



KINDLING A BETTER **WORLD**

## Child Protection Policy (2025)

Last reviewed: January 2025

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## **1. Introduction**

This Child Protection 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 KMOP activities, projects and programmes. It therefore includes measures regarding recruitment procedures, review of management structures, staff training, and development of transparent protocols.

The included standards are a tool servicing the promotion of the welfare of children in KMOP activities, projects and programmes.

The Child Protection Policy is supported by clear guidelines on how it needs to be implemented by organisations participating and supporting children in KMOP activities, projects and programmes.

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

The Child Protection policy draws on key European and international legally binding instruments, relevant policies, recommendations and guidelines. Its development has been particularly guided by the Keeping Children Safe Child Safeguarding Standards.

We would like to acknowledge the following organisations as we have drawn material from their Child Protection Policies: Eurochild, NSPCC and Global Schools Forum.

## 2. Definitions

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

**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 KMOP'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.

**Child abuse**<sup>1</sup> 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:**<sup>2</sup> actual or potential physical harm perpetrated by another person, adult or child. It can involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**Sexual abuse:**<sup>3</sup> forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has 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:**<sup>4</sup> 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 involve befriending children, gaining

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

<sup>2</sup> Keeping Children Safe (2014). Child Safeguarding Standards and how to implement them. Available at: <https://bit.ly/3uzgWQg>

<sup>3</sup> Ibid

<sup>4</sup> Ibid

their trust, and subjecting them to drugs and alcohol. The abusive relationship between victim and perpetrator involves an imbalance of power where the victim's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

**Neglect and negligent treatment:**<sup>5</sup> allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

**Emotional abuse:**<sup>6</sup> persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

**Commercial exploitation:**<sup>7</sup> 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.

**Staff:** Anyone employed by KMOP in a paid role.

**Volunteers:** Anyone who works on behalf of KMOP in any capacity that is not compensated financially or in kind.

**Representative/s:** Anyone engaged in work with or on behalf of KMOP that would bring them into contact with children including but not limited to KMOP Board of Directors membership, KMOP Academic Council membership, staff, consultants, contracted parties, volunteers, interns and students working for or assisting KMOP.

**Wider Network:** Other individuals and organisations that KMOP works with who are not in any form of contractual relationship with KMOP.

**Partners:** Organisations and individuals with a formal or contractual relationship with KMOP bringing them into contact with children.

**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.

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<sup>5</sup> Ibid

<sup>6</sup> Ibid

<sup>7</sup> Ibid

**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, as well as 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.

### 3. Policy Statement

KMOP is committed to ensuring the fulfilment of children's rights enshrined in the United Nations Convention on the Rights of the Child (UNCRC). KMOP believes that a child should never experience harm of any kind.

This policy demonstrates our commitment to safeguarding children from harm, keep them safe, promote their wellbeing and conduct our projects, programmes and operations a way that protects them.

This policy applies to all Representatives working on behalf of KMOP, makes clear to those within the organisation, and to Partners the behaviours and actions that are required in relation to the protection of children.

The purposes of this policy are to:

- Protect children that KMOP Representatives come into contact with.
- Provide all KMOP Representatives with the overarching principles that guide our approach to child protection.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.

We will maintain our commitment by:

- **Raising awareness** – we will ensure that KMOP Representatives and Partners are aware of the need to keep children safe
- **Prevention** - we will ensure that KMOP Representatives minimise risks to children through awareness, good practice and appropriate training
- **Responding** - we will ensure that all KMOP Representatives and Partners take action to keep children safe where concerns arise regarding possible abuse
- **Recording** - we will be consistent and clear in our recording and ensure that KMOP Representatives and Partners record incidents they have been made aware of

- **Reporting** - we will ensure that all KMOP Representatives and Partners understand KMOP's procedure when concerns arise regarding the safety of children
- **Referring** – we will ensure that we make appropriate and timely referrals to statutory agencies in response to concerns arising regarding possible abuse

We will endeavor to keep children safe by:

