that staff do not represent a risk to children and that programmes, policies and practices are designed and developed in ways that promote the protection of children.
- **Children are protected:** Some children are particularly vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, project workers, and those with access to their personal information. Many children growing up in vulnerable

circumstances have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.

- **The organisation and its reputation is protected:** Organisations working with vulnerable children have been, are and will continue to be at risk of being falsely or maliciously accused of abuse – especially those without protection policies, guidelines and systems. Without a proper child protection policy and child protection standards in place, allegations of abuse, whether founded or unfounded, can destroy an organisation’s reputation. This will have serious detrimental effects on fundraising efforts of the organization as well as damaging the reputation of the children’s rights NGO sector as a whole.

3 The scope of a child protection policy

The ŠD - WOS’s Child protection policy applies to:

- all members of staff (employees and core staff members working for the ŠD - WOS under different than the occupational scheme), members of the Board; interns, trainees and volunteers;
- all those working or acting on behalf of ŠD – WOS (e.g. consultants or trainers);
- all the adults accompanying children to/during events and activities organised by ŠD – WOS;
- all those who participate in ŠD - WOS’s events and meetings involving children (e.g. journalists, sponsors, donors, policy makers).

All the individuals cited above will be expected to read ŠD - WOS’s Child protection policy and sign a commitment to adhere to its principles and procedures.

3.1 Awareness raising

For effective implementation of the Policy it is essential that all staff members, interns, trainees, volunteers, consultants, trainers, etc. are familiar with this Policy, understand it and adhere to all its provisions and measures ensuring no harm is done to any of the children who may come into contact with them within or outside the scope of their work.

A copy of this Policy will be sent to all relevant adults involved in ŠD - WOS’s activities as well as to all cooperating organizations preparing events on behalf of ŠD - WOS and all persons accompanying children to/during such events. These organizations will be required to brief their staff, parents and carers of the children on this Policy and to inform the children on their right to be protected and the reporting mechanisms available shall any violations of these rights or of the Policy occur.

3.2 ŠD - WOS’s Child protection policy with respect to external partners

This Policy applies to all organisations and external partners cooperating and participating in ŠD - WOS activities involving children in any way.

Any external partner which cooperates with ŠD - WOS in activities involving children will be asked to provide evidence of their own child protection policy. If these organizations do not have their own child protection policy in place, they are obliged to abide by the principles and measures set out in the ŠD - WOS's Policy and they are also encouraged to draft their own Policy reflecting the local context and legal framework they operate in.

In case of several minor violations or event of a single severe violation of the principles and rules set out in the Policy or in the event when a child's safety is endangered, ŠD - WOS has the right to terminate cooperation with the organization or institution accountable for said violation.

3.3 Risk assessment and safe programme design

ŠD - WOS is committed to designing and delivering programmes that are safe for children. Therefore, ŠD – WOS undertakes to carry out risk assessment and implement safety strategies when designing programmes. ŠD – WOS will develop risk mitigation strategies to minimize the risks to children. These strategies will be incorporated into the design, delivery and evaluation of programmes, projects and activities involving or impacting children.

4 ŠD - WOS's Child protection policy

This Policy has been developed to ensure the highest standards of professional conduct and personal practice so that no harm or endangerment occurs in any situation to children during their involvement in any ŠD - WOS activities.

4.1 Staff and personnel

As a condition for working with ŠD - WOS, all staff, Board members, interns, trainees and volunteers and all those acting on behalf of ŠD - WOS, such as consultants or trainers are required to undergo the following:

1. sign the binding statement in which they commit to adhere to the ŠD - WOS's Child protection policy principles and conditions and abide by them.

The recruitment process will include:

- providing clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of ŠD - WOS's Child protection policy;
- a discussion on child safeguarding and protection, making sure the candidate is familiar with these principles, understands them fully and commits to abide by them;
- a pledge to adhere to ŠD - WOS's Child protection policy as a part of ŠD – WOS employment contracts and service agreements.

2. sign a statutory declaration stating the details of any criminal conviction, including any spent conviction. Employment or mandate contracts with ŠD – WOS include consent with the right of the ŠD – WOS to request a copy of the criminal record if/when necessary, which has to be signed by the applicant.

