



KINDLING A BETTER **WORLD**

Child Protection Policy (2020)

Applicable to: All KMOP Staff, KMOP Experts, Research Associates
and KMOP Volunteers

Reviewed: Annually

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Child Protection Policy

1. Policy Commitment

Children are entitled to enjoy the full range of human rights enshrined in the United Nations Convention on the Rights of the Child (UNCRC), the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR), the European Social Charter, and other international human rights standards.

The UNCRC requires States to take all appropriate legislative, administrative, social and educational measures to protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse (Article 19).

The ECHR, the European Social Charter and other Council of Europe treaties guarantee children's right to protection from harm, violence, exploitation and abuse. On the basis of Article 14 of the ECHR, the rights of children shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Convention) and the Council of Europe Convention on Preventing and Combatting Violence against Women and Domestic Violence (the Istanbul Convention) introduce measures to ensure that children are protected against sexual exploitation, sexual abuse and violence.

KMOP, as a non – governmental organization is committed to ensuring the fulfilment of children's rights including their rights to protection. **Risks of harm** can arise when individuals involved in these activities are in direct contact with children or used as intermediates to represent children, work and communicate with them. **Further risks** in the context of child participation include breaching anonymity of children in reports and other publications, portraying them in a manner that does not respect their dignity or overlooking their right to an informed consent.

2. Aim and Scope of the Child Protection Policy

The aim of this child safeguarding policy is to:

- Include safeguards when implementing activities for or involving children to promote full respect of their rights and pursuit of their best interest;
- Prevent and minimise the risk of harm that may be caused to children as a result of actions or neglect by KMOP Staff, KMOP Experts and Research Associates, or KMOP volunteers, Country (Greece) Offices and Offices abroad.
- Provide guidance on creating a safe working environment and appropriate reporting structures
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken
- Ensure good practice when using the media, including social media.

The child safeguarding policy draws on key European and international legally binding instruments as well as relevant policies, recommendations and guidelines.

3. Definitions

For the purposes of this child safeguarding policy, the following definitions apply.

Child:

Based on Article 1 of the UNCRC¹, a child means any person below the age of eighteen years.

Child safeguarding:

Child safeguarding means to take appropriate measures to ensure that staff, experts, researchers, operations, projects and programmes do no harm to children and promote their best interest. This means that children are not exposed to the risk of harm and abuse and that any concerns KMOP has about children's safety are reported to the appropriate authorities.

Child safeguarding includes both **preventive** actions to minimise the risks of harm occurring, and **responsive** actions to ensure that incidents which may happen are appropriately handled.

Child abuse consists of anything which individuals, organisations or processes do or fail to do which directly or indirectly harms children or damages their prospects of safe and healthy development. Child abuse can be physical, sexual and/or emotional in nature.

Physical abuse is characterised as actual or potential physical harm perpetrated by another person, adult or child. It can involve hitting, shaking, poisoning, drowning and burning. Emotional abuse can be characterised as persistent emotional maltreatment that impacts on a child's emotional development. **Emotionally abusive** acts can include restriction of movement, degrading, humiliating, bullying (including cyber-bullying), threatening, scaring, discriminating, ridiculing and other non-physical forms of hostile and rejecting treatment.

Bullying may be defined as deliberately hurtful behavior, 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).

Neglect and negligent treatment, depending on the context, resources and circumstances, may also be considered as child abuse, if it is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. Protect a child from physical and emotional harm or danger
3. Ensure adequate supervision (including the use of inadequate care givers)
4. Ensure access to appropriate medical care or treatment.

¹ United Nations Convention on the Rights of the Child (UNCRC), 1989. Available at: <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

5. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Child sexual abuse and sexual exploitation:

According to the Lanzarote Convention of the Council of Europe, **sexual abuse** of a child is when an adult engages in sexual activities with a child who, according to the relevant provisions of national law, has not reached the legal age for sexual activities. It also includes engaging in sexual activities with a child, whatever his or her age, where:

- use is made of coercion, force or threats; or
- abuse is made of a recognised position of trust, authority or influence over the child, including within the family; or
- abuse is made of a particularly vulnerable situation of the child, notably because of a mental or physical disability or a situation of dependence.
- Child sexual exploitation includes offences regarding child prostitution, child pornography, participation of a child in pornographic performances, corruption of children (causing a child to witness sexual abuse or sexual activities, even without having to participate) and solicitation of children for sexual purposes through information and communication technologies.