- Setting an organisational culture that prioritises safeguarding and acts transparently so that it is safe for those affected to come forward and report incidents and concerns with assurance that they will be handled sensitively and properly
- Valuing, listening to and respecting them.
- Adopting Child Protection Policy and practices including a Code of Conduct for KMOP Representatives.
- Requiring KMOP Representatives to read the Child Protection Policy and Code of Conduct and sign that they understand and agree.
- Providing effective management for KMOP representatives through supervision, support and ongoing training.
- Recruiting KMOP Representatives safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with Representatives as part of their induction and ongoing training.
- Requiring Partner organisations to confirm they have appropriate Child Protection policies in place and requiring that any Child Protection incidents prior to, or while undertaking work for KMOP are reported to KMOP.
- Ensuring that children and their parents and carers involved in KMOP's activities are made aware of KMOP's Child Protection Policy and who they should contact if they have child protection concerns.
- Sharing child protection concerns with relevant authorities in the country where any abuse is suspected or alleged to have taken place.
- Dealing with all concerns and allegations of abuse seriously and responding appropriately, including informing the Police, social services in the respective country and internationally as appropriate.
- Ensuring that any staff member found responsible for a breach of the child protection policy faces disciplinary action, including, in serious cases, dismissal.
- Reviewing our Child Protection Policy and procedures every three years and earlier if necessary. Feedback from staff, volunteers, children, parents and carers about child protection issues will be taken into account in these reviews.

## 4. Roles and responsibilities

### All KMOP representatives

KMOP is committed to ensuring that Representatives apply high standards of behaviour towards children within both their professional and private lives. All KMOP Representatives are responsible for upholding the Child Protection Policy and Code of Conduct both within and beyond their work.

KMOP Representatives should be fully aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns.

### Child Protection Focal person (CPF)

Anastasios Palaiologos, who is a senior member of staff fulfils the role of the Child Protection Focal person (CPF), with the responsibility of providing safeguarding guidance and support across the organisation. This includes, but is not limited to:

- Promoting awareness and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Child Protection Policy and reporting on developments before the Board of Directors.
- Development of child protection training resources.
- Ensuring that all staff new to the setting receive induction training to enable them to understand and adhere to the Child Protection Policy.
- Ensuring that all staff receive appropriate child protection training so that they are up to-date with current legislation, policy and practice and are able to respond sensitively and appropriately to any child protection concerns.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues.
- Ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority.
- Ensuring the Child Protection Policy is maintained, up-to-date and are disseminated and adhered to by all staff.

The CPF, or in their absence, Antonios Klapsis (the designated member of the Board of Directors), is the first point of contact for all KMOP Representatives in the event of child protection concerns arising.

### **Board of Directors**

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

### **KMOP's child protection policy with respect to Partners**

KMOP's Child Protection Policy should apply to all external Partners when they cooperate and participate with children in KMOP events.

As part of KMOP's selection of a Partner organisation who will work directly with children, Partners are expected to confirm that they have:

- Child protection policies and procedures in place that are appropriate for the context in which the Partner operates.
- A recruitment process for Partner Staff and other Representatives including appropriate background and reference checks.
- Provided training on their organisation's Safeguarding/Child Protection Policy and procedures to all staff who are aware of the implications for their work.

Alternatively, a Partner organisation without such policies can be contracted if:

- A representative from the Partner organisation provides written consent that they have read and understood KMOP's Child Protection Policy and signs KMOP's Code of Conduct (Annex 1) on behalf of their organisation and confirms that they have communicated the Code and its requirements to their staff.

All partner organisations must:

- Disclose any Child Protection incidents that have taken place in the past and actions taken.
- Report any safeguarding/Child Protection incidents that arise in relation to the work that the Partner is undertaking on behalf of KMOP to the Child Protection Focal Point (CPF) person.
- Have identified a Child Protection Focal Point person with whom KMOP would liaise in the event of a Child Protection incident.

## **5. Risk Assessments and Safe Programme Design**

KMOP is committed to designing and delivering programmes that are safe for children. Risk assessments are therefore conducted when designing our projects and activities and safety strategies developed accordingly.

Risk mitigation strategies will be developed, which minimise the risks to children and will be incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

## **6. Recruitment and Training**

### **6.1 Safe recruitment**

KMOP recognises that safe recruitment forms a fundamental part of safeguarding and protecting children. As a condition for working with KMOP, all KMOP representatives, including staff, Board of Directors members, Academic Council members, interns and volunteers, consultants, researchers 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 Kmop's Code of Conduct, including Child Protection Policy.

This includes in the recruitment and appointment process:

- Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of KMOP's child protection policy.
  - All recruitment interviews, for positions that include tasks that involve interaction with children, include a discussion on child safeguarding and protection, the candidate's understanding of this and KMOP's commitment.
2. Signing a personal declaration stating any criminal convictions, including spent convictions or submitting official criminal record.