4.2 Training

To ensure a successful implementation of the Policy, ŠD - WOS will take following measures:

- a staff member or a volunteer will be informed of the Policy and all relevant procedures and processes resulting from said Policy within the first three weeks after they start their job with ŠD - WOS. This will include training on behavior guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children. The training will also provide staff members with information about sources of support and help for children and their families;
- ŠD - WOS will provide relevant training to all staff members, volunteers, interns and trainees appropriate for their position and responsibilities.

4.3 Behaviour protocols

Any staff, employee, volunteer, intern, trainee, Board member, consultant or adviser who has direct contact with children in his/her work will be fully informed of ŠD - WOS's Code of conduct.

ŠD - WOS's Director will appoint a Child Safeguarding Policy Manager (CSPM) responsible for the following:

- promoting of awareness and implementation of the Child protection policy throughout the organization;
- monitoring of the Policy implementation and reporting both the team members and Board members on relevant developments;
- Child protection policy training materials development;
- gathering and management of information on statutory requirements, best practices, etc.;
- providing support and assistance in the field of child safeguarding to all staff members.

The name and contact details of the CSPM will be displayed at a visible place in the ŠD - WOS's office.

The Director will be responsible for:

- investigating allegations of violations of the Policy by members of the ŠD - WOS 's internal staff, submitting the results to the Appointed Board member and implementing a decision taken by the Appointed Board member;

- deciding whether to terminate cooperation with an organisation that violates the Policy based on procedures and provisions outlined in the Policy;
- reporting incidents of criminal nature to police.

The Appointed Board member will be responsible for deciding about an action to be taken regarding allegations of violations of the Policy by members of ŠD - WOS ´s internal staff.

The Board of Directors will have the overall responsibility to oversee and ensure the Policy’s implementation.

Any disclosure of information about children, including in legal cases, will be limited to the persons directly involved in the matter. In general, in ŠD – WOS the responsibility for Child protection policy implementation lies with the Board of Directors.

Specific procedures and checklists describing concrete strategy implementation actions and monitoring, reporting and evaluation processes, form a part of this Policy. Child safeguarding shall be included in all ŠD - WOS’s programmes and projects and their development.

5 Code of conduct

ŠD - WOS is committed to protecting children from abuse and exploitation. It will take all necessary actions to prevent any form of abuse and respond to any information from children in such situations. ŠD - WOS will also respond to all reports of actual or alleged abuse irrespective of the nature of the referral, whom the allegations concern, who the referrer is or where she/he is from.

This Code of conduct includes guidance on ethical and proper standards of conduct and behavior of adults towards children as well as that of children among themselves. It has been developed with the best interests of a child as the primary consideration and should be interpreted in a spirit of transparency and common sense.

ŠD – WOS aims to ensure everyone, children and adults alike, is participating in any ŠD - WOS’s activity in a safe and secure way.

DO:

- 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 Safeguarding Policy Manager;
- ensure that you know who is the Child Safeguarding Policy Manager at ŠD - WOS;
- 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;
- when participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parent(s)/guardian(s) and children.

DON'T:

- engage in any form of sexual activity with children;
- act or behave in any way that could be construed as provocative, poor or potentially abusive practice;
- 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);
- perform activities for children that they can do themselves, including dressing, bathing and grooming;
- 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);
- hit or otherwise physically assault participants;
- act in any way that may be abusive or place others at risk of abuse;
- promote or condone violations of this code by others – staff, interns, trainees, consultants, etc.;

- be alone with a child in any circumstances that might be questioned by others or give rise to false accusations;
- allow children to engage in games with sexual undertone;
- act in an inappropriate or culturally insensitive way in relation to a child (such as kissing, hugging, fondling, rubbing or touching a child);
- suggest inappropriate behavior or relations of any kind or encourage any crushes by a child;
- take photos, film or request personal information if not approved and required for ŠD - WOS's activities;
- use private information about children inappropriately (e.g. on social media) if not approved and required for ŠD - WOS's activities.

Report any suspicious observations or alleged abuse as well as any circumstances or situations, which may be subject to misinterpretation to the Child Safeguarding Policy Manager.

