

### MEMBERSHIP APPLICANT PACKET

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## WHY YOU SHOULD JOIN

Each new member brings important experience and knowledge which enhances the Network's ability to undertake its mission, and brings us closer to realising our vision. As a member-led organization, we eagerly want to learn from you and with you as we continue on this journey to establish Barnahus and similar services throughout Europe.

Some of our member benefits include:

- Priority access in trainings, study visits, conference participation, tools, etc. The activities will be free or subsidized for members, when possible. Because these particular activities are in high demand, it may be that we are ONLY able to offer them to Network members at times.
- The availability of Network representatives to speak at conferences, or to join projects as partners or external experts to give specialized support.
- Inclusion in our ongoing visibility and networking efforts.
- A voice in the activities and developments within the network.
- Visibility in being part of a known and well-respected actor promoting Barnahus and similar setups.
- Support when you need it, where you need it.

Member benefits are not limited to the planned activities nor the resources disseminated. As the eyes and ears of the Network, its Secretariat is also the support desk for Network members. We listen to your challenges and triumphs; connect members to information and colleagues which might help; field questions and ideas; and even establish a new working group or activity when there is enough demand.

PROMISE has for several years functioned as this support desk for stakeholders far and wide. But as our Network grows bigger, and the interest and activity around Barnahus grows stronger worldwide, we'll increasingly only be able to provide this kind of support desk service to our members.

## What are the member benefits?

**Membership benefits include:**

- **Support when and where you need it:**
  - **UPDATED! Support desk services**, connecting members to exclusive, needs-based exchange and support opportunities internationally;
  - **UPDATED! Exchange and mutual support**, including through the network's exclusive [Professional Networking and Exchange](#) platform for subject-matter specific topics and emerging issues that have an impact on the daily work in Barnahus.
- **Practical tools and resources:**
  - **NEW! Translations** - upon joining, each member receives the short version of the Standards translated into their national language if not already available. Then once per year, each member may select any of the PROMISE publications or webinars published on barnahus.eu for translation/subtitles;
  - **NEW! Grant writing support** – based on the network's [exclusive guidance document](#) collecting our experience with Barnahus funding and projects on the national and international levels;

- **UPDATED! Child participation**, including inspiration and guidance as developed by the network's [Child Participation Working Group](#);
- Regular publication of tools, resources and guidance based on member requests;
- Data collection, evaluation and research to monitor impact.
- **Training and targeted support:**
  - **UPDATED!** Priority access in trainings, study visits, conference participation, and other formats of [courses and support](#);
  - **UPDATED!** in-house, tailor-made, and self-training, provided by the [Competence Centre](#) at the PROMISE Barnahus Network;
  - **UPDATED!** The availability of Network representatives to join projects as partners or external experts to give specialized support;
  - Trainings are free or subsidized for members, when possible;
  - Peer support through mentorship and training of trainers.
- **Visibility on the national and international levels:**
  - **UPDATED!** The availability of Network representatives to speak at conferences and in courses;
  - Being part of a known and respected actor promoting Barnahus and similar setups;
  - Being known for putting your country on the [Barnahus map](#).

## What does it mean to be a member?

Members of the Network share a **vision** of a Europe where the human rights of children to protection from violence, to support, and to be heard are fulfilled.

Members also share a **mission** to promote and support the establishment and operation of evidence-based, comprehensive, child-friendly interventions and rapid access to justice and care, based on the following main principles:

- Respect for the participatory rights of the child by ensuring that she/he is heard and receives adequate information and support to exercise these rights;
- Multi-disciplinary and interagency collaboration during investigations, procedures, diagnostic and needs assessments and service delivery, with the aim of avoiding re-traumatisation and securing outcomes that are in the best interests of the child;
- Evidence-based, comprehensive and accessible services that meet the individual and complex needs of the child and her/his non-offending family or caregivers;
- High professional standards, training and adequate resources for staff working with child witnesses and victims of violence.

As a Network, members work together to facilitate activities that increase the members' positive impact on the lives of child victims and witnesses of violence and their families at national and European level.

