

DOC.DREAM services s.r.o.

Child Protection Policy

Internal Guidelines for Safe and Correct Treatment of Children and Youth

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1. BASIC PRINCIPLES AND VALUES FOR THE PROTECTION OF CHILDREN AND ADOLESCENTS DURING EDUCATIONAL ACTIVITIES ORGANISED BY DOC.DREAM services s.r.o.

When organising events, programmes and projects, DOC.DREAM services s.r.o., ensures protection of children and adolescents from such activities and circumstances that could be harmful to them or violate their rights. For this purpose, DOC.DREAM s.r.o. has issued this guideline stipulating children protection procedures and mechanisms as part of our activities and in line with *Charter of Fundamental Right and Freedoms* (Constitutional Law No. 2/1993 Coll. as amended by Constitutional Law No. 162/1998 Coll.), in line with the *UN Convention on the Rights of the Child* (as amended in the Czech Republic, published in the Collection of Laws 104/1991) and in line with the Council of Europe Data Protection Convention and other related implementing legislation of the Czech Republic – with reference to the Data Protection Guideline - DOC.DREAM s.r.o. (GDPR).

All children and adolescents involved in the activities implemented by DOC.DREAM s.r.o. are entitled to:

- to have their health, safety, well-being and their best interests considered the ultimate priority,
- to have their development supported and safeguarded so that they can achieve their full potential
- to be respected and understood within the context of their own culture, religion and ethnicity
- to be listened to and to have their views given careful consideration
- to be able and allowed to participate in decisions which affect them (including rights of the child protection)

DOC.DREAM services s.r.o. believes that organisations working in the cultural sphere have a duty to protect children and young people from abuse, mistreatment and exploitation.

Therefore, DOC.DREAM services s.r.o. strives for:

- creating a safe environment which would bring all age and ethnicity groups together to freely exchange opinions, knowledge, and to mutually learn and share cultural experiences.
- creating a transparent framework in which any allegations of abuse are handled openly, consistently and fairly (inside and outside the organisation).

1.1. Child Protection Policy Implementation and Accountability in DOC.DREAM services s.r.o.

This Policy has been drafted to ensure the highest standards of professional conduct and practice, aiming to prevent any form of abuse of children and young people involved in the activities, projects and programs implemented by DOC.DREAM services s.r.o. (hereinafter referred to as 'DD') through the mediation of CDF. These processes and checklists to be followed by all lecturers and other persons involved in the implementation of DD's programs form a part of this Policy, as do the notification procedures and follow-up steps to be taken in a case of child protection standards violation. The abovementioned principles and general objectives underpin the standards and procedures set out hereinafter.

1.2. Definitions

Child Protection Policy Manager (CPPM)

CPPM is one person appointed by board of DD. This person is responsible for:

- keeping, development, implementation as well as elaboration of DD`s Child Protection Policy in accordance with Czech and European legislation.
- mentoring and training of Authorized Person/s and general staff information supplying regarding DD`s Child Protection Policy (see head 4.2.)
- Monitoring, control, verification and evaluation of the functionality of the current form of Child Protection Policy
- yearly report about Child Protection Policy to a board of DD.
- reconsidering DD`s Child Protection Policy and its procedures every three years
- evaluating of *Child Protection Violation Report* (see annex 4) and deciding about external/ internal nature of particular case
- preparing all the materials necessary for keeping DD`s Child Protection Policy working in accordance with the guidelines
- providing support and help to all DD team members
- selection of Authorized Person/s for particular event/s

Authorized Person/s (AP)

Authorized Person/s is/are selected and trained by CPPM (see above) and approved by board of DD. One AP is appointed for each venue, where cultural event accessible for children takes place. Main tasks of authorized person/s are:

- application of DD`s Child Protection Policy procedures right in venues where particular events are held
- ensure that all persons involved in contact with children (including children themselves) during an event are informed about DD`s Child Protection Policy and everyone knows how to contact AP in case of need
- ensure that all team members in the particular venue are trained in using and following procedures required by these guidelines (see head 4.2.)
- keeping DD`s Child Protection Policy principles and procedures during whole event
- be visibly distinguishable for fast contact by any person
- inform CPPM in case of Policy violations - *Child Protection Violation Report*
- monitoring course of event from DD`s Child Protection Policy point of view
- Provide CPPM with all relevant materials and information for permanent internal evaluation of DD`s Child Protection Policy usefulness and applicability
- Training of staff members, volunteers, part-timers and other persons involved to the direct contact with children with the respect to the nature of the program and venue, where the event is held

Child

Pursuant to the UN Convention on the Rights of the Child, a child is defined as anyone **under age**. As per Section 1 of the Convention, a child means any human being under 18 years of age, unless the coming of age is not defined earlier according to the legislation applicable in relation to the child concerned.