For those working directly with children, are added:

3. Official criminal record updated periodically
4. KMOP staff is empowered to call out behaviours of members, which are not in compliance with KMOP's child protection policy.

## 6.2 Induction and Training

All KMOP Staff, Interns and Volunteers will have a full induction which will include Safeguarding and Child Protection if their role will take them into contact with children in order to ensure they understand KMOP's guidelines on contact with children, and how to behave appropriately at all times towards children, following the Code of Conduct. The training will be appropriate to their roles and responsibilities. It will also ensure that they know how to respond to concerns, suspicions and allegations of abuse, what to record, who to report to and when to refer.

KMOP will provide opportunities for the CPF to receive ongoing training on child protection and prevention of violence against children. The CPF will be responsible for ensuring that KMOP representatives are following KMOP's Child Protection Policy and for identifying when additional or refresher training is necessary. CFP will be acting as a source of support and information for KMOP representatives on child protection issues.

The KMOP Board of Directors will be provided with appropriate training to ensure they are able to carry out their responsibilities in relation to the governance of safeguarding and child protection. This may be led by the CPF where appropriate.

Any KMOP representatives who would like to gain further knowledge about Safeguarding and Child Protection, can request to attend additional training that may be provided by CPF or by other institutions/organisations. As part of their commitment to ensuring the welfare of all children, KMOP will aim to meet these requests wherever possible within budget and need constraints.

## 6.3 Behaviour protocols

Any KMOP Representative who has direct contact with children in his/her work will be fully informed of KMOP's Code of Conduct and obliged to adhere to it .

## 7. Reporting Procedure

### 7.1 Reports by KMOP representatives

The guidance and procedures below, together with the forms provided in the annexes provide the framework and mechanism for child protection concerns identification and reporting. Guidance can also be sought from the Child Protection Focal Point person.

The simplest way to remember the procedure for Child Protection incidents, suspicions, concerns or disclosures is the 5R's: Recognise, Respond, Record, Report, Refer.

#### **Recognise**

All KMOP representatives should be alert to signs that may suggest a child is a victim of abuse or at risk of abuse. There is further guidance on how to recognise abuse; the signs and symptoms in Annex 2.

The perpetrator of abuse is most often someone known to the child. This could, for example, be a member of school staff or a family member.

You may become aware of abuse in any of the following ways:

- A child discloses to you that they are being or have been abused or they are at risk of serious harm
- A parent or other adult raises a concern about either their own or another child.
- If you suspect that a child is being or has been abused or observe behaviour causes concern.
- If an allegation of abuse is made against a KMOP Representative or Partner.

If you hear, or suspect, that a child is being abused or is at risk of being abused, even if the truth of the disclosure is uncertain, you must respond in accordance with these procedures and report it to the CPF.

### **Respond**

For disclosures or allegations, stay calm and take time to listen; do not interrogate the person reporting the abuse but accept what they have to say; offer reassurance that the person reporting the abuse has done the right thing; do not promise secrecy; tell the person you will have to report it to the Child Protection Focal Person and the police if the child is in immediate danger. It is not your job to investigate or make a decision whether the abuse has actually taken place. The responsibility for undertaking any investigation lies with the competent authorities.

### **Record**

Make careful notes of what was said by you and the other person as soon as possible after the event, and/or complete the form in Annex 3. This should be completed within 24 hours. Recording should be kept factual, with no reference to subjective opinions. As much detail as possible should be recorded in writing on the form.

### **Report**

Always report it, do not deal with it alone. Once recorded, submit the form to the CPF or the designated member of the Board of Directors, if the CPF is not available or is the subject of the suspicion/allegation, submit the form to the designated member of the Board of Directors. Again, this must be within 24 hours of the initial concern, suspicion or disclosure. It is the duty of any KMOP Representative who finds out about a possible case of abuse to report it to the CPF.

### **Refer**

It is the CPF's responsibility to ensure that appropriate referrals are made, depending on the level and seriousness of the concern. With the exception of when a child is in immediate danger when you may need to contact the emergency services - police, it is the CPF's responsibility to act immediately on receipt of a report, and definitely within 24 hours of receiving it. Referrals should be made in line with the relevant law and guidance in the country in which the abuse is said to have taken place. In addition, if the potential abuser is employed by an organisation registered in another country, it may be necessary to inform

the authorities in that country as well. CPF will follow up on any referrals made and record the outcomes of any investigations by external agencies.