Membership approval is not an endorsement of how any given organization is working. Rather, it provides a framework for the Network and the member organization to work together to fulfill the PROMISE Vision and to promote the Barnahus Quality Standards. We approve members that fulfil the criteria for our different membership categories, to establish a fruitful collaboration to promote the Barnahus, to make progress towards meeting the Barnahus Quality Standards, also from whom the rest of Europe can learn from in some way.

## Who are the current members?

See our current list of members at: <https://www.barnahus.eu/en/join-our-network/members-and-observers/>

## Who can become a member?

The network embraces a broad and diverse membership **from across Europe and its near neighbourhood**, drawing on existing and emerging Promise partnerships with stakeholders from across Europe+ and across sectors. The network membership fully embraces multi-disciplinary and interagency collaboration, promoting involvement and exchange from all relevant and interested sectors.

The network offers different membership categories: **Full Membership, Developing Membership, Associate Membership and Network Supporters**. This approach ensures that we can involve a broad variety of stakeholders that subscribe to the network's vision and mission, while at the same time keeping the establishment and successful operation of Barnahus at the centre of the network.

Each full member, developing member, associated member and supporter adds value and ensures broad representation of interests, enrich exchange, build multidisciplinary knowledge and contribute to reach and dissemination of the network's collective knowledge, activities and outputs.

To check if you qualify, please see the [Membership criteria checklists](#) in this document.

## What is expected of members? How much time will it take?

Largely, your participation is what you make of it. There is the annual fee that is mandatory, and we have a general assembly where Full members and Developing members vote on the budget, the work plans, select steering group members, etc. Associate members may observe these meetings.

We additionally host optional members only meetings, working groups, thematic exchange meetings. Same with the opportunity to develop projects with us, invite experts to speak, etc. There also is space for members to take the lead in various ways.

Network members regularly receive requests to complete surveys or give input on a variety of subjects. Members are highly encouraged to respond.

Members who have a particularly interesting experience or knowledge that the network would benefit from, we sometimes ask if you can join in a consultation or to present in a webinar, depending on availability and interest.

Above all, one of the most wonderful things about the PROMISE Barnahus Network is the enthusiasm and generosity of all our members in sharing about their challenges and successes. It has for sure been the number one factor that has accelerated progress in Europe for establishing Barnahus.

## What's the difference between the membership levels?

Please see the summary below. For more details please review the [Network Statutes](#).

Benefit	Full	Developing	Associate
Fee (calendar year)	300 – 5000 pa	300 – 5000 pa	250 pa

<b>Access to Website &amp; Publications</b>	YES	YES	YES
<b>Network Advocacy at international, regional or national level on members' behalf</b>	YES	YES	YES
<b>Online Member Space, peer exchange and support, access to PROMISE experts and advocates, access projects (action grants)</b>	YES	YES	NO
<b>Training Courses at European Barnahus Competence Centre</b>	YES (fully paid or heavily subsidised depending on available funding)	YES (fully paid or heavily subsidised depending on available funding)	By invitation and payment, based on capacity
<b>Other training &amp; Capacity building, including webinars</b>	YES	YES	By invitation and if applicable, payment, based on capacity
<b>European Barnahus Forum &amp; other conferences</b>	YES	YES	By invitation and if applicable, payment, based on capacity
<b>European Barnahus Case Management Tool</b>	YES	YES	N/A
<b>Contributions to development of policy and tools</b>	YES	YES	By invitation only
<b>Vote in General Assembly</b>	YES	YES	NO (May observe GA)
<b>Representation on network steering group</b>	YES	NO	NO
<b>Barnahus Accreditation (Gold, Silver, Bronze)</b>	YES	Pending - support towards accreditation	NO

## How much does it cost?

Associate members pay 250 EUR per year. Barnahus and similar services pay based on their total annual Barnahus budget for the calendar year, starting at 300 EUR per year. Fees are paid based on the calendar year. See the chart below for more information.

