

# P R O M I S E

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## **Child safeguarding policy**



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We would like to thank Terre des hommes Hungary for their contribution in the elaboration of this Child Safeguarding Policy.

## Welcome to the Child Safeguarding Policy and its procedures, which apply to all operations and activities conducted by, or on behalf of the project *“Formalizing the European Barnahus Movement through establishing training in Europe and a formal network” (PROMISE 3)*

The policy reaffirms and strengthens our joint commitment as Promise partners, experts, and associates (the Promise consortium hereafter) to keep children safe and to protect them from all forms of harm and abuse. This is an issue of critical importance for the Promise consortium and strongly relies on Barnahus Quality Standards 1 and 4<sup>1</sup>The protection of children, the promotion of their wellbeing and upholding children’s rights is a common foundation of our work.

### Purpose and Scope of the Policy

The Promise Consortium recognizes the risk of harm to children in the context of implementing Promise and is fully committed to prevent, address and report child safeguarding concerns. The policy reflects the rights of children to protection from abuse and exploitation as outlined in the United Nations Convention of the Rights of the Child (UNCRC) and EU Acquis Communautaire.

The overall aim of this policy is to ensure that our actions while implementing Promise DO NOT CAUSE harm to children and that appropriate measures are taken to address and report potential incidents.

To this end, the policy and its procedures establish common ways of working to prevent harm to children and to facilitate information-sharing about measures taken to report and address potential incidents in the context of the implementation of Promise activities.

This policy DOES NOT replace or override the Promise consortium members’ respective organizational child safeguarding policies. All Promise partners are required to have a formal national organizational child safeguarding policy and procedure in place of the highest standard including defined by the Keeping Children Safe Alliance and national standards. This policy **complements** the respective Promise consortium members’ child safeguarding policies for the purpose of the implementation of Promise. Its key focus is to safeguard children during the administration of Promise activities implemented individually or jointly by the Promise consortium members.

This policy describes how the Promise consortium is committed to prevent harm to children and the steps that need to be taken if an incident should occur. It defines the child safeguarding roles and responsibilities of each Promise consortium member in the context of implementing Promise. The policy further includes a Code of Conduct, My Engagement toward safeguarding.

#### Definition of Child Safeguarding:

*“Child Safeguarding is the responsibility that organisations have to make sure their 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 organization has about children’s safety within the communities in which they work, are reported to the appropriate authorities”*  
*(Keeping Children Safe Coalition 3 – [www.keepingchildrensafe.org.uk](http://www.keepingchildrensafe.org.uk))*

*This includes both **preventative** actions to minimize the chances of harm occurring, and **responsive** actions to ensure that incidents which may happen are appropriately handled. **Safeguarding** implies a wider duty of care towards children rather than just upholding their right to protection.*

<sup>1</sup> <https://www.childrenatrisk.eu/promise/standards/>

In order to ensure transparency and accountability, this policy establishes an information-sharing and whistleblowing mechanism including a clearly defined pathway to inform the Promise consortium of incidents that have occurred in the context of implementing Promise and the measures that have been taken to report and address the incidents. It also provides a pathway for whistleblowing if there is a suspicion or concern against a member of the Promise consortium.

The Promise consortium emphasizes that all child safeguarding suspicions and incidents that occur in the context of Promise must be reported and addressed by the involved Consortium member according to its organizational child safeguarding policy and procedure. It is important to note that the information sharing mechanism does not replace the obligation to report suspicions and incidents by individual Promise consortium members to relevant national authorities. It also does not free the individual Promise consortium member from taking action to address incidents and protect concerned children.

The policy will be monitored by the Promise child safeguarding officer and the Promise child safeguarding committee and will be reviewed in 2021.