Direct contact with children: being in the physical presence of a child/children in the context of KMOP's work, whether contact is occasional or regular, short or long-term. This could involve attending meetings, focus groups and conferences at which children are present.

Indirect contact with children:

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

Providing funding for organisations that work 'directly' with children. Although indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility of child protection issues.

KMOP Staff refers to individuals who receive a regular salary for work in any part of KMOP, including all Country (Greece) Offices and Offices abroad.

KMOP Experts and Research Associates refers to a range of paid individuals with scientific expertise who have committed to work with KMOP in our projects and programs in Greece and internationally.

KMOP Volunteers refers to a range of persons who are working voluntarily in our project and programs and may come into contact with children as part of the program/project activities.

4. Key principles

1. Non-discrimination:

The rights of the child apply to all children without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, sexual orientation, gender identity, or other status.

2. Best interests of the child:

In all actions concerning children, the best interests of the child shall be a primary consideration.

3. Right to life and development:

Children have an inherent right to life and to protection from violence and suicide. Development should be interpreted in its broadest sense, embracing the child's physical, mental, spiritual, moral, psychological and social development.

4. The right to be heard:

Involving children in decision-making at individual, family, organisation and policy level in society is key to realising their rights. Children should be empowered to understand and enjoy their rights. They should be made aware of what is acceptable and what is not and what they can do if there is a problem or a concern.

5. Do no harm principle:

In line with the International Child Safeguarding Standards, the "do no harm"² principle refers to minimising any harm that may be caused inadvertently as a result of activities of KMOP.

6. Transparency and accountability:

Transparency and accountability are essential to ensure that poor practice can be addressed appropriately, potentially abusive behaviour challenged and best practice promoted.

7. Data protection:

All processing of personal data of children, including in communication and media activities, should be conducted in line with the Regulation outlining a data protection system for personal data files.

² Child Safeguarding Standards and how to implement them, Keeping Children Safe (2014). Available at www.keepingchildrensafe.org.uk

5. Guidelines for conduct

The staff of KMOP should ensure that all individuals involved in activities with children sign a commitment to adhere to the principles and procedures outlined in this policy. In particular, all individuals participating in KMOP projects and activities involving children should take note of the following guidelines for conduct.

a. Code of conduct for individuals involved in KMOP activities

Individuals participating in activities involving or concerning children should:

- Comply with all relevant laws concerning the protection of children in the country where the activity takes place;
- Have full regard to the principles outlined in this policy;
- Inform children of their rights in a way they can understand, including by identifying the person, authority or service where to seek advice/complain in case of problem;
- Be careful about perception and appearance in their language, actions and relationships with children; their behaviour should demonstrate respect for children and their rights;
- Ensure that all physical contact with children is appropriate in the given local contexts;
- Use positive, non-violent methods to manage children's behaviour;
- Where possible and practical, follow the 'two-adult' rule, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- Talk to children about their contact with staff or others and encourage them to raise any concerns;
- Take appropriate action as required where they become aware or suspect that a child has experienced or is experiencing abuse (see section 6);
- Comply with child protection related investigations (internal and external) and take steps to make available any documentary or other information necessary for the completion of the investigation.