6 Implementation

6.1 Implementation strategy: Reporting procedures

All staff members, volunteers, interns and trainees should be alert to signs that may suggest a child is in need of help (*Annex 2*). Deciding whether to report such signs can be very difficult. Therefore, reporting procedures are listed to ensure that everyone is clear what steps to take regarding the safety of children and/or other witnesses.

All violations of this Policy (regardless of whether they are witnessed, suspected or alleged) are to be immediately reported to the Child Safeguarding Policy Manager (CSPM) – using the Safeguarding Report Form (*Annex 3*). The guiding principle here is that the safety of the child and his/her best interest should always be the most important consideration. All records and reports will be stored securely with access limited to the CSPM or the ŠD – WOS Director. An appointed Board member should be notified of any such report.

In the event someone reports a child safeguarding concern, it is essential to ACT immediately (the ACT method can be helpful):

Act – in case a suspicion or concern of a violation of the Policy or the Code of conduct occurred, it must be reported immediately.

Child-centred - the best interest of a child should always be a primary and most important consideration.

Time counts – it is important to ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

In the next stage it needs to be defined whether the concern is internal or external.

If the concern is internal – if an accusation concerns a member of staff, volunteers, interns or trainees, consideration must be given whether ŠD – WOS will inform relevant local/national authorities. If not, internal safeguarding procedures set out in this Policy need to be applied. If yes, relevant local and/or national authorities should be notified and further steps should be taken in accordance with their processes.

If the concern is external - meaning that there is concern regarding abuse outside the organisation, the same procedure as for internal concerns is applied.

ŠD – WOS undertakes to treat any information on the concerns or allegations as confidential, adhere to all relevant procedures and act in the best interest 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.

ŠD - WOS pledges to take appropriate action to protect the child/children in question from further harm and during and/or following an incident or allegation.

Having considered impact the event has on the child/children in question, ŠD – WOS will assist in getting specific help and support, which may include arranging for a medical assessment to be done. Relevant contact details for the Police, Emergency Medical Service, child safeguarding services, social workers, helplines and other organizations or persons will be made available and accessible (*Annex 5*). ŠD – WOS will also contact the child´s/children´s parents or guardians and inform them about the incident and assistance provided. Afterwards, a Safeguarding Report Form (*Annex 3*) must be compiled. The “best interests of the child” will be considered throughout the process.

6.2 Implementation strategy: The internal safeguarding procedure

ŠD – WOS will immediately suspend any staff member, volunteer, intern, trainee, Board member, consultant, adviser who is alleged to have violated the Child protection policy, pending the outcome of the investigation. ŠD – WOS 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 ŠD – WOS´s Director will be submitted to the Appointed Board member who will take a decision regarding action(s) to be taken. Decisions from any investigation(s) will be delivered to the individual concerned in writing.

Criminal offences and acts will be referred to the Police.

7 Communication and media guidelines

This part of the Policy sets out the principles for ŠD – WOS´s staff members regarding communication with the public and media about the activities carried out by ŠD – WOS and/or its partners.

It includes general principles for ensuring children are kept safe at all times, as well as specific guidelines which must be followed by ŠD – WOS ´s staff as well as photographers, film crews and journalists and others visiting ŠD – WOS ´s events and activities. All child protection measures in this Policy are equally applicable to and relevant for all forms of communication and media activities, including the use of social media.

In order to make sure that all children are protected in all situations it is important to obtain a written *Informed consent* of the parent/carer or legal guardian of child/children in which they clearly state that they give their consent for the photos or statements of children to be used publicly or used in media and/or in publications (*Annex 4*).

7.1 Principles

ŠD – WOS undertakes to ensure that rights and dignity of each child are respected at all times and that the best interest of the child is maintained as the paramount concern at any time. ŠD – WOS will never use discriminatory or degrading language.

This part of the Policy provides guidelines on the use of images, films and stories of children for media and communication purposes. These guidelines must be abided by to ensure data protection and safeguarding of children at all times.

Following principles will apply to any ŠD – WOS ´s communication:

Dignity: A child’s dignity must be preserved at all times. Language must not degrade, victimize or shame a child in any way. 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, distorted 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 generalizing statements, which do not accurately reflect the nature of a particular situation and pictures should not be taken and used out of context.

