

IDP Child Protection Policy

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V1.0

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Background

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

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

1. Introduction

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

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

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

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

1.1 IDP's core child protection principles and values

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

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

- All children have equal rights to protection from harm

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

- Best Interest of the child

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

- Non-negotiable duty

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

- Shared responsibility

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

- Open environment

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

- Implementation and accountability

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

1.2 Definitions

- Child

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

- Child Protection

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

- Direct contact with children

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

- Indirect contact with children

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

1.3 What is child abuse and exploitation

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

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

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

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

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

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

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

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

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

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

2. The need for a Child Protection Policy

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

- Children are protected

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

- IDP staff and associates are protected

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

- IDP and its reputation are protected

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

3. The scope of a Child Protection Policy

IDP's child protection policy applies to:

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

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

3.1 Awareness

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

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

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

4. Risk assessment and mitigation management

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

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

5. IDP's Child Protection Policy

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

5.1 Staff and personnel

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

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

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

5.2 Training and education

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

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

5.3 Management responsibility

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

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

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

The director must ensure the following:

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

6. IDP's Child Protection Code of Conduct

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

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

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

DON’T:

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

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

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

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

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

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

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

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

7. Communication and Media Guidelines

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

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

7.1 Principles

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

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

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

7.2 Informed Consent

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

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

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

7.3 Visits by Photographers, Films Crews, Journalists and Others

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

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

8. Implementation Strategy

8.1 Reporting Procedures

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

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

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

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

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

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

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

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

8.2 The Internal Safeguarding Procedure

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

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

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

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

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

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

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

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

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

10. Statement of Commitment to the Child Protection Policy

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

_____ (Name)

_____ (Job title/role)

_____ (Signature)

_____ (Date)

- 11. Annex
- 11.1 Consent forms
- 11.1.1 Personal information

Personal information and information in case of emergency

Name and age	
Phone number	
Email address	

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

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

In the event of an emergency

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

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

My consent Signature:	Parent/Legal Guardian Consent (if under 18) This child/young person under 18: ☐ is allowed to participate in (event)
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11.1.2 Media consent form

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

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

<https://dialogueplatform.eu/>

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

11.2 Safeguarding Report Form

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

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

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

1. About you

Your name: _____

Your job title: _____

The organisation you work for: _____

Nature of your contact with the child: _____

Contact details: Tel: _____

E-mail: _____

2. About the child

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's parents/guardians: _____

Has any treatment been given to the child?

Treatment is given by _____

Taken to hospital YES ____; NO ____;

If yes, which hospital and how was it taken _____

2. About your concern/details of the accident

Was the incident:

Observed by you suspected disclosed by someone else

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

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

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

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of the alleged perpetrator (if applicable): _____

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

Are any other children at risk of harm? _____

The action taken by you:

Signature: _____

Date: _____

For completion by the Child Protection Focal person:

Incident/Accident investigated: Yes/No

Written investigation report necessary: Yes/No

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

11.3 Key contact information

At the Intercultural Dialogue Platform

CHILD PROTECTION FOCAL PERSON

Executive Director of IDP

E-mail: info@dialogueplatform.eu

External Agencies

CENTRUM ALGEMEEN WELZIJN (CENTRE FOR GENERAL WELFARE)

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

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

Outside working hours: 106

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

HOTLINE TO REPORT VIOLENCE: 1712

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

EUROPEAN EMERGENCY NUMBER: 112

11.4 Recognising signs of abuse

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

Possible signs of physical abuse:	Possible signs of neglect:
<ul style="list-style-type: none">• Bruises, burns, sprains, dislocations, bites, cuts• Improbable excuses are given to explain injuries• Refusal to discuss injuries• Withdrawal from physical contact• Arms and legs kept covered in hot weather• Unwillingness to participate in physical activities that may involve undressing, e.g., sports	<ul style="list-style-type: none">• Frequent hunger• Taking scraps of food from bins or plates or stealing food• Poor personal hygiene• Constant tiredness• Inappropriate clothing, e.g., summer clothes in winter• Frequent lateness or non-attendance at school• Untreated medical problems• Low self-esteem• Poor social relationships

<ul style="list-style-type: none"> • Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Being aggressive towards others • Being very passive and compliant • Chronic running away 	<ul style="list-style-type: none"> • Compulsive stealing • Drug or alcohol abuse
<p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> • Physical, cognitive, or emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to situations • Extreme passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing 	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> • Age-inappropriate sexualised behaviour or highly sexualised language • Bed wetting or soiling • Anal or genital soreness • Sleep problems • Fear of being with adults • Promiscuity • Extreme risk-taking in adolescents

11.5 Keeping children safe Self-audit tool

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

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

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

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

Standard 3: Procedures	A	B	C
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The organisation requires local mapping exercises to be conducted that analyse the legal, social welfare and child protection arrangements in the context in which it works.			
There is an appropriate process for reporting and responding to child protection incidents and concerns that fits with the local systems for dealing with incidents of child abuse (as identified in the mapping exercise).			
The identification and mitigation of child safeguarding risk are incorporated into risk assessment processes at all levels, i.e., from identification of corporate risks to planning an activity involving or impacting children.			
Adequate human and financial resources are made available to support the development and implementation of child safeguarding measures.			
Clear procedures provide step-by-step guidance on how to report safely, which are linked to the organisation's disciplinary policy and procedures.			
Child safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, etc.) to ensure that safeguarding children is a feature of all key aspects of operations.			

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