Individuals participating in activities involving or concerning children should not:

- Spend excessive time alone with children away from others;
- Take children to their home, especially where they will be alone with them;
- Use any physical forms of punishment on a child;
- Discriminate against, show different treatment toward, or favour particular children to the exclusion of others;
- Expose children to hazardous work;
- Stigmatise children (for example, based on gender, race, ability, class, or another factor);
- Ignore a situation where a child is experiencing or is at risk of harm; they should take appropriate action (see section 6);

- Violate children's other rights (for example, their right to privacy, to information and to participate in decisions concerning them).

b. Guidelines for using images and stories about children

When developing and using photos or videos featuring children involved in KMOP activities and projects, the following principles should be respected:

- **Informed consent:** Permission should always be sought from the children themselves before taking images. To the greatest extent possible, the organisation should acquire informed consent of the child, the child's guardian, and/or the institution responsible for the child, before using any photo or video for publicity, fundraising, awareness raising, or any other purpose. The purpose should be made clear to the consent giver.
- **Privacy:** Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk should not be used in any form of communication for general or public purposes. Geotagging of images should be disabled when taking photographs.
- **Security:** Information about children's lives and images of children (including information stored on a computer) should be kept in secure files. Access to these should be limited to those who need to use them during the course of their work.
- **Portrayal:** Images of children should portray the children in a dignified and respectful way. The image should not shame or embarrass a child and should be presented in context.

6. KMOP's vision for Child Protection

KMOP creates safe environments for children in all aspects of its work and program implementation, where children are respected, protected and empowered as their capacities evolve to contribute actively to the development of Child protection measures within KMOP.

This policy aims to ensure that KMOP Staff, KMOP Experts and Research Associates, or KMOP volunteers, as appropriate to their engagement with KMOP, are skilled, confident, understand, accept and are well supported in meeting their Child protection responsibilities and engage positively with children and communities in ways that enhance the achievement of KMOP's overall program goals and commitments.

6.1 Staff and Personnel

As a condition for working with KMOP, all staff; Management Board members; experts, associate researchers and volunteers and all those acting on behalf of KMOP, such as members, consultants or trainers are required to undergo the following:

1. Both acceptance and commitment to our Child Protection Policy and Code of Conduct for working with children by signing a commitment to adhere to the Child Protection Policy principles and procedures.

This includes in the **recruitment and appointment process**:

- Staff, volunteers, experts, researchers and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of KMOP's child protection policy.
- All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and KMOP's commitment.
- Adherence to KMOP's Child Protection Policy are part of KMOP employment contracts and service agreements.

2. Signing a personal declaration stating any criminal convictions, including spent convictions. In addition, they will be asked to provide a recent certificate of their criminal record.

For those working directly with children, are added:

3. Satisfactory clearance through a police check (certificate of their criminal record) conducted by the responsible authorities. The certificate needs to provide clearance for having no convictions for working with children.

4. Reference checks:

KMOP reserves the right to apply the following reference check procedures to any candidate applying for a post:

- i. Contacting references indicated by prospective staff and volunteers, including close family member to the applicant.

ii. Contacting previous employers/agencies to check if the prospective staff or volunteer is eligible for rehire, as well as to ask about the ability of the applicant to work with children.

iii. Verbally verifying written references via telephone or other means of contact.

iv. Researching a candidate online and checking for red flags for working with children (i.e. Google Search, any national sexual predator web sites, and social networking sites).

6.2 Training and Education

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

1. At the beginning of the induction period (within 3 weeks of taking up the position) of staff/volunteers/MB members/experts/researchers they will receive an introduction to KMOP's Child Protection Policy and procedures from the Child Protection Focal person. 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. Training will also allow staff to be able to identify sources of support for children and their families.

2. Child Safeguarding Training will be given to all staff, volunteers, experts, researchers appropriate to their roles and responsibilities.

6.3 Behavior protocols

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

6.4 Management

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

- Promoting awareness and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Policy and reporting on developments at Team meetings and for the Management Board.
- The development of child protection training resources are required.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues.

The name and contact details of the CPF will clearly be displayed in the KMOP office and new staff will be made aware of the role.

The disclosure of personal information about children, including legal cases, will be limited to those employees, experts, researchers, volunteers, MB members who need to know. The Management Board will have the overall responsibility to oversee and ensure the Policy's implementation.