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

ŠD – WOS pledges to ensure that:

- only the first names(s) of a child are used and care is taken not to reveal the child ´s address and/or other information that could lead to their place or residence, unless agreed otherwise with the child ´s parent or guardian. If necessary, a child ´s name will be changed to ensure protection.
- information about a child/children’s life and photographs of children (including information stored on computers) is kept in secure files. Access to this information

will be limited to those directly involved in the particular programme, project or activity.

- the communication material prepared by ŠD – WOS feature varied groups of children including boys and girls, children of various ages, ethnicities, nationalities and abilities.

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 ŠD – WOS's communication materials and publications. Informed consent means that children are told how ŠD – WOS will use the information or image/film and that they are under no obligation to agree to its use. They should also be reassured that locations and other identifying information that might lead to the identification of residence of children will be changed or withheld unless agreed otherwise. Consent of a child or his/her parent/guardian is also needed for sharing the child's name(s).

Consent is only valid if it is obtained by completing and signing the Informed consent form (*Annex 4*). Consent must be signed by the child and countersigned by his/her parent/guardian. Where this is not possible, the consent may be signed by a representative of the organization representing the child. The organizations working with the children should lead on asking for consent of children and parents/guardians, as they may feel more comfortable to refuse consent when asked by someone they already know and trust.

The Informed consent forms and other forms will be kept on the child's file stored safely by ŠD – WOS. Having obtained a prior written consent does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews, etc.

7.3 Interviewing children

Interviewing children requires specific skills. Certain basic principles should be followed to ensure children's dignity is maintained and children's rights are respected.

Informed Consent: In relation to interviews, informed consent should also include explaining what subjects are likely to be covered in the interview and clarify that the child has the right to withdraw their consent and discontinue the interview at any point. The interviewer should make sure the child understands the interview conditions and their rights at the beginning of the interview.

Provision of support: An interview should be conducted in the presence of a person 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: Before the start of the interview, the interviewer should let the child know that he/she only has to talk if they are comfortable doing so, and they can stop and withdraw their consent at any point.

Gender: It needs to be remembered that boys and girls have different needs and, therefore, it is important to consider whether the child would feel more comfortable talking to a man or a woman. Gender must be considered when deciding what topics may be discussed.

Respecting the right to information: If notes need to be taken during the interview or the interview needs to be recorded, this must be explained to the child and his/her consent should be sought.

7.4 Visits by photographers, films crews, journalists and others

Special care must be taken when organizing visits of external photographers, filming crews, journalists or other visitors within the scope of ŠD – WOS ´s projects, activities and publications:

- Journalists, photographers/film crews must be fully briefed about ŠD - WOS’s Child protection policy prior to their meeting with the children who will be interviewed, photographed or filmed. They are also required to sign a Declaration stating they will adhere to this Policy and its principles.
- It is important to 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 ŠD – WOS ´s staff member at all times.
- Copies of images, film and/or stories should be sent to the organisations cooperating with ŠD - WOS to be passed on to the children.
- In order to ensure the confidentiality and privacy of the children, journalists and photographers are required to notify ŠD – WOS how they intend to use the images or stories. ŠD – WOS reserves the right to refuse to authorize the use of such material if it is in violation of this Policy and its provisions.
- If an image or any material is to be used by another organization, it must be credited to ŠD - WOS/Photographer’s Name © with an appropriate caption.

8 Accountability: Monitoring and evaluation of the Child protection policy

The aim of monitoring and evaluating the Child protection policy is to learn from practical experiences and provide information to those who will review the Policy and/or amend it if need be.

ŠD – WOS will monitor the implementation of this Policy and its procedures. A Child Safeguarding Policy Manager will report on the progress, performance and lessons learned to the Board annually. Monitoring and evaluation will be done on a regular basis by checking whether the standards defined in this Policy are implemented and whether

child safeguards are working. This will be done by carrying out a survey among ŠD – WOS ´s staff members, interns, trainees and volunteers on how the standards from the Policy are being met, how effective they are and what needs to be improved.

Reactive monitoring will also take place, in case the Policy principles are violated. This will contribute to the learning process for ŠD - WOS and, if necessary, will result in changes to the Child protection policy or relevant reporting procedures.

Every three years an internal review of the Policy will be carried out and its results will be subject to approval of the Board members of the ŠD – WOS.

Miroslav Sklenka, Director, Škola dokorán – Wide Open School n.o.