Membership level	Annual Barnahus-related income in Euro	Annual Fee in Euro, calendar year
<b>Full, developing, or founding</b>	-100 000	300
	100 001- 500 000	500
	500 001 – 1000 000	1000
	1000 001 – 2000 000	1500
	2000 001 – 3000 000	2000
	3000 001 – 4000 000	2500
	4000 001 – 5000 000	3000
	5000 001 -	5000
<b>Associate</b>	n/a	250
<b>Sponsors</b>	The financial or in-kind contribution from sponsors to the Network is agreed upon in a dialogue with the Secretariat	
<b>Supporters (including observers)</b>	Financial or in-kind contribution of supporters to the Network is encouraged but not required.	

## HOW TO APPLY - APPLICANT CHECKLIST

This checklist is for your use to prepare an application. You do not need to submit it.

### First steps

- If you have never been in contact with the Network before, it's a good idea to [schedule a call](#) to introduce yourselves and your work with Barnahus.
- Review the [PROMISE Vision](#)
- Review the [5-year strategy of the Network](#)
- Review the [Network Statutes](#)
- Review this entire membership applicant packet
- Use the checklist below see which membership level you qualify for.

### Membership criteria – check which level you qualify for

This checklist is for your use to prepare your application. You do not need to submit this. For more details please review the [Network Statutes](#).

#### Associate Member

In order to join as an associate member, the stakeholder must comply with the following requirements:

- Be an organisation or individual that fully supports and wants to promote the vision, mission and objectives of the PROMISE Barnahus network;
- If the applicant is an organisation, it should be formally constituted as a non-governmental, inter-governmental, governmental, academic, educational, children's rights or child victim support organisation operating at a national, regional or international level.

#### Barnahus criteria

**Full members must fully comply** with the criteria below, where as **developing members are committed** to take all possible action to (progressively) comply with the criteria below.

The Barnahus model refers to multi-disciplinary and interagency interventions organized in a child-friendly setting fulfilling the following criteria:

- The forensic interview is carried out according to an evidence-based protocol;
- The evidentiary validity of the child's statement respects *due process*, whilst avoiding a need for the child to repeat her/his statement during court proceedings if an indictment is made;

- A medical evaluation is carried out for forensic investigative purposes and to ensure the child's physical well-being and recovery;
- Psychological support is available, including short and long-term therapeutic services addressing the trauma of the child and non-offending family members and caretakers;
- An assessment of protection needs is carried out and followed up concerning the child victim and siblings in the family.

For more information, please review the [PROMISE Barnahus Quality Standards](#).

## Full Member

In order to join as a full member, the service must comply with the following requirements:

- A functioning multidisciplinary service with representation from law enforcement, child protection, prosecution, medical and mental health services
- Full compliance with the [Barnahus Criteria](#)
- Commitment to take all possible action to (progressively) practice according to the Barnahus Quality Standards, within the boundaries of the national context
- Some form of formal interagency agreement, preferably a written interagency agreement
- Child-friendly facilities and interventions
- Clear and transparent governance and finance
- Service provision fully compliant with national & European law and requirements for example on different sectors of the multidisciplinary service provision, protection of data and privacy, rights of victims and defendants;
- Non-for profit – service provision is free
- Service provision only carried out by competent, qualified and specialised staff
- Policy and procedures for safeguarding children from harm are in place

## Developing Member

In order to join as a developing member, the service must comply with the following requirements:

- A multidisciplinary service with representation from at least some of the following actors: law enforcement, child protection, prosecution, medical and mental health services
  - Commitment to take all possible action to (progressively) comply with the [Barnahus Criteria](#)
  - Commitment to take all possible action to (progressively) practice according to the Barnahus Quality Standards, within the boundaries of the national context.
  - Child friendly facilities and interventions
  - Service provision fully compliant with national & European law and requirements for example on different sectors of the multidisciplinary service provision, protection of data and privacy, rights of victims and defendants;
  - Non-for profit – service provision is free
  - Service provision only carried out by competent, qualified and specialised staff
  - Clear and transparent governance and finance
  - Policy and procedures for safeguarding children from harm are in place.
- Associate Member