Protection of Children

Child protection is a broad term to describe mission, standards, guidelines and procedures to protect children and adolescents from both intentional and unintentional harm. In the current context, it applies to DD`s duty to ensure that its lecturers, activities and programs pose no harm for children, and thus that they do not expose children to the risk of harm and abuse. Should any concerns about children`s safety within the activities and programs they are involved in arise, DD will apply procedures stipulated herein.

Direct contact with children

This shall mean a situation when a person actively organising a programme for a child is in its course in direct interaction with the child.

Indirect contact with children

This term shall imply access to information about children who are engaged in DD`s activities, such as children`s names, locations, photographs and feedback.

Policy

In its Child Protection Policy, the organisation declares a commitment to safeguard children from harm and clearly stipulates the measures required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.

1.3. What is child abuse and exploitation?

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

Physical abuse – may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after.

Emotional abuse – includes emotional ill-treatment of a child which has a detrimental effect on the child's mental and emotional development and his/her behavior. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person who takes care of them or works with them during activities organised by DD. It may involve age- or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur in isolation.

Sexual Abuse and Exploitation is defined as contacts or interactions between a child and an older or more knowledgeable child or adult. Sexual abuse is any improper exposure of a child to sexual contact or conduct primarily for the purpose of sexual gratification of the molester. Sexual abuse includes all forms of conduct with sexual connotations, also those that might not be harmful to the child at the first sight. Regardless of the form, it has serious negative impact on further mental development of the child or the adolescent.

a. Sexual abuse without physical contact:

indecent exposure in front the child, masturbation in front of the child, meeting with an exhibitionist, observing a naked child for own sexual gratification, showing pornography to a child, forcing a child to watch sexual activities

b. Sexual abuse with physical contact:

touching or kissing intimate parts of a child's body, caressing his or her breasts, genitalia, forcing a child to touch and manipulate with their own genitalia or those of the molester, oral, anal sex, sexual intercourse (including rape)

c. Sexual abuse to make profit:

child pornography, forcing a child to prostitution

Neglect is defined as the persistent failure to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's physical or cognitive development.

Bullying may be defined as a deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those who are being 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) bullying.

Commercial exploitation means exploiting a child in work or other activities for the benefit of a person responsible/caring for the child and to the detriment of the child's physical or mental health, education, moral or social-emotional development.

A child who is being abused may experience more than one type of violence. Other forms of abuse which can include discrimination, harassment, or bullying are also abusive and can harm a child and his/her development physically and emotionally.

2. IMPORTANCE OF THE CHILD PROTECTION POLICY

All organizations and professionals working or in contact with children are obliged to ensure their operations are 'child safe' and therefore need to have a Child Protection Policy. This Policy shall, among other things, transparently ensure the following:

Children are protected: Some children are particularly vulnerable to abuse, exploitation, and ill-treatment at the hands of their carers and those with access to their personal information. Many children growing up in different social backgrounds have already experienced violation of their right to protection.

Organization staff and close sole suppliers are protected: Pursuant to the *UN Convention on the Rights of the Child*, all children have the right to be protected against all forms of violence (intentional and unintentional), abuse and exploitation. It is therefore the responsibility of DOC.DREAM services s.r.o. to ensure that all its activities, policies, projects and programs are 'child safe'. This means that the Child

Protection Policy also serves as a guideline for DD staff and suppliers on how to treat children in emergency situations in order to prevent any risk of intentional and unintentional violation of children's rights.

DOC.DREAM services s.r.o. and its reputation is protected: Organizations working with vulnerable children have been and will continue to be at risk of being accused of abuse. Therefore, it is essential that they have a Child Protection Policy and relevant mechanisms to avoid such abuse and accusations in place. At the same time it will help them develop their good practices in terms of work with children.

3. THE SCOPE OF THE CHILD PROTECTION POLICY

The scope of the DOC.DREAM services s.r.o. child protection policy applies to:

- a) All members of staff (employees and core staff members working for the organization under different than the occupational scheme, close and regular service suppliers, statutory representatives, volunteers and part-timers)
- b) All those working with or acting on behalf of DOC.DREAM services s.r.o. (e.g. lecturers, educators, trainers and instructors);
- c) All the adults accompanying children to/during the events and activities organized by DOC.DREAM services s.r.o.
- d) Journalists and photographers who actively participate in events organised by DOC.DREAM services s.r.o. for children and are in direct contact with them

All of these individuals are obliged to provide documents described in head **4.1.** and receive scope of information described in **head 4.2.**

3.1. Child Protection Awareness Raising

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

In case of several minor violations or in the event of a single severe violation of the principles and rules set out herein or in the event a child's safety is endangered, DD reserves the right to terminate cooperation with the person concerned.