Specific procedures and checklists are part of the Child Protection Policy and are referred to in chapters 7 and 8, which are dealing with the implementation of the Child Protection Policy, including reporting procedures and monitoring and evaluation processes. Safeguarding will be included within the development of projects by KMOP.

7. Reporting Procedures

All staff, volunteers, experts, researchers should be alert to signs that may suggest a child is in need of help. Everyone who works with and engages with KMOP has a responsibility to ensure that children are protected. The reporting procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

All witnessed, suspected or alleged violations of KMOP's Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) – using the safeguarding reporting form (Annex 1). These records will be stored securely with access limited to the CPF; a report must be made to the Management Board.

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

How a concern about abuse might arise at KMOP

Awareness of the possibility of a child being abused might be raised in a number of different ways:

- A child may disclose abuse or give reason to suspect that they or another child are being abused or at risk of significant harm
- A parent or other adult may raise a concern about either their own or another child
- A member of staff or volunteer may be suspected of abusing a child.

Responding to suspected abuse

- 1.** If anyone acting for or employed by KMOP has reason to believe that a child is suffering or likely to suffer significant harm, then the safety and welfare of that, or any other child likely to be affected, is the paramount consideration in deciding what action needs to be taken. The concerns must be discussed initially with their supervisor, and then with the Child Protection Focal Point.
- 2.** The concerns should be also discussed with the child, if appropriate
- 3.** The concerns should be discussed with the Child Protection Focal Point and the discussion should focus on:
 - The nature of the concerns
 - The risks to the child
 - Action /next steps
 - The discussion should better take place on the same working day or as soon as possible.

4. Detailed written records should be kept of all events and of what the child has said when applicable

The responsibilities of the Child Protection Focal Point

The CPF will act on the concerns or allegations in a confidential in accordance with the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from. The CPF will take appropriate action to protect the child/children in question from further harm and during and following an incident or allegation. An assessment of the specific kind of support and assistance that is needed by the child(ren) affected by the incident will be immediately be offered. This may also involve arranging a medical assessment. The relevant contact details for child protection services, local services department, policy, emergency medial help and help lines will also be readily available and easily accessible (see annex 2 with key contacts information). The CPF will be responsible to contact the child's family (or guardian) and inform them of the incident and assistance provided. A safeguarding report (annex 1) must be compiled to document details of the incident. The "best interests of the child" must be considered throughout the process. An assessment of the specific kind of support and assistance that is needed by the children affected by the incident will be offered.

Disclosure of Abuse

If a child divulges information to a KMOP staff member or volunteer about being abused, mistreated or in danger, but requests that such information is not passed on to others, the following steps should be followed:

- The child should be informed that it may not be possible to protect his/her confidentiality and that the matter might be discussed internally at KMOP
- The staff member or volunteer, or Child Protection Focal Point should make all efforts to help the child understand the need for seeking appropriate help
- If it is felt that the child is at risk of significant harm, it will be necessary to refer the matter to the Public Prosecutor for Minors and the competent Social Services, thereby breaching the child's confidentiality. However, the child should be informed as fully as possible of what is happening and why.

If a child discloses significant harm, the staff member or volunteer should listen carefully, giving the child time and attention. The child is never to blame in situations of abuse and should be reassured that they have done nothing wrong, either in relation to the abuse or in reporting it. The aim is to facilitate the disclosure (but not to cross-examine) in order to determine whether there is real cause for concern. The responsibility for undertaking any investigation lies with the competent authorities (Public Prosecutor for Minors, competent Police Departments, and Social Services)

The child must be informed, whenever possible, about any action being taken on their behalf and what is likely to happen. If there is no immediate danger, it is advisable to give the child time to fully understand what action is being pursued and why before proceeding.

Information concerning the disclosure, or any other child protection concerns, should be recorded as soon as possible. The record should include:

- The date and time of the interview or disclosure
- The child's case/file number
- Any injuries noted

- An assessment made by the staff member or volunteer as to why the information given constitutes a child protection concern
- Action taken by the staff member or volunteer

The record should be signed and dated and a copy sent to the supervisor and KMOP's Child Protection Focal Point.