## Prepare your documents

### For full and developing members we require:

#### A roadmap of your service

- **What it is:** This can follow our [Roadmap guidance and sample format](#). It can also be a letter, or an annual report, a planning document, or something else that you already use for your planning or reporting. We welcome one in any format that makes sense to you. You don't need to spend hours and hours on this; just a brief overview will be enough. If you have any confidential information that you'd like us to take into consideration but not share with others, please [email us](#).
- **What we want to know:** The roadmap is a way for us to get an overview of the commitment and action taken by the applicant to establish, promote, develop or implement Barnahus. It also gives us insight on which of the ['four rooms'](#) your service covers, and what [stage you are in](#) meeting the Barnahus Quality Standards.
- **What your roadmap should include:** Your roadmap should show that you are running a Barnahus or one is the planning, and to describe your plans for development, capacity building, awareness-raising or any other activity that you engage in.
- **Language:** This document must be in English.

#### An interagency agreement

- **What it is:** An interagency agreement formalizes multidisciplinary and interagency (MDIA) team collaboration between agencies involved in Barnahus. They are shaped by law, policy, procedures, and the way that the participating agencies function in a specific country, region or local community. [See our interagency agreement template and guidance for more information](#).
- **What we want to know:** We want to see that your service has local/regional/national recognition and is working within the national child protection and/or criminal justice systems.
- **Alternatives:** If you do not have an interagency agreement or similar document in place yet, we can accept a letter of support from a national agency or ministry.
- **Language:** The interagency agreement may be in your national language.

#### An application form

- **Find this at:** <https://form.jotform.com/200094052874351>
- **Having technical issues?** Please [email us](#) so we can fix it.



## For associate members we require:

### A letter about your work promoting Barnahus

- **What it is:** This can follow our [Roadmap guidance and sample format](#). It can also be a letter, or something else that you already use for your planning or reporting. We welcome one in any format that makes sense to you. If you have any confidential information that you'd like us to take into consideration but not share with others, please [email us](#).
- **What we want to know:** Your letter is a way for us to get an overview of the commitment and action taken by the applicant to establish, promote, develop or implement Barnahus. It also gives us insight on which of the ['four rooms'](#) your current services cover (if relevant), and what [stage you are in](#) your national progress to bring Barnahus online.
- **What your letter should include:** It should describe your past, current, and planned involvement and activities to promote Barnahus. Please also describe your cooperation with local/regional/national actors on the topic of Barnahus, including if you participate in any working groups.
- **Language:** This document must be in English.

### Any other relevant attachments

- Do you have any national strategies, political decisions, draft laws, media mentions, interagency agreements, or other information of this nature that shows commitment and progress towards launching Barnahus? Please include this in the documents you submit along with your application.

### An application form (see below)

## Apply

- Find the application form at: <https://form.jotform.com/200094052874351>

Having technical issues? Please [email us](#) so we can fix it.

## When will we have an answer to our application?

Most applications must be discussed in the Steering Group of the Network, which meets every few months. We endeavor to respond as soon as we can, and to keep you updated about a likely date that we will have an answer.

## **We'd like to include the Network in a project application but the deadline is too short to become a member first. Advice?**

Because working on a project application gives us a lot of information about your organisation and your mission, and because project deadlines are strict, we are happy to work with you to plan our support for a project before you become a member of the Network.

In working with you to develop our role a partner or contractor, we will either 1. Get a clear sense that you fit as a member, and then our advice to the membership committee on your application will be well received, or 2. We'll discover that you wouldn't quite fit as a member, and then we'll let you know as soon as possible that we won't be able to support the project.

We expect to receive your membership application soon after you submit a project that includes the Network as a partner or contractor.