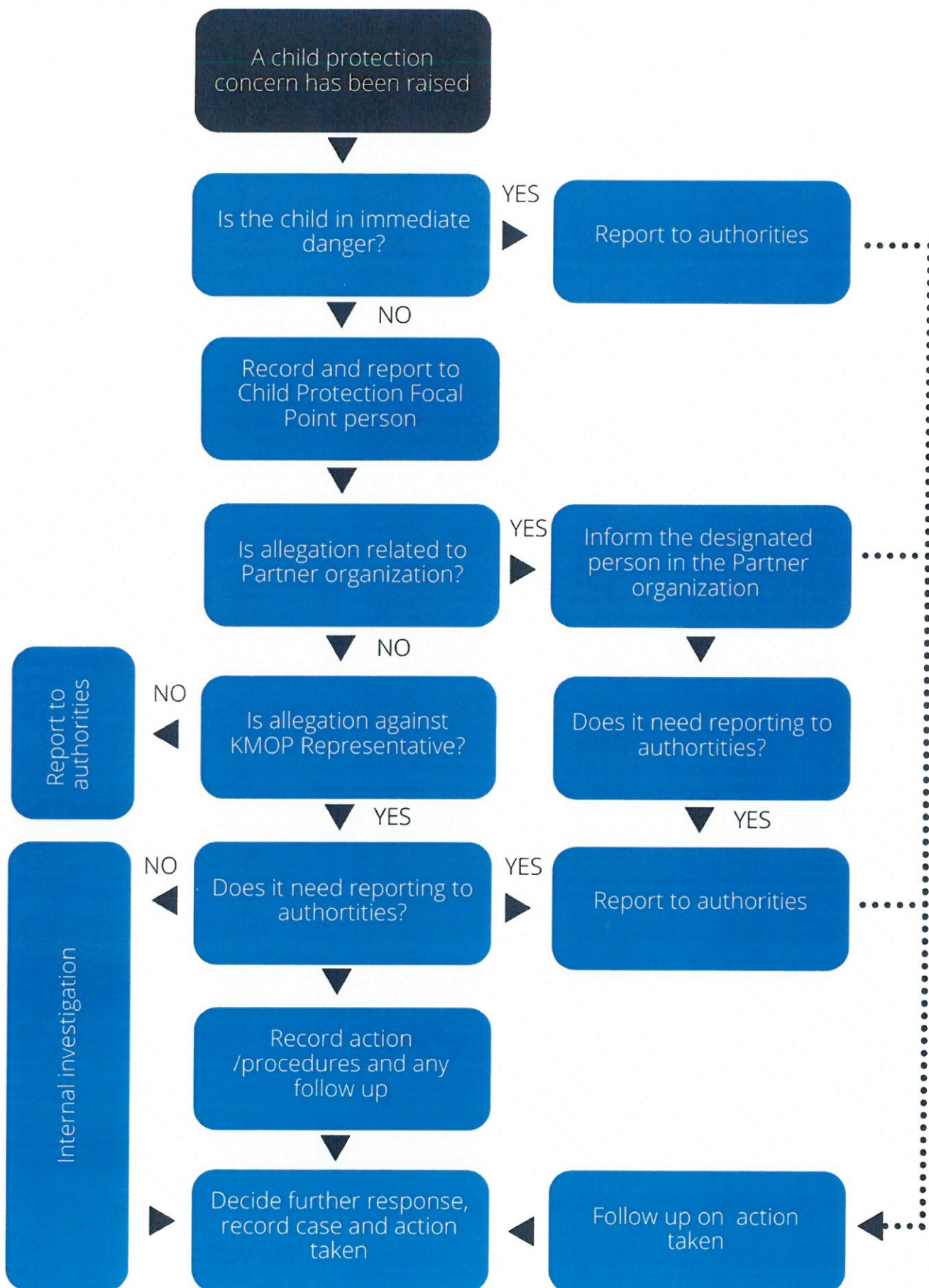
## **7.2 Reports by children and communities**

At meetings and activities where children and/or adult community members are directly involved, they will be informed about KMOP's Child Protection Policy, Code of Conduct, the existence of the Child Protection Focal Person and complaints mechanism.

This information will be shared with children in a child-friendly manner. In addition, a child-friendly version of the Child Protection Policy will be produced, together with children.

Children and adult community members will be also informed on the existing Helpline services (Annex 4).