Reporting abuse

Any action to be taken will be determined by the urgency and seriousness of the circumstances. Where there are serious concerns to the child's safety, act immediately. If the Child Protection Focal Point is not available, discuss the matter with your supervisor or the General Manager. Delaying the process may place the child at further risk.

If you are working on an outreach project or a project that takes place in school or in a children's centre then you must discuss the matter with a representative from the school or centre e.g. the class teacher, who will then take the matter to the relevant member of staff, ensure that you also inform KMOP's Child Protection Focal Point.

If the personal safety of the child is immediately threatened, urgent action must be taken. In most cases, this will mean contacting the competent authorities (Public Prosecutor for Minors, competent Police Departments and competent Social Services). A List of direct contact services is also provided in Annex 2.

Personal Conduct outside Work or Association with KMOP

KMOP does not dictate the belief and value systems by which KMOP Staff, KMOP Experts and Research Associates, or KMOP volunteers conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of this policy.

KMOP Staff, KMOP Experts and Research Associates, or KMOP volunteers are required to bear in mind the principles of the Child Protection Policy and heighten their awareness of how their behaviour may be perceived both at work and outside work.

8. Implementation, Monitoring and Sanctions

The Board of KMOP is ultimately accountable for this policy and responsible for its implementation.

The monitoring of adherence to this policy is made through the mandatory tracking of the Child Protection Policy Implementation Standards and KMOP's Code of Conduct by all parts of KMOP.

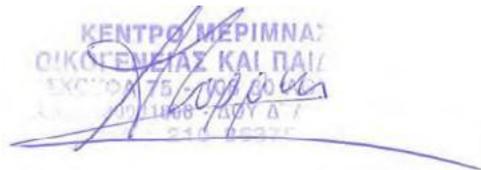
Breaches of this policy and failure to comply with these responsibilities may incur the following sanctions:

- For KMOP Staff - disciplinary action leading to possible dismissal.
- For KMOP Experts and Research Associates or Volunteers - up to and including termination of all relations including contractual and partnership agreements with KMOP.
- Where relevant - appropriate legal or other such actions.

Where concerns exist about the conduct of KMOP Staff, KMOP Experts and Research Associates, or KMOP volunteers in relation to Child protection and/or where there has been a breach of the Child Protection Policy, this will be investigated under this policy by consideration of referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by KMOP in accordance with disciplinary procedures. This may result in disciplinary action for KMOP Staff.

Be aware that if a legitimate concern about suspected Child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations of Child abuse.

This policy has been reviewed by the BoD and is recommended for approval by:



Antonia Torrens on 21/3/2020
President of KMOP

9. Annexes

Annex 1 : Safeguarding Report Form

If you have knowledge that a child might be at risk of harm, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at KMOP (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:

Nature of your contact with the child:

Contact details:

Tel:

E-mail:

2. About the child

Child's name:

Child's gender/gender identity:

Child's age:

Child's address:

Child's parents/guardians:

Has any treatment been given to the child? If yes, what kind of treatment?

Did you refer the case somewhere? If yes, where?

3. About your concern; Details of incident

Was the incident: Observed by you/ Suspected or Disclosed by someone else

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

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

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

Date of the alleged incident:

Time of the alleged incident:

Location of the alleged incident:

Name of the alleged perpetrator (if applicable):

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

Are any other children at risk of harm?

Action taken by you:

Signature:

Date:

For completion by the Child Protection Focal person:

Incident/Accident investigated:

Yes / No

Written investigation report necessary:

Yes / No

Written investigation report necessary:

Yes / No

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

Annex 2 : National telephone lines for children

1. [**1107 National Child Protection Line**](#)
2. [**116 111 Child and Adolescent Support Line**](#)
3. [**1056 National Telephone Line for Children**](#)
4. [**80011 80015 Helpline I SUPPORT**](#)
5. [**115 25 Together for the Child**](#)
6. [**800 11 32 000 Children's Ombudsman's Line**](#)



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