In Bratislava, 15 February 2024

ANNEXES

Annex 1: Binding declaration of consent to the Škola dokorán – Wide Open School n.o. 's 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 Škola dokorán – Wide Open School n.o.

I understand that my consent entitles Škola dokorán – Wide Open School n.o. to:

- check my criminal records related to working with children;
- request a signed declaration stating any criminal convictions, including those considered 'spent';
- request a declaration of any previous investigations or allegations made against me with respect to child protection issues;
- request two character reference letters.

.....
Name

.....
Job title/role

.....
Signature

.....
Date and place

Character references

Please provide the names, addresses and contact details of two persons you have known for no less than 2 years, excluding family members:

Name:.....

Address:.....

Mobile Phone:.....

E-mail:.....

Name:.....

Address:.....

Mobile Phone:.....

E-mail:.....

Declaration of criminal convictions

Have you ever been convicted of a deliberate 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 Safeguarding Policy Officer at ŠD - WOS, who will assess whether they pose any risk or are not in conformity with ŠD - WOS’s Child protection policy.

I hereby declare I have been informed that in case I provide a false or misleading declaration I can be prosecuted pursuant to Section 39 (3) of Act. No. 71/1967 an Administrative Proceedings.

Annex 2: Recognising signs of abuse

Recognising indications of potential abuse is complex and there is no simple checklist, which allows easy recognition. However, there are potential warning signs that you can be alert to but they need to be assessed with care. Although it should not be automatically assumed that abuse is occurring, it is important not to dismiss your concerns or ignore any signs of abuse – these should be reported to the CSPM without delay to allow for appropriate measures in line with the Policy to be taken if abuse is confirmed.

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
- aggression towards others
- being very passive and compliant
- running away repeatedly

Possible signs of emotional abuse:

- delayed physical, cognitive or emotional development
- high anxiety
- 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
- running away repeatedly
- compulsive stealing

Possible signs of sexual abuse:

- age inappropriate sexualised behaviour or highly sexualised language
- bed wetting or soiling

- anal or genital soreness
- sleep problems
- fear of being with adults
- promiscuity
- extreme risk taking in adolescents

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 concern regarding adult behaviour:

- a person in whose presence the behavior of a child significantly changes – e.g. a child becomes withdrawn, fearful, distressed or agitated
- a person asking a child to lie or keep secrets
- a person violating any of the principles of the organization's Child protection policy and/or Code of conduct
- a person initiating private contact with a child, in person, by e-mail or phone

Annex 3: Safeguarding report form

If you know that a child might be at risk, 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 Safeguarding Policy Manager at ŠD - WOS (preferably within the same working day). Depending on the urgency, you may wish to complete this form before contacting the CSPM or you may wish to complete the report afterwards.

Please 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, 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 delivered only to the CSPM, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

1. Information about you

Name:

Job title/role:

Organisation you work for:

Nature of your contact with the child:

Contact details:

Tel:

E-mail:

2. Information about the child

Name:

Sex:

Age:

Address:

Child's parent(s)/guardian(s):

Has any treatment been given to the child? By whom?

Has the child been admitted to the hospital YES ____ ; NO ____ ;

If yes, which hospital?

3. Details of the concern; Details of the incident

Is it:

- a child safeguarding/safety concern?
- a child safeguarding/safety incident?
- an incident you witnessed?
- a concern disclosed by a third person?
- an incident disclosed by a third person?

If you were informed by another person, please indicate the relationship between said person and the child:

.....

What happened? Please describe the circumstances (where/when/who) and causes (why/how) of the incident. 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.*):

.....
.....
.....
.....
.....

If relevant, please state whether the child or another person has told you anything else about the case and, if so, what was your response. (Please do not lead the child, make sure you only record the actual statement of the child.)

.....
.....
.....
.....
.....

Date, time, place 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:

To be filled by the ŠD – WOS Child Safeguarding Policy Manager:

Was the incident/accident investigated: Yes No

Is a written investigation report necessary: Yes No

In order to determine the cause of the incident/accident, it may be appropriate to interview parties who were involved. Please, provide information about witnesses, their statements and any other relevant additional information:

.....
.....
.....
.....
.....