## REPORTING FLOWCHART



## 7.3 Handling allegations against a KMOP Representative

Depending on the nature of the allegation, there may be two types of investigation:

1. External (a criminal investigation or a child protection investigation).
2. Internal (disciplinary or misconduct investigation).

The results of any police or child protection investigation will influence and inform any disciplinary investigation, but all available information will be used to reach a decision.

### 7.3.1 Possible suspension of Member of Staff

If the CPF is made aware of a child protection related complaint against a KMOP Representative, they will ensure that they are sensitively removed from any situations where they may have direct contact with children. It should then be explained to the person, in private, that there has been an allegation made against him/her, although the details of the allegation should not be given at this stage. The person should be informed that further information will be provided as soon as possible but that, until consultation has taken place with the relevant agencies and within the organisation, they should not be working with children. It may be best, under the circumstances, for the person to return home on the understanding that the CPF will telephone him/her as soon as possible.

The information provided to him/her at this stage will need to be very limited. This is because discussions need to take place first with other agencies who may need to be involved.

Where there is an accusation of abuse against a member of Staff or Volunteer, the member of Staff or Volunteer may be suspended whilst an investigation is conducted. Circumstances in which suspension will be necessary are:

1. Where there is a potential or definite risk to a child/ren;
2. Where the allegations are so serious that dismissal for gross misconduct is possible;
3. Where a suspension is necessary to allow an investigation to happen.

Where suspension is being considered, CPF must arrange to speak with the Staff or Volunteer that same day. The Staff or Volunteer will be informed that an allegation has been made and that, at the conclusion of the interview, suspension might occur. It must be made clear that the conversation is not a formal disciplinary hearing but is for the purpose of putting forward a serious matter, which may lead to suspension and further investigation. The Staff or Volunteer must be invited to respond. Full notes must be taken of the interview and the Staff or Volunteer invited to read and sign them as a true record after the interview. A copy of the notes will be given to the Staff or Volunteer. The Staff or Volunteer must be invited to identify any persons who may have information relevant to the investigation. These names must be added to the list of those to be interviewed.

### **7.3.2 Investigation into allegation**

If, as a result of the conversation, CPF considers that suspension is necessary along with a full investigation of the allegation, CPF must inform the Board of Directors of the likely course of action.

The member of Staff or Volunteer must be advised that s/he is suspended from duty. Written confirmation of the suspension must be given within one working day, giving reasons for the suspension.

The Board of Directors needs to make a decision will about whether an internal investigation is necessary or whether to wait for the outcome of investigations by external agencies. Any internal investigation will be conducted by the CPF and other KMOP representatives designated by the Board of Directors.

### **7.3.3 Reinstating a Staff Member after suspension**

Based on the findings of any internal, independent or external investigations, KMOP will decide whether the Staff Member or Volunteer should be reinstated and if so how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, KMOP will reach a decision based upon the available information, which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of the child will remain of paramount importance throughout.

### **7.3.4 Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of Staff who is still currently working with children). Where such an allegation is made, KMOP will follow the same process as detailed above. This is because other children may be at risk from this person.

## **7.4 Concerns or allegations relating to Partners**

Should KMOP Representatives be made aware of allegations of current or historic abuse that relate to Partners, they should follow the reporting process above and the CFP will contact the Partner organisation to report the concern. KMOP will record the steps the organisation will take (or has taken) to deal with the concern. KMOP may also decide to inform the relevant authorities directly depending on the nature and level of the concern. The KMOP Board of Directors will discuss and agree what level of relationship to maintain with that organisation based on how they respond to the report.

## 8. Media and communications

KMOP is committed to protecting children in all areas of programme implementation including through our media and communications strategy. This section sets out KMOP's guiding principles, policy and practice around the gathering and publication of images, video footage and text referring to children. These guidelines must be followed by KMOP representatives as well as photographers, film crews and journalists visiting KMOP events and activities.

### 8.1 Principles

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

In KMOP communications about children, the following principles will apply:

**Dignity:** The child's dignity must be preserved at all times. Languages must not degrade, victimise or shame the child. 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 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 the progress that children are making. Communications should avoid making generalisations, which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context.