3.2 Risk Assessment and Safe Programs

DD is committed to designing and delivering programs that are safe for children. Therefore, it undertakes to carry out risk assessment and implement safety strategies when designing said programs. At the same time, it will develop risk mitigation strategies to minimize the risks to children, which will be incorporated into the design,

delivery and evaluation of programs, projects and activities involving or impacting children. An organization without a proper Policy in place may find it more challenging to fight malicious or false accusations and its reputation may suffer. Moreover, such allegations may have serious detrimental effects on fundraising efforts of the organization as well as on its reputation.

4. CHILD PROTECTION POLICY OF DOC.DREAM services s.r.o.

This Policy has been drafted to ensure the highest standards of professional conduct and practice to ensure no child involved in the activities organized by DD is harmed or endangered at any time of their involvement.

4.1. Staff Members and Other Involved Persons - documents

4.1.1. Each and every person (staff members, volunteers, part-timers) wishing to work for or collaborate with DD are required to:

- a) sign the **Binding Statement (annex 1)** in which he/she commits to adhere to the DD's Child Protection Policy principles and conditions and abide by them.

Apart from the usual procedures, a recruitment interview will also include:

- clear information on the position and relevant responsibilities assigned to said position with regard to the Child Protection Policy;
 - a discussion on child protection and safety, making sure the candidate is familiar with these principles, understands them fully and commits to abide by them
 - a pledge to adhere to the Child Protection Policy principles, which forms a part of any employment contract or any other type of collaboration agreement. In the case of suppliers, the pledge is a binding condition for the purchase of their services. This condition has to be met prior to the start of the preparation of the first program while this obligation also applies to all future collaborations with the supplier concerned.
- b) Receive the **Code of Conduct** (Section 5 of these guidelines)

4.1.2. In addition to the list mentioned above (4.1.1.) each staff member or part-timer involved **in direct contact with children** is required to provide:

- Sign a **Statutory declaration stating the absence of criminal conviction (annex 1A)**. Employment contracts and supply of services for DD shall include signed consent with the right of the organization to request a **Copy of the criminal record**.

4.1.3. Lecturers, educators, trainers and instructors are required to provide:

- a) sign the **Binding Statement (annex 1)** in which he/she commits to adhere to the DD's Child Protection Policy principles and conditions and abide by them.
- b) sign a **Statutory declaration stating the absence of criminal conviction (annex 1A)**. Employment contracts and supply of services for DD shall include signed consent with the right of the organization to request a **Copy of the criminal record**.
- c) Receive the **Code of Conduct** (Section 5 of these guidelines)

4.1.4. Accompanying persons (parents, teachers etc.) are required to provide:

sign the **Binding Statement (annex 1)** in which he/she commits to adhere to the DD's Child Protection Policy principles and conditions and abide by them.

4.1.5. Photographers

- a) sign the **Binding Statement (annex 1)** in which he/she commits to adhere to the DD's Child Protection Policy principles and conditions and abide by them.
- b) Receive the **Code of Conduct** (Section 5 of these guidelines)

4.2. Training

To ensure a successful implementation of the Child Protection Policy, DD will take following measures:

4.2.1. Staff members, part timers and volunteers will be informed of the Policy and all relevant procedures and processes resulting from said Policy within the first three weeks after they start their job with DD by CPP Manager or by Authorized Person.

Long term staff members will be notified about updates and changes made in DD's Child Protection Policy at least once a year by CPP Manager.

4.2.2. Each staff member, volunteer or part-timer involved **in direct contact with children** will receive in addition to information mentioned in paragraph 4.2.1. training by CPPM and/or AP focused on:

- a) Code of Conduct – how to minimize risk of unintended harm
- b) information supplying – how to give, receive and handle various kinds of information with the respect to the GDPR and sensitive nature of the information
- c) basic procedure of reporting
- d) information about sources of support and help for children and their families

4.2.3. Lecturers, educators, trainers and instructors will be informed of the Policy and all relevant procedures and processes resulting from said Policy with the emphasis on:

- a) Code of Conduct – how to minimize risk of unintended harm
- b) basic procedure of reporting

4.2.4. Photographers will be informed of the Policy and all relevant procedures and processes resulting from said Policy with the emphasis on:

- a) Code of Conduct – how to minimize risk of unintended harm
- b) GDPR and personal data protection

4.2.5. For the last minute changes, the Authorized Person will provide relevant training to all part-timers, volunteers and lecturers who are temporarily involved in one-off events organized by DD, during which they will be in direct contact with children, as per 4.1.1. and 4.2.2. and prior to the event concerned.