## **Our Commitment to Child Safeguarding and the principles underpinning it**

1. All children have equal rights to protection and to have their wellbeing and participation promoted.
2. Child safeguarding is an obligation for all Promise consortium members. All actions regarding child safeguarding will be taken in the best interest of children. This includes an understanding that in all activities we must ensure that we uphold children's rights and do not cause harm.
3. Everybody has a responsibility for safeguarding. This policy is mandatory for all of those who work or on behalf of the project including staff, volunteers and partners working groups, steering group and board representatives and specialists/experts. Training, advice and support for the consortium members will be provided by the appointed Child Safeguarding Officer during the project implementation.
4. The consortium members will work in full transparency and ensure exchange of information and expertise.
5. All reports of concern regarding the safety and protection of a child during the project implementation will be taken seriously. Appropriate steps will be taken to protect the child and to act against the alleged perpetrator. This might include referral to law enforcements and child protection agencies as per the respective internal safeguarding policy of the consortium member and in line with international and national standards.
6. Confidentiality will be maintained at all time and the personal details of those involved will not be disclosed to the project Safeguarding Committee.
7. We raise awareness and influence others on the importance of safeguarding children, using our policy and procedures to highlight our commitment and explain the consortium members values.
8. We work within the framework of international and national laws, and policies in the field of safeguarding.

# Promise Child Safeguarding Roles and Responsibilities

All Promise partners are required to have a formal national organizational child safeguarding policy and procedure in place which clearly describes how the organization is committed to prevent harm to children and the steps that need to be taken if an incident should occur. The policies should further identify clear responsibilities and expectations of all staff and associates and outline procedures to safeguarding children that should be applied in all programmes and activities. The safeguarding measures should be monitored and reviewed regularly.

The Promise child safeguarding policy does not replace or override the Promise consortium members' organizational child safeguarding policies. It *complements* the respective Promise consortium members' child safeguarding policies for the purpose of the implementation of Promise.

All Promise consortium members must provide explicit consent to the Promise child safeguarding policy, including the *Code of Conduct* and *My Engagement toward safeguarding*. If the consortium member already has an adequate Code of Conduct, My Engagement or similar document that can be used for the purpose of Promise, it may, based on an agreement with the Promise child safeguarding committee, to use that instead of the ones included in the Promise policy.

## Specific obligations for each consortium member at the country level

The Legal Representative of each consortium member is overall responsible to endorse, sign and submit the Promise Child Safeguarding Policy and the respective Annexes such as the Code of Conduct, My Commitment towards child safeguarding and the Parental Consent Form developed under the Promise 3 project to the Council of the Baltic Sea States Secretariat as consortium lead.

### Responsibilities of the Promise Consortium members:

- To manage and report (at the country level) all safeguarding concerns that occur in the context of Promise according to its national child safeguarding policy and procedure in compliance with national law and regulations.
- To implement the Promise child safeguarding policy and procedures in the context of Promise 3 related activities.
- To assign a national safeguarding focal point who will act as interlocutor on safeguarding issues with the project Child Safeguarding Officer (for more details see below).
- To protect whistleblowers from stigmatization, disciplinary action and to maintain confidentiality all during the process.
- To take appropriate disciplinary action in case of violations of the Code of Conduct (Appendix 1) and My Commitment toward child safeguarding (Appendix 2) by a staff member, volunteer, visitor, expert, or other person employed or working on behalf of Promise 3.
- To put in place solid recruitment procedures when recruiting staff, volunteers and experts to implement Promise. Recruitment procedures must be based on a detailed description of each job or volunteer task and the level of contact with children. For the staff who has been already recruited following the procedures and will be allocated part time to Promise 3, there is no need to repeat the procedures. Safer recruitment procedures must include pre-selection, selection and post selection actions to ensure that there are as many safeguards as possible in place. A vetting process is recommended for every staff selected in a recruitment process prior to starting the work jointly with the references checks. Records of the vetting and reference checks must be kept in the HR file for each employee. During the probation period is recommended that a supervisor must monitor the new employee.

# Consortium Members' Child Safeguarding Focal Point at country level

Each consortium member must assign a person with safeguarding responsibilities who will serve as a focal point for child safeguarding in the context of Promise. Ideally the Child Safeguarding Focal Point should be assigned to someone with child protection/safeguarding knowledge and experience.