**Privacy:** Any information that could be used to identify a child or put them at risk will not be used. KMOP will ensure that:

- Only use first names of children: be careful not to reveal details about the place where they live, their school and other information that would lead to their place of residence. If needed for child safeguarding, the names of children will be changed.
- Information about a child/children's life and photographs of children (including information stored on the computer) will be kept in secure files. Access to these should be limited to those that need to use them during the course of their work.
- The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals.
- KMOP is committed to represent a broad range of children – boys and girls, of various ages, abilities and ethnic groups in its publications, videos. KMOP will ensure diversity of children to be presented in its communication material, reflecting the countries in which KMOP works.

**Complaints procedure:** Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.

## 8.2 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 KMOP materials. Informed consent means that children are told how KMOP may use the information or image/film and that they are under no obligation to agree to its use. They will need to be asked whether they give consent that their first name is shared with the information or image/film.

Consent must be obtained by completing and signing the media consent form (included in the consent forms in Annex 5). Consent is also required from the child's parent/carer or guardian, who must countersign the form. The media consent forms and other consent forms will be kept on the child's file by KMOP. Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.

## 8.3 Visits by Photographers, Films Crews, Journalists and Others

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

- Journalists, photographers/film crews must be fully briefed about KMOP's child protection policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment to adhere to this policy.
- 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 KMOP staff at all times.
- Children, parents and guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by KMOP or the national/local organisation they are involved in.
- Copies of images, film and story should be sent to the (member) organisation to be passed on to the children.
- In order to protect the confidentiality and privacy of the children, KMOP must be notified as to how the photographer or film maker intends to use the images or stories. KMOP reserves the right to refuse use if it is felt that, in doing so we are not acting in accordance with our child protection policy and our media and communication principles.

If an image or any material is to be used by another organisation, it must be credited to KMOP /Photographer's Name © with an appropriate caption.

## 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 inform policy reviews and changes to the Child Protection Policy. KMOP will regularly monitor the implementation of its Child Protection Policy and procedures.

Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Board of Directors annually and included in KMOP's annual reports. Monitoring and evaluation will be done by checking whether the standards from the Child Protection Policy are implemented and whether safeguards are working. This will be done by carrying out a survey among KMOP 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 contribute to a learning process for KMOP and if necessary changes to the Child Protection Policy or reporting procedures.

Every year an internal review of the policy will be carried out and its results will be approved by the Board of Directors.

**The Child Protection Policy has been approved by:**

Nikitas Dimitrios on 27/01/2025

President of KMOP

**Next review date: January 2026**

"ΚΕΝΤΡΟ ΜΕΡΙΜΝΑΣ  
ΟΙΚΟΓΕΝΕΙΑΣ & ΠΑΙΔΙΟΥ"  
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10. Annexes

Annex 1: Statement of Commitment to Eurochild Child Protection Policy

**Statement of commitment for KMOP Representatives**

I \_\_\_\_\_ confirm that have read and understood the standards and guidelines outlined in this Child Protection Policy, including the Code of Conduct. 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 KMOP.

I understand that I must raise any Child Protection concerns I have in a confidential manner with KMOP’s Child Protection Focal Point person.

I understand that this Child Protection Policy is binding and that if I break it, KMOP may take action including the termination of any contract.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Statement of commitment for KMOP Partners**

As a Representative of \_\_\_\_\_ (Partner Organisation), I confirm that I have read KMOP’s Child Protection Policy, including the Code of Conduct. I confirm that I am signing on behalf of my organisation and will ensure that staff and representatives from my organisation who are working with or/for KMOP are aware of this Policy and adhere to it within their work.

I understand that we must raise any Child Protection concerns we have in a confidential manner with KMOP’s Child Protection Focal Point person.

I understand that this Child Protection Policy is binding and that if anyone from my organisation breaks it, KMOP may take action – including the termination of any contract.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Annex 2: How to Recognise Signs of Abuse**

Listed below are a number of indicators that will help identify whether a child has or is being abused. However, they may vary by cultural and economic context. This is not exhaustive but is a guideline to help establish whether some form of child abuse has taken place.

### **Indicators of possible Physical Abuse**

- Any injuries not consistent with the explanation given to them
- Injuries, which occur to the body in places, which are not normally exposed to, falls, rough games etc.
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have a reasonable explanation
- Cuts/scratches/substance abuse
- Infections and/or symptoms of sexually transmitted diseases

### **Indicators of possible Emotional Abuse**

These should be considered in comparison to behaviour based on the culture of the community.