4.3. Conduct Protocol

Any staff member, lecturer, volunteer, part-timer, photographer or media worker who has a direct contact with children participating in the DD's activities will receive a Code of Conduct (as set out in Section 5 below).

As part of long-term and one-off events organized by DD, the Authorized Person is responsible for providing the Code of Conduct.

DD's management will appoint a Child Protection Policy Manager responsible for the following:

- promoting of awareness and implementation of the Child Protection Policy throughout the organization;
- Protection Policy training materials development;
- providing support and assistance in the field of child protection to all staff members.

The name and contact details of the Policy Manager will be displayed at a visible place in DD's office, or at the venue of implementation of DD's year-round projects.

Specific procedures and checklists describing concrete strategy implementation actions and reporting and evaluation processes, form a part of this Child Protection Policy. Child protection shall be included in all DD's programs and projects and their development.

5. CODE OF CONDUCT

DD is committed to protecting children from abuse and exploitation. DD will take all necessary actions to prevent any form of abuse and respond to any information from children in such situations. DD also undertakes to respond to any and all reports of actual or alleged abuse irrespective of the nature of the referral, whom the allegations concern, who the referrer is or where she/he is from. This Code of Conduct includes guidance on ethical and proper standards of conduct and behavior of adults towards children as well as that of children among themselves. It has been developed with the best interests of a child as the primary consideration and should be interpreted in a spirit of transparency and **common sense**. DD's aim is to ensure everyone, children and adults alike, is participating in any joint activity in a safe and secure way.

The concerned should:

- Be aware of what constitutes child abuse and exploitation (as set out in this Policy);
- Be able to recognize signs of abuse and report any suspicion immediately to the responsible person (Authorized Person, Manager);
- Ensure that they know who is DD's responsible person (Authorized Person, Manager);
- Respect the basic rights of others, act fairly, honestly, and tactfully, and treat people with dignity and respect;
- Treat all children equally, be inclusive and involve all children in any activities without discrimination;
- Work actively to ensure the highest levels of respect towards each human being;
- Maintain high standards of professional and respectful conduct both personally and in others;
- Protect the health, safety and well-being of himself/herself and of others;
- Be aware of high-risk peer situations such as unsupervised mixing of older children as well as boys and girls and possibilities of discrimination against minors they pose;
- Be aware of a possibility of peer abuse;
- Be aware of the way their language, actions and relationships could be perceived by children;

- Develop supervision system to ensure younger and, in particular, vulnerable children are safe from peer and adult abuse;
- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development;
- Encourage children and young people to express their views and opinions and respect their voice;
- Limit access to and/or not expose children to any inappropriate electronic material;
- Respect the confidentiality of children's personal information at all times;
- Obtain written consent from the child or his/her parent/carer when photographing, filming or processing personal information as a part of any activity.

The concerned should not:

- Engage in any form of sexual activity with children and young persons up to age of 18 years;
- Engage in any form of sexual activity with young person above the age of consent and beyond that are in the care or under supervision of DD due to an activity/event organized and carried out by DD
- Act or behave in a way that could be construed as a provocative, poor or potentially abusive practice;
- Discriminate, shame, humiliate, belittle, or degrade children or do anything that may be considered emotional abuse (e.g. use language that could mentally or emotionally harm a child), hit or otherwise physically harm the child;
- Act in a way which may be abusive or place a child at risk of abuse;
- Promote or condone violations of this Code by other adults (members of staff, lecturers, part-timers, volunteers and visitors);
- Be alone with a child in any circumstances that might be questioned by others or give rise to false accusations;
- Allow children to engage in games with sexual undertone;
- Act in an inappropriate or culturally insensitive way in relation to a child (such as kissing, hugging, fondling, rubbing or touching a child);
- Seek physical contact with a child (such as holding hands) unless such contact is initiated by the child or unless the child has expressed his/her consent with such contact;
- Suggest inappropriate behavior or relations of any kind or encourage any crushes by a child;
- Take photos, film or request personal information if not approved and required for DD's activities;
- Use private information about children inappropriately (e.g. on social media) if not approved and required for DD's or CDF's activities.