Annex 4: Informed consent form

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 willingly taking part in (e.g. meeting/event/etc)? YES NO

We want to make sure you feel welcome and comfortable to take part.

<p>Do you have any allergies we should know about? Yes No</p>	<p>Further information:</p>
<p>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</p>	<p>Further information:</p>
<p>Is there anything extra we can do to make sure that you can come along and participate fully? Yes No</p>	<p>Further information:</p>
<p>Are you taking any medication we should know about? Yes No</p>	<p>Further information:</p>
<p>Do you have any special dietary requirements or needs? Yes No</p>	<p>Further information:</p>
<p>If you practice a religion, please tell us if there's anything connected to taking part in the event that we should know about.</p>	<p>Further information:</p>

In the event of emergency

In case of an emergency, we need to contact relevant persons. Therefore, it is important that you fill in the following part with care.

<p>Name 1:</p> <p>Relationship to you:</p> <p>Phone number:</p> <p>Mobile:</p>	<p>Name 2:</p> <p>Relationship to you:</p> <p>Phone number:</p> <p>Mobile:</p>
<p>In the event of emergency, do you agree that you can receive hospital or dental treatment, including an anaesthetic?</p> <p>Yes No</p>	<p>Further information:</p>
<p>My Consent: Place (where you live):</p> <p>Signature: Today's date:</p>	
<p>If you are younger than 18 years of age, the form needs to be filled in and signed by your parent(s)/guardian(s).</p> <p>This child/young person:</p> <ul style="list-style-type: none"> • is allowed to participate in (event) • is allowed to take part in media activities at (event) • has been informed about the (event) goals, the voluntary nature of participation and anonymity in an age-appropriate way • has been informed that they can refuse to participate at any time with no consequences • is allowed to receive appropriate medical attention from a registered practitioner if he/she requires urgent medical attention 	
<p>Full name:</p> <p>Place:</p> <p>Signature:</p>	<p>Relationship to child/young person:</p> <p>.....</p> <p>Date:</p>

Media informed consent form

We want to make sure you are comfortable with having your data, photos and statements used in media.

Škola dokorán – Wide Open School n.o. is currently actively promoting (activity/programme).

Your photos and/or statements will be used publicly.

We use this way to inform the public about (activity).

Is it OK if:

- we publish your pictures and audiovisual recordings you appear in, your art works and/or your statements on our website, on our social media, in leaflets, publications and/or other forms of materials presenting our work and work of other organizations supporting children and young people?

Please, indicate (circle) your answer: YES NO

- we record your statements and use them to promote our programmes, projects and activities?

Please, indicate (circle) your answer: YES NO

- we use your name when sharing the abovementioned content (you can take part in this activity regardless of whether you agree with your name being used or not)?

Please, indicate (circle) your answer: YES NO

- you are approached by press and is it OK for journalists to interview you during (activity) and use photos and/or audiovisual coverage you appear in? (All media interviews will be conducted in the presence of your accompanying adult and a ŠD - WOS's staff member. You have the right to choose not to respond to any questions you disagree with or those you do not want to answer).

Please, indicate (circle) your answer: YES NO

Signature:

Place:

Date:

Annex 5: Key contact information

Škola dokorán – Wide Open School n.o.

Baštová 343/5

811 03 Bratislava – Staré Mesto

info@skoladokoran.sk

www.skoladokoran.sk

Director: Miroslav Sklenka, miroslav.sklenka@skoladokoran.sk

Appointed Board member: prof. Štefan Porubský, porubsky57@gmail.com

Child Safeguarding Policy Officer: Erika Szabóová, eri.szaboova@gmail.com

Child Helpline: 116 111 (toll-free, anonymous, non-stop)

On-line Counselling Service IPčko: www.ipcko.sk (toll-free, anonymous, non-stop)

National coordination centre for dealing with violence against children – Detstvo bez násilia (Childhood without violence): www.detstvobeznasilia.gov.sk

Website for finding specific types of assistance by region:

- Institutions for the social protection of children
- Centres for mothers with children
- Crisis centres for children
- Counselling - diagnostics – therapy

Emergency Medical Service, Fire & Rescue Service, Police: 112

Emergency Medical Service: 150, 112

Police: 158, 112

Fire & Rescue Service: 155, 112

Mountain Rescue Service: 18 300