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/aggression/extreme anxiety
  - Nervousness, frozen watchfulness
  - Obsessions or phobias
  - Sudden under achievement or lack of concentration
  - Inappropriate relationships with peers and/or adults
  - Attention-seeking behaviour
  - Persistent tiredness
  - Running away/stealing/lying
- ### **3 Indicators of possible Sexual Abuse**
- Any allegations made by a child concerning child abuse
  - Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
  - Sexual activity through words, play or drawing
  - Child who is sexually provocative or seductive with adults
  - Inappropriate bed sharing arrangements at home
  - Severe sleep disturbance, with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

### **Indicators of possible Neglect**

As poverty is often the cause of the following points, we need to look at it contextually and in comparison, to the community average.

- Under nourishment and failure to grow

- Constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care

### **Annex 3: Child Protection Report**

#### **CONFIDENTIAL**

#### **SECTION A: For completion by Staff, Volunteers and Representatives**

KMOP Staff, Volunteers and Representatives who have knowledge that a child might be at risk of harm are required to complete this form and pass it to KMOP's Child Protection Focal Person. The form should be filled in as soon as possible, preferably within 24 hours since the child protection concern has been raised.

#### **DETAILS OF PERSON MAKING DISCLOSURE/ALLEGATION**

Name:  
Job title:  
Nature of your contact  
with the child:  
E-mail:  
Telephone:

#### **DETAILS OF THE CHILD**

Name:  
Age:  
Gender/gender identity:  
Address:  
Telephone:

#### **DETAILS OF PARENTS/CARERS (IF KNOWN)**

Name(s):  
Address:

Telephone:

E-mail:

### **DETAILS OF THE CONCERN**

What is the reason for concern? If you have received a disclosure or allegation, record what happened or what was seen and who was involved. If you include personal observations please make a distinction between what is a fact and what is opinion or hearsay.

When and where did it occur?

Were there any obvious signs of abuse e.g. bruising, bleeding, changed behaviour?

Was anyone else involved? If yes who? How were they involved?

What was said by those involved?

Was the Child able to say what happened, if so, how did they describe it?
Who has been told about it and when?
Do the parents know (if any)?
Did you take any action?
Who are you passing this information to?

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION B: For completion by the Child Protection Focal person (CPF)**

**Report received by CPF**

CPF signature: \_\_\_\_\_

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

Date received: \_\_\_\_\_

**ACTIONS, OUTCOMES LOG**

<b>DATE</b>	<b>NOTES/ACTIONS</b>	<b>NAME</b>	<b>SIGNATURE</b>

\*Insert more rows as needed

## Annex 4: Media Consent Form

### MEDIA CONSENT FORM

WE WANT TO MAKE SURE YOU FEEL COMFORTABLE TO TAKE PART IN MEDIA ACTIVITIES

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

Is it okay for you participate in visual documentation during the KMOP \_\_\_\_\_ (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 we do to people around Europe who help to support children and adolescents. Please tick Yes or No:

Yes

No

Is it ok for us to capture your voice in film, photos, audio, writing and/or art and to share this content in the ways listed above? Please tick Yes or No:

Yes

No

Is it ok if we tell people your first name when we share this content? (you can still take part in \_\_\_\_\_ (event) even if you don't want us to tell people your name). Please tick Yes or No:

Yes you can share my first name

No you cannot share my first name

Is it ok for you to talk to the press during \_\_\_\_\_ (event) (including photos, television/video/camera coverage)? All media interviews will be conducted in consultation with and in the presence of your accompanying adult and a KMOP staff member. You have a right not to respond to any questions that you do not want to answer. Please tick Yes or No:

Yes

No

## **Annex 5: Key contacts information**

### **KMOP**

#### *Child Protection Focal Person*

Name and Surname Anastasios Palaiologos

Mobile: +306973711253

E-mail: palaiologos.a@kmop.org

#### *Designated Board of Directors Member*

Name and Surname Antonios Klapsis

Mobile: +30 2103637547

E-mail: klapsis.a@kmop.org

#### *Board of Directors*

Name and Surname Nikitas Dimitrios (President of KMOP)

Mobile: +30 6979722258

E-mail: nikitas.d@kmop.org

### **EXTERNAL AGENCIES**

1107 National Child Protection Line

116 111 Child and Adolescent Support Line

1056 National Telephone Line for Children

80011 80015 Helpline I SUPPORT

115 25 Together for the Child

800 11 32 000 Children's Ombudsman's Line



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[kmop@kmop.org](mailto:kmop@kmop.org)  
[www.kmop.org](http://www.kmop.org)