Any suspicion of a Child Protection Policy violation should be immediately reported to the responsible person, or the DD's Child Protection Policy Manager, as per Procedures for Reporting Child Protection Violations (see Annex 4).

6. IMPLEMENTATION

6.1. Implementation Strategy: Reporting Procedures

All staff members, volunteers and interns should be alert to signs that may suggest a child is in need of help (see Annex 2). Deciding whether to report such signs can be very difficult. Therefore, reporting procedures are listed further to ensure everyone is clear what steps to take in order to ensure safety of children or other witnesses. All violations of this Policy (regardless of whether they are suspected, alleged or witnessed) are to be immediately reported to the DD's Authorized Person or Child Protection Policy Manager using the Safeguarding Report Form (Annex 4). The guiding principle here is that the safety of the child and his/ her best interest should always be the most important consideration. All records and reports will be stored at a secured place in DD's offices. Members of DD's management or the Child Protection Policy Manager shall only have access thereto. In the event someone reports a child protection concern, it is essential to ACT immediately (and the ACT method can be helpful here):

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

Child-Centered – the best interest of a child should always be a primary consideration.

Time Counts – it is important to ensure the most appropriate and effective response to child safeguarding issues is implemented in a timely manner.

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

If the **concern is internal** – if an accusation concerns a member of staff, lecturer, part-timer and a volunteer. Consideration needs to be given to whether DD will inform relevant local and/or national authorities. If not, the internal safeguarding procedures set out in the Child Protection Policy needs to be applied (see Annex 3). If so, relevant local and/or national authorities should be notified and further steps should be taken in accordance with the predefined processes.

If the **concern is external** – i.e. if the accusation concerns persons outside of DD, consideration needs to be given to the extent to which this concern may disrupt the operation of DD and the follow-up steps should be planned accordingly. DD undertakes to treat any information on concerns or allegations as confidential, adhere

to all relevant procedures and act in the best interest of the child, irrespective of who the allegations are about, who the referrer is or where he/she is from.

DD pledges to take appropriate actions to protect the child/children in question from further harm during and/or following an incident or allegation. Having considered impact the event has on the child/children in question, DD will assist in getting specific help and support, which may include arranging for a medical assessment to be done. Relevant contact details for the Police, Emergency Medical Service, child protection services, social workers, helplines and other organizations or persons will be made available and accessible (Annex 5).

DD will also immediately contact the child's/children's family members or guardians and inform them about the incident and assistance provided. Afterwards, a Safeguarding Report Form (Annex 4) must be compiled. DD maintains that during the process, it will always treat the best interest of the child as its priority.

At meetings and activities where children are directly involved, children will be informed about the main points of DD's Child Protection Policy and Code of Conduct. Moreover, they will also be informed who the Authorized Person and Child Protection Policy Manager is and notified of the complaints mechanism. All the information will be provided in a child-friendly manner.

In the case of events the character and limited duration of which do not allow enough time to thoroughly inform the children, children will notified about the Code of Conduct, their rights and authorized persons to address if needed, and other points of the Child Protection Policy, through their legal representatives who will obtain this information in print at the entrance to the venue and by entering the venue they will guarantee that they have duly informed their children about the matter.

6.2. Implementation Strategy: Internal Safeguarding Procedures

DD will temporarily suspend any staff member, volunteer, lecturer, part-timer, or trainer alleged to have violated the Child Protection Policy. DD reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the Police.

7. COMMUNICATION AND MEDIA GUIDELINES

This part of the Child Protection Policy sets out the principles for DD's staff members regarding communication with the public and media about the work carried out by DD or its partners. It includes underlying principles for ensuring children are kept safe at all times, as well as specific guidelines which must be followed by all members of DD's staff as well as photographers, film crews, journalists and others visiting DD's events and activities. All guidelines in this Child Protection Policy are equally

applicable to and relevant for all forms of communication and media activities, including the use of social media.

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

7.1. Principles

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

This section contains guidelines on the use of images, films and stories of children for public relations, media and communication purposes, in order to protect children and their personal information.

Following principles will apply to any DD's communications:

Dignity – A child's dignity must be preserved at all times. Language must not degrade, victimize or shame a child at any time. In images, children should always be dressed appropriately and should never be depicted in any poses which could be interpreted as sexually provocative.

Accuracy – A portrayal of children must not be manipulated, distorted or sensationalized in any way. Pictures should not be taken and used out of context.

Privacy – DD undertakes not to use any information to identify a child, violate their privacy, put them at risk or lead to the disclosure of their identity.