## Responsibilities of the Child Safeguarding Focal Point:

- To act as the main point of contact within the Promise consortium member for child safeguarding when implementing Promise activities.
- To ensure that all individuals involved in the project implementation are aware of the child Promise safeguarding policy and their responsibilities under it (for example by providing guidance and training if need it).
- To advise and support the staff, volunteers, experts or other persons employed or engaged by the Consortium member who encounter children during the project implementation including supporting risk assessments for child safeguarding.
- Ensure that the Promise safeguarding policy and the consortium commitment for protection of children rights is known to children, families and communities with whom they work in the context of implementing Promise activities, and that the policy is accessible them.
- To act and follow up according to the national child safeguarding policy and procedure if a concern of potential, actual or suspected abuse of a child arises during the implementation of Promise.
- To report and share information about concerns, incidents and measures, as outlined in the Promise child safeguarding reporting and information-sharing procedure\* pages 6-9).
- To act as the first point of contact for the Promise Child Safeguarding Officer.

## Promise Child Safeguarding Officer

The role of Promise Child Safeguarding Officer is assigned to Terre des hommes, Hungary. Tdh Hungary will engage its Regional Child Protection & Safeguarding Adviser for Europe to undertake this role during the project implementation.

## Responsibilities of the Promise Child Safeguarding Officer:

- To act as the main point of contact within the Promise consortium for child safeguarding.
- To ensure that all national Child Safeguarding Focal Points are aware of the child safeguarding policy and their responsibilities under it (for example by providing guidance, technical advice and training)
- To advise and support all project Child Safeguarding Focal Points during the project implementation including supporting risk assessments for safeguarding
- Ensure that the Promise safeguarding policy and the Promise consortium commitment for child safeguarding is promoted widely within the Promise consortium.
- Monitor and review the Promise child safeguarding policy regularly.
- To receive reports, information about potential concerns and incidents and measures taken by Promise Consortium members according to the Promise child safeguarding reporting and information-sharing procedure outline on pages 6-9 in this policy.
- To prepare and call, as relevant, for meetings of the Safeguarding Committee.
- It is not the responsibility of the Promise Child Safeguarding officer to investigate suspicions or incidents of child abuse.

# Promise Child Safeguarding Committee

The Promise Child Safeguarding Committee is established in the framework of PROMISE 3 for the whole project duration and is chaired by the CBSS. It has overall responsibility for Child Safeguarding and is the main decision-body concerning all child safeguarding issues in the context of Promise, including decisions about potential disciplinary action.

The Committee is composed by Terre des hommes Hungary, the CBSS and 1 Promise expert, who will be appointed depending on the nature of the issue or concern treated by the Committee.

## **Responsibilities of the Promise Child Safeguarding Committee:**

- To gather on ad-hoc basis to consider reports and information brought to it by the Promise Child Safeguarding officer or whistleblowers and discuss, decide and implement appropriate action, according to the Promise child safeguarding reporting and information-sharing procedure, described on pages 6-9 in this policy. The meetings of the Committee will be called by the Safeguarding Officer or by any other member of the Committee. No personal data concerning a specific case will be collected, recorded or stored.
- To keep a record of information that has been shared with them according to the Promise child safeguarding information-sharing & whistleblowing procedure outline on pages 6-9 in this policy. The Committee will NOT keep a record of personal details about concerned children, caregivers or suspects or any other case specific information that may lead to the identification of the child or the suspect.
- To monitor and review the Promise child safeguarding policy regularly.
- It is not the responsibility of the Committee to investigate suspicions or incidents of child abuse. As it was stated above this will be solely the responsibility of the country level management of the consortium member.

# All adult individuals involved in the implementation of Promise

The safeguarding Policy applies to all of those involved in the implementation of Promise with or on behalf of the consortium members. By agreeing to work or engage with/for Promise it is implied that the terms and conditions of the safeguarding policy have been accepted as a condition of involvement.

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## Code of Conduct

All staff member, volunteer, visitor, expert, or other person employed or working on behalf of Promise must sign and abide to the Code of Conduct (Annex 2), My Engagement toward child safeguarding (Annex 3) and, when engaging children in Promise activities<sup>2</sup>, use the Parental/Legal Guardians Consent Form (Annex 4) as a condition of their involvement with Promise and the respective Promise consortium members. Breaches against any of these documents may lead to suspension or termination of any type of engagement with or on behalf of the project.