## **CONTACT**

For more information, contact the PROMISE Barnabus Network Coordinator:

*Shawna von Blixen*

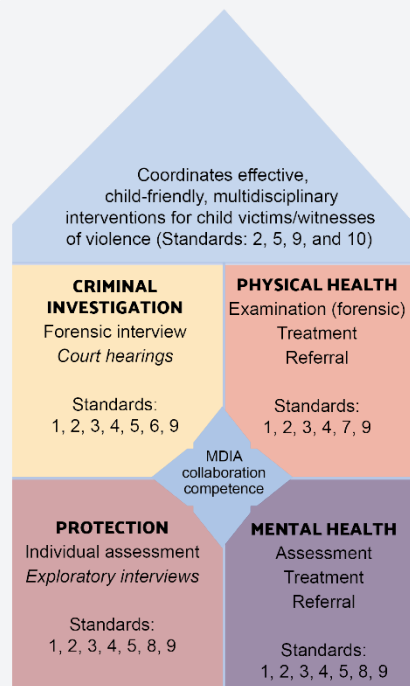
[Shawna.vonBlixen@cbss.org](mailto:Shawna.vonBlixen@cbss.org)

# BACKGROUND INFORMATION

## The "four rooms" of the Barnahus model

All Barnahus include "four rooms" embedded in a multidisciplinary and interagency environment. Professionals from the different disciplines collaborate to provide a carefully balanced intervention that responds to the needs of each child:

- **Child Protection:** The Barnahus contributes to the assessment of protection needs and supports follow up concerning the child victim and siblings in the family. [Read more >](#)
- **Criminal justice investigation and proceedings:** The criminal investigation in Barnahus, including the forensic interview, respects the procedural safeguards of both the child and the defendant. A child-friendly forensic interview is carried out according to an evidence-based protocol by a specialised forensic interviewer to secure the best possible evidence and to protect the child from (re)traumatization. The interview is recorded and represents admissible evidence in Court. [Read more >](#)
- **Medical examination and treatment:** A child friendly medical evaluation is carried out by specialised and highly competent staff both for forensic investigative purposes and to ensure the child's physical well-being and recovery by the appropriate remedy. [Read more >](#)
- **Mental health examination and treatment:** All children are offered a mental health assessment and appropriate support by specialised and highly competent staff, including crisis support, short and long-term therapeutic services addressing the trauma of the child and non-offending family members and caretakers. [Read more >](#)
- **Multi-disciplinary and interagency collaboration** managed through joint case management and review, avoids (re)-traumatisation, secures outcomes in the best interests of the child. [Read more >](#)



## The typical stages to establishing Barnahus



The PROMISE Barnahus Network and Competence Centre supports stakeholders at all stages of establishing and operating Barnahus:

Step 1 – Getting to yes by promoting a national understanding and commitment to Barnahus. [Read more >](#)

Step 2 – Creating an enabling environment that ensures the smooth running of Barnahus that are fully integrated in, and contribute to, child-friendly national justice and child protection systems. [Read more >](#)

Step 3 – Establishing the Barnahus in line with technical considerations and standards for the setup and operation of a multidisciplinary interagency service, under one roof, for child victims of violence. [Read more >](#)

Step 4 – Competent and Committed staff including through specialized training and peer support. [Read more >](#)

Step 5 – Excellence in practice in line with the international and national law, policy and guidance, including the Barnahus Quality Standards. [Read more >](#)

## Governance of the Network

Please see the summary below, and the [Network Statutes](#) for complete information.

**Secretariat** - The CBSS Secretariat, which has acted as the Promise project coordinator since 2015, hosts the joint Secretariat and acts as the officially appointed coordinator of the network in its premises in Stockholm, including desk, HR, admin, communication and finance support.

**General Assembly/European Barnahus Forum** - The General Assembly is held annually and consists of all full and developing members. The General Assembly approves the annual work plans, budget and operational and financial reports and elects steering group members. Associate members and network supporters are invited to join the General Assembly as observers.

The General Assembly coincides with a biannual European Barnahus Forum.

**Steering Group** - The Steering Group guides and oversees the work of the network. The Steering Group is accountable to the General Assembly. The Steering Group functions include:

- To provide strategic direction, leadership and guidance
- To develop and support activities promoting the European Barnahus Movement, including project proposals;
- To make budgetary decisions, including activities which affect the budget;
- To approve or delay applications for membership of the network;
- In the longer term, to approve or delay applications for accreditation;
- To decide and inform in cases of loss of membership or in the longer term, accreditation.
- In the longer term, to publicise new accreditations, and award the accreditation publicly at the Barnahus Forum.