DD pledges to ensure that:

- a) Only the first name(s) of a child are used
- b) Information about children, their lives and photographs of children (including photographs stored on computers) is kept in secure files. Access to this information will be limited to those directly involved in a particular program, project or activity.
- c) The publications prepared by DD feature varied groups of children, if their legal representatives provided consent therewith: including boys, girls, children of various ages, ethnicities, nationalities and abilities.

7.2. Informed Consent

In compliance with European GDPR regulation informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may later be used in DD's materials and publications. Informed

consent means that legal representatives are told how and where the photographs, videos or information will be processed and published. They should also be reassured that locations and other identifying information that might lead to the identification of the location of residence of children will be changed or withheld.

7.3. Visits by Photographers, Film Crews, Journalists and Other Persons

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

- a) Journalists, photographers, film crews must be fully briefed about the DD's Child Protection Policy prior to their meeting the children. They are also required to sign a *Binding Statement* stating they will adhere to said Policy and its principles.
- b) It is important to make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They have to be accompanied by a DD's staff member at all times.
- c) Children, parents and guardians must be informed about how the photograph or film will be used and their consent must be obtained by DD.
- d) For the purposes of child protection, the journalists or photographers have to inform DD about how the obtained material will be used. DD reserves the right to ban the publication of materials in case they violate any of the principles and conditions of the Child Protection Policy.
- e) If DD is the owner of the final photograph or film work and if the materials are to be used by another organization, it must be credited to: Doc.dream services s.r.o. / name of photograph © with an appropriate caption.

8. LIABILITY: MONITORING AND EVALUATION OF CHILD PROTECTION POLICY

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

DD will monitor the implementation of this Child Protection Policy and the procedures set out therein regularly. At the same time, the Authorized Person will report on the progress and compliance with the Child Protection Policy to the Child Protection Policy Manager who will once a year inform the statutory representative of the organization. Monitoring and evaluation will be done on a regular basis by checking whether the standards defined in the Child Protection Policy are implemented and whether child protection safeguards are working. This will be done by carrying out a survey among the DD's staff members, lecturers, part-timers, volunteers on how the standards defined in the Child Protection Policy are being met, how effective they are and what needs to be improved.

Next to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will take place, too, in case the Policy principles are violated. This will contribute to the learning process for CF and, if necessary, will result in changes to the Child Protection Policy or relevant reporting procedures.

Every three years an internal review of the Policy will be carried out and its results will be subject to approval by the organization's statutory body.

DOCUMENT TO BE SIGNED BY DD’s STAFF AND OTHER COLLABORATORS

Annex 1: Statement of Commitment to DD’s Child Protection Policy (CPP)

I, (signed below), hereby declare that I have read and understood the standards and guidelines outlined in the DOC.DREAM services s.r.o.’s Child Protection Policy. I agree with all the principles contained therein and accept the importance of implementing and promoting the Child Protection Policy and the standards, procedures and practices contained therein while working or associated with DOC.DREAM services s.r.o. I further understand that my consent entitled DOC.DREAM services s.r.o. to:

- Request a signed statutory declaration stating absence of criminal convictions;
- Request character reference letters;
- Request an extract from criminal records.

.....

(name)

.....

(employer/job title)

.....

(signature)

.....

(date)

.....

(place)

Character references

Annex 1A: Statement of Commitment to DD’s Child Protection Policy (CPP) – supplement

To be filled and signed by all staff persons involved in close contact with children (volunteers excluded)

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

Name:.....
Address.....
Phone:.....
E-mail:.....

Name:.....
Address.....
Phone:.....
E-mail:.....

Statutory Declaration of Criminal Convictions

I (name and surname, date of birth, permanent address, telephone number)
.....
.....
.....

(signed below), hereby declare that I have not been convicted for a crime and I am currently not subject to any criminal proceedings. I am fully aware of all legal consequences in case I provide a false or misleading statutory declaration. I hereby acknowledge that in case any of the information stated herein changes, I am obliged to notify DD of this change.

In On

Signature:

INTERNAL DOCUMENT FOR TRAINING ALL INVOLVED PERSONS

Annex 2: Recognizing Signs of Abuse

Recognizing signs of potential abuse is complex and there is no simple checklist that allows easy recognition. There are, however, potential warning signs that you can be alert to, which need to be assessed with care. It should not be automatically assumed that abuse is occurring. If such signs are observed, they should be reported to the Authorized Person without delay who will inform the Policy Manager to allow for appropriate measures in line with the Policy to be taken if abuse is confirmed. In serious cases, the Child Protection Policy Manager contacts the legal representative who can contact the competent bodies herself/himself.