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## Capacity building

Each Promise consortium member must assign a person/staff as Child Safeguarding Focal Point who will be the primary source of advice and support in relation to child safeguarding concern and the implementation of the Child Safeguarding Policy. All Promise consortium members must also ensure that all staff, interns, volunteers, experts respect the Child Safeguarding Policy are trained on the policy. Orientation on the policy together with any additional advice and training will be provided by the Child Safeguarding Officer.

It is important to note that while all staff member, volunteer, visitor, expert, or other person employed or working on behalf of Promise should receive training in child safeguarding, it is a personal responsibility to seek further clarification if they are not clear about the expectations for their behavior during the project implementation. In addition, its recommended trainings on safeguarding children to be provided to visitors, board members and others that for one reason or the other also are invited to and witness activities conducted on behalf of PROMISE 3.

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## Information sharing and whistleblowing

To ensure transparency and accountability within Promise, this policy establishes an information-sharing mechanism to inform the Promise consortium of incidents that have occurred in the context of implementing Promise and the measures that have been taken to report and address the incidents. The mechanism also provides a pathway to inform the Promise Consortium of suspicions that a Consortium member is in breach of the Promise safeguarding children policy, including Code of Conduct and My Engagement toward safeguarding.

The Promise consortium emphasizes that **all child safeguarding suspicions and incidents that occur in the context of Promise must be reported, addressed and managed by the involved Consortium member according to its organizational child safeguarding policy and procedure in compliance with national law and regulations.** It is important to note that the information sharing mechanism does not replace the obligation to report suspicions and incidents by individual Promise consortium members to

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<sup>2</sup> Promise activities refer only to project related activities and does not concern the regular activities of the partner. The signing of the form does not override children's rights to seek help or treatment without parental consent as it may be regulated in national legislation.

relevant national authorities. It also does not free the individual Promise consortium member from taking action to address incidents and protect concerned children.

Child safeguarding concerns may arise in different ways in the context of implementing Promise. Promise Consortium members are required to take the following action to report and share information:

**1. Where the concern relates to potential, actual or suspected abuse of a child by the family/community:** All such incidents are managed and reported by use of the partner's national child safeguarding policy and procedure in compliance with national law and regulations. The partner is not required to share information about such incidents with the Promise consortium.

**2. Where the concern relates to potential, actual or suspected abuse of a child by a staff member, volunteer, visitor, expert, or other person employed or working on behalf of Promise:** All such incidents are managed and reported by use of the partner's national child safeguarding policy and procedure in compliance with national law and regulations. In addition, the Consortium member must share information about the incident and the measures taken with the Promise consortium according to the pathway established in this policy, including by using the Promise child safeguarding template, supplied to each member by the Promise Child Safeguarding Officer.

**3. Whistle-blowing:** Where there is a suspicion or concern by a Consortium member or an external actor that a Promise Consortium member a) does not report and address child safeguarding concerns appropriately, and/or b) does not comply with the Promise child safeguarding policy and procedure, and/or c) does not share information about incidents that have occurred according to point 2 above: All such suspicions/concerns should be reported to the Promise Consortium, according to the pathway for whistleblowing established in this policy.

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## NB.

- It is not the role or responsibility of the Promise Consortium to investigate child abuse.
- Sharing information with the Promise Consortium does not replace the obligation to report and act on child safeguarding incidents according to the national child safeguarding policy and procedure in compliance with national law and procedures.
- Promise Consortium members may never share personal details about concerned children, caregivers or suspects and/or reveal any case specific information that may lead to the identification of the child or the suspect, with the Promise Consortium.

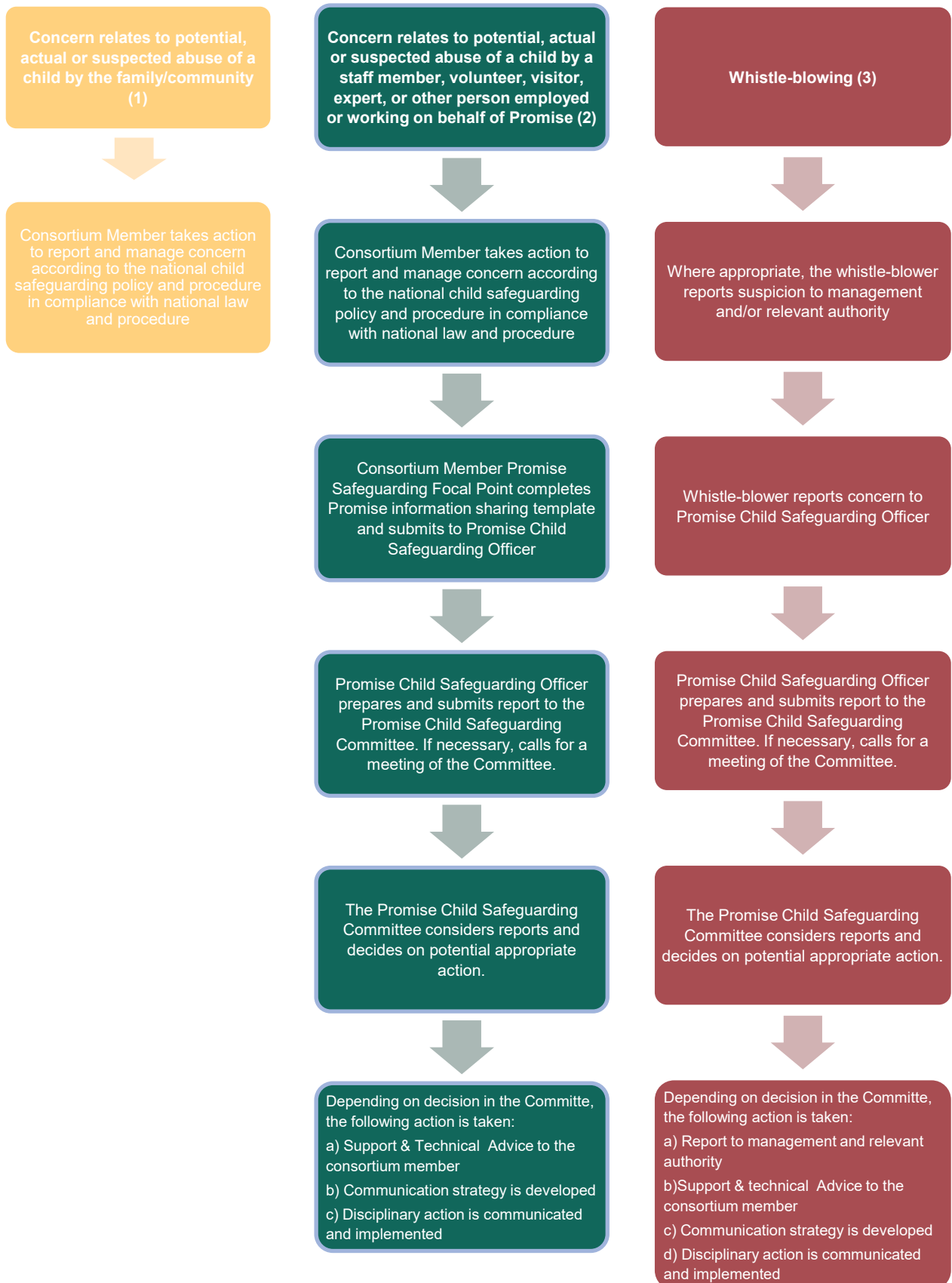
## Pathway and procedure for information-sharing and whistleblowing

The information-sharing and whistle-blowing mechanism involve three different roles, described in detail on pages 4-5:

- 1) The Child Safeguarding Focal Point at the country level;
- 2) The Promise Child Safeguarding Officer for the project and;
- 3) The Promise Child Safeguarding Committee



## Information sharing and whistleblowing – flowchart



## Disciplinary Action

It is not the responsibility of the Promise Consortium to investigate suspicions or incidents of child abuse. However, the Promise Consortium reserves the right to report suspicions to relevant national authorities and to take disciplinary action, including suspension or termination of project partnership or other engagement with the project, should it be established that a Promise Consortium member:

- a) does not report and address child safeguarding concerns appropriately, and/or
- b) does not comply with the Promise child safeguarding policy and procedure, and/or
- c) fails to take action to share information with the Promise Consortium about potential, actual or suspected abuse of a child in the context of implementation of Promise, by a staff member, volunteer, visitor, expert, or other person employed or working on behalf of Promise

Decisions to take disciplinary action will be made by the Promise Child Safeguarding Committee after careful consideration of the information brought to the Promise Consortium, including that provided by the concerned Consortium member.

# Annex 1: Working Definitions

For the purpose of this Policy and the procedures included in it the following working definitions are used.

## Abuse

Used in its widest sense and includes physical, emotional/psychological and sexual abuse, neglect and negligent treatment violence and exploitation in all forms

### Emotional abuse

The persistent emotional ill treatment of a child such as to cause severe and long-lasting effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate or valued only as far as they meet the needs of another person. It can also involve age or developmentally inappropriate expectations being imposed on children or causing children frequently to feel frightened or in danger.



### Physical abuse

This 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 caregiver feigns the symptoms of, or deliberately causes, ill health to a child who they are looking after.



### Neglect

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.



### Sexual Violence

Involves forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening or gives the consent. The



activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials or watching sexual activities or encouraging children to behave in sexually inappropriate ways using the power of the adult.

## Child/Children

Refers to anyone under the age of 18 years old, irrespective of the age of maturity in the country where they live.

## Child Safeguarding Incident

Refers to when an allegation is made, even if it is unsubstantiated, that a child being abused or likely to be abused.

## Staff

The term staff replies to anyone who works for or on behalf of the project consortium on a full time, or part-time or volunteer basis.

## Volunteers

The term volunteer relates to anyone involved in the project on voluntary basis.

## Experts/Consultants

The term refers to anyone involved in the project providing expertise by the project consortium or on behalf of the consortium.

## Whistleblower

Is a person, who could be an employee of a company, a volunteer, a supplier, partner organization who shares a concern related with the breach of the Child Safeguarding Policy and Code of Conduct in the framework of Promise 3.

## Annex 2: Promise Code of Conduct

The Code of Conduct must be signed by all staff members, volunteers, visitors, experts, or other persons employed or working on behalf of Promise.

### Core Commitments

*We respect the project consortium values*  
*We act honestly and ethically*  
*We work to safeguard and respect children*  
*We condemn all forms of abuse, neglect and/or exploitation*  
*We respect the principle of non-discrimination*  
*We respect the dignity of the populations we work with*  
*We respect our institutional framework*  
*We act responsibly towards our colleagues, and beneficiaries*  
*We conduct activities diligently*  
*We respect the environment*  
*We work with reliable partners*

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### In particular,

- It is prohibited to violate the rights of a child and threaten his/her integrity – be it physical, sexual or psychical – as well as his/her safety. Any form of child abuse, ill-treatment or exploitation, is completely prohibited;
- Abusive behaviors – among others physical, psychical, sexual or economic – towards children, members of the communities, staff, or any other stakeholders are prohibited;
- Children are particularly vulnerable. Moreover, due to the specific mandate and values of the consortium any sexual relationship and other acts of sexual nature with a child below the age of 18 are prohibited, regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense. This includes any activity linked with online, including no-contact abuse, and offline exploitation;
- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries;
- It is prohibited to collaborate in any way with individuals, groups or organizations linked with drug, weapons or human trafficking – including prostitution, even when it is legal in the state of operations – as well as any other criminal activity;
- Any discrimination based on ethnicity, skin color, cast, religion or belief, status, origin or nationality, political views, gender, sexual orientation, disability, or age, direct or indirect, of any of collaborator or beneficiary is prohibited;
- The collection and process of personal and/or sensitive data belonging to the beneficiaries as well as members of the communities, donors, partners, or any other stakeholder must be done with great care, respecting the legal framework, internal rules and the principles of proportionality and confidentiality;