Possible signs of physical abuse:

- Bruises, burns, sprains, dislocations, bites, cuts;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Withdrawal from physical contact;
- Arms and legs kept covered in hot weather;
- Unwillingness to participate in physical activities (such as sports) that may involve undressing;
- Fear of returning home or of parents being contacted;
- Showing wariness or distrust of adults;
- Self-destructive tendencies;
- Aggression aimed at others;
- Passivity and frequent complaints;
- Running away (repeatedly).

Possible signs of emotional abuse:

- Delayed physical, cognitive or emotional development;
- Anxiousness;
- Delayed speech development or sudden speech disorders;
- Fear of new situations;
- Low self-esteem;
- Inappropriate emotional responses to situations;
- Extreme passivity and/or aggression;
- Drug or alcohol abuse;
- Running away (repeatedly);
- Compulsive stealing.

Possible signs of neglect:

- Frequent hunger;
- Taking scraps of food from bins or plates, stealing and/or hiding of food;
- Poor personal hygiene;

- Constant tiredness;
- Inappropriate clothing (such as summer clothes in winter);
- Frequent lateness or non-attendance at school;
- Untreated medical problems;
- Low self-esteem;
- Poor social relationships;
- Compulsive stealing,
- Drug or alcohol abuse.

Possible signs of sexual abuse:

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

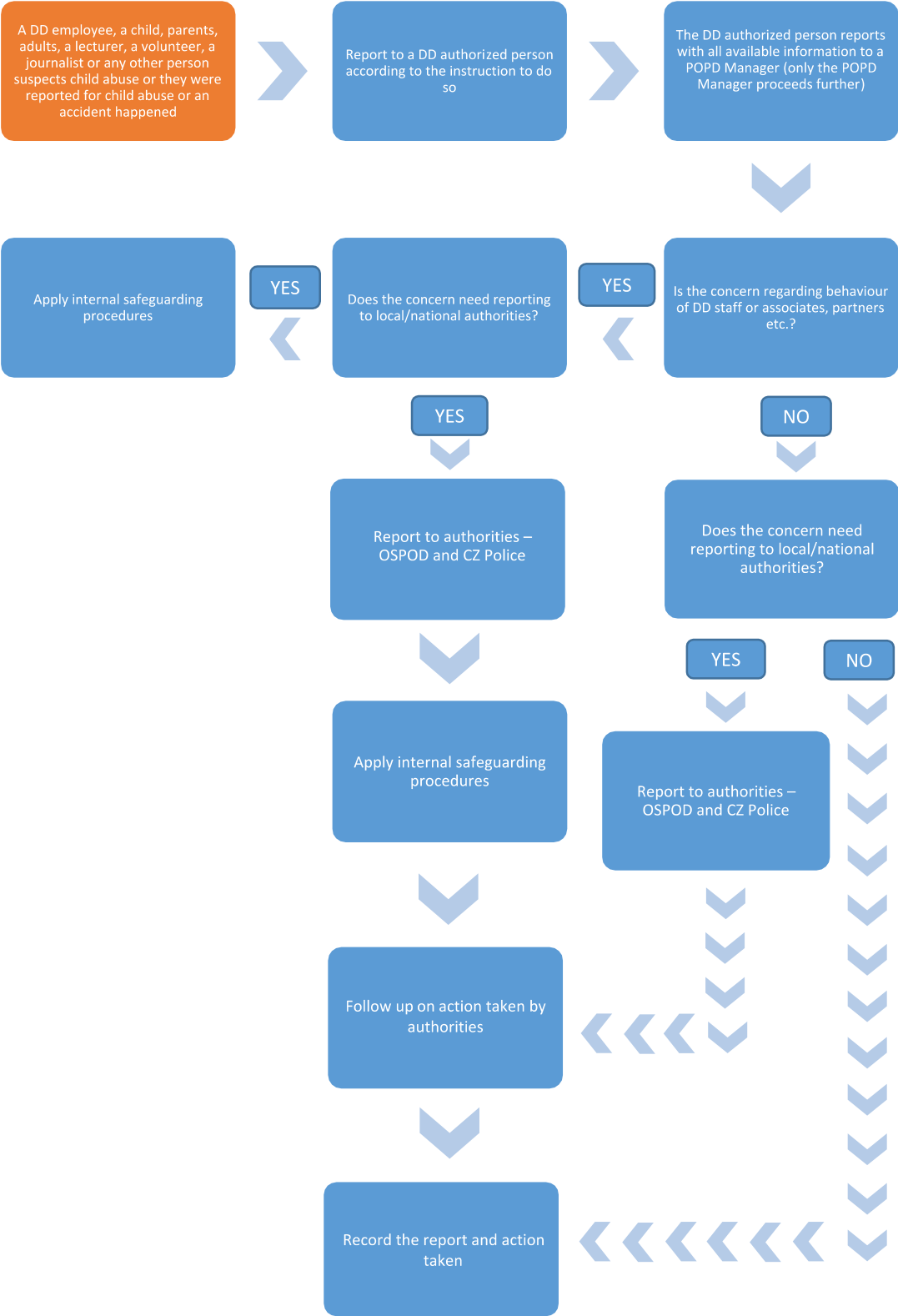
Possible signs of concern regarding adult behavior:

- A person in whose presence the behavior of a child changes significantly – e.g. a child becomes withdrawn, fearful, distressed or agitated;
- A person asking a child to lie or keep secrets;
- A person violating any of the principles of the organization’s Child Protection Policy and/or Code of Conduct;
- A person proposing a child to have a private communication via e-mails, by phone or in person.

DOC.DREAM s.r.o. REPORTING AND CASE MANAGEMENT PROCEDURE OF CHILD PROTECTION VIOLATION

Annex 3: The Reporting Procedure Scheme

The Reporting Procedure – DOC.DREAM services s.r.o.



Annex 4: Reporting Child Protection Violations

In case of suspected violation of the rights of a child, the Authorized Person will complete this report together with the person reporting the event. The Authorized person will immediately (on the day when the event was reported) inform the Child Protection Policy Manager. When warranted by the seriousness of the situation, the procedure can be reversed – the Child Protection Policy Manager informed first, and report completed afterwards. Please fill in this report also in case you want to report an accident. An accident is seen as an unplanned and unforeseen situation which caused injury or could cause injury or harm to property, or contamination of the environment.

In order to ensure privacy protection, please sign this declaration without introducing anyone else other than the Authorized person or DD’s Child Protection Policy Manager who will securely locate this report at a safe place.

1. Information about the person reporting the violation:

Name:.....

Job/title:.....

Your organisation:.....

Relationship to the child:.....

Contact:.....

Phone:.....

E-mail:.....

2. Information about the child:

Name:.....

Gender:.....

Age:.....

Address:.....

Parent / legal representative:.....

Has treatment been provided to the child? By whom?.....

Has the child been admitted to hospital? YES NO

If so, where?.....

3. Information about concern or incident:

Is it (mark as appropriate):

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

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

.....

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

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

Please make a clear distinction between the facts and your assumptions, observations, etc. (e.g. child's emotional state, his/her injuries, etc.).

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

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

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

Date, time and place of the alleged incident:

.....

Name of the alleged perpetrator (if applicable):

.....
Have there been other children or persons present during or involved in the incident?

.....
Are any other children at risk of harm?

.....
What was your reaction and what have you done (person reporting the incident)?
.....
.....
.....
.....

Signature:..... Date:.....

To be completed by DD's Child Protection Policy Manager:

Was the accident/incident investigated?:	YES	NO
Is the written investigation report necessary:	YES	NO

In order to determine the cause of the accident/incident, it may be appropriate to interview parties who were involved.

Please, provide information about witnesses, their statements and any other additional information:

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

Annex 5: Important contacts

DOC.DREAM services s.r.o.

Jana Masaryka 1662/16,
586 01 Jihlava

CONTACT ADDRESS

DOC.DREAM

Vodičkova 36

110 00 Prague 1

E-mail: info@ji-hlava.cz

Child Protection Policy Manager

.....

Tel:.....

Mail:.....

Statutory representatives

Katarína Holubcová, Marek Hovorka, Andrea Slováková, Petr Kubica

Person authorized to take action

.....

Tel:.....

Mail:.....

Helpline: 116 111 (anonymous, free of charge, 24/7 service)

Child emergency center helpline:

for children and parents, relatives, co-workers who came across CAN (Child Abuse and Neglect Syndrome), and generally for all of those who find themselves in emergency situations and need quick and efficient help.

non-stop service

241 484 149

E-mail: problem@ditekrize.cz

Web: <http://www.dkc.cz>

OSPOD – Authority for Social and Legal Protection of Children in Czech municipalities

Department for Social and Legal Protection of Children

Vrchlického 2743/16

586 01 Jihlava 1

Tel.: 565 593 740

Single European emergency call number: 112

Emergency medical assistance: 155

Fire department: 150

Police: 158