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## Whistleblowing

The successful implementation of this Code of Conduct depends on all project employees taking individual and collective responsibility. Any suspected or confirmed breach of this Code of Conduct must be reported as quickly as possible to a focal point, supervisor or through the email address for reporting concerns: xxxx

Whistleblowers will be protected: under no circumstances will they be dismissed, demoted or discriminated against for reporting, in good faith, a breach of one of the principles in this Code of Conduct. The confidentiality of all stakeholders shall be respected for the entire duration of the procedure.

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## My responsibilities as an employee, representative or volunteer involved in PROMISE:

I agree to comply with and promote human rights without discrimination, and to treat the children, families, communities whereas the Promise Consortium works in with respect and dignity, in accordance with international norms and the organization's child safeguarding policy and code of conduct.

I am aware that my behavior when performing duties for Promise must always be exemplary and comply fully with the rules stated in this Global Code of Conduct.

I understand that any form of abuse, whether psychological, physical, sexual or economic, will result in disciplinary measures.

I will prove myself worthy of the trust placed in me by acting with transparency and accountability. I will act in a professional manner by applying the principals of quality, efficiency and good management when carrying out activities. I will respect my mandate and the goods entrusted to me. I will not derive any personal advantage, whether direct or indirect, from my work. For this reason, I will declare any interest that could be problematic.

I agree to report any concern or suspicion regarding the potential breach of this Code by a person working for a member of the Promise consortium.

I understand that confidentiality shall be strictly respected and that I will not face reprisals for reporting this concern.

### Declaration of commitment

I, the undersigned .....  
declare that I have received, read and understood the Promise Code of Conduct. I declare that I am familiar with and accept to work in accordance with these documents and, therefore, in accordance with all of the xxxxxx 's policies and rules.

I understand that any failure to comply with the Global Code of Conduct may result in my actions being reported to my employer and the relevant authorities and the imposition of disciplinary measures, including the immediate suspension or termination of project partnership or other engagement with the project.”

Date ..... at .....

Signature .....

## Annex 3: My Commitment to child safeguarding in the context of Promise

My Commitment to child safeguarding must be signed by all staff members, volunteers, visitors, experts, or other persons employed or working on behalf of Promise.

The Promise consortium considers all forms of abuse towards children to be unacceptable and recognizes that it has a duty to safeguard children – that is to keep them safe, promote their wellbeing and protect them from abuse and harm. Neglect, physical, psychological/emotional and sexual violence are the main forms of abuse.

Our Promise Child Safeguarding Policy and Procedures set out the measures we will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse.

*A child is any human under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989.*

As part of our Promise Child Safeguarding Policy, it is a requirement that all staff (including paid employees, consultants/Experts and interns), whether full or part time, agree to abide by the Child Safeguarding Policy and specifically to agree to work in accordance with the Code of Conduct which sets out responsibilities for safeguarding children and expected behavior of staff.

### **THIS IS A MANDATORY REQUIREMENT.**

Any form of unacceptable behavior which breaches the Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, the consortium expects its representatives to apply common sense whilst focusing on the “child’s best interests”.

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## **The consortium respects the Convention on the Rights of the Child and the following five principles:**

- I. **Children’s rights:** all staff, volunteers, consultants and experts must respect and promote children’s rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, always, in the child’s best interests.
- II. **Zero tolerance:** The consortium will not tolerate any form of abuse and will take all necessary measures to implement the Child Safeguarding Policy.
- III. **Risk management:** The consortium members ensure that risks are identified and minimized from the planning stage through to the implementation stage of activities.
- IV. **Everyone’s responsibility:** The successful implementation of the Child Safeguarding Policy is based on the individual and shared responsibility of all individuals involved in the project implementation including staff, Experts, and volunteers.
- V. **The duty of notification:** Any suspected violation or any actual violation of the current Code of Conduct must be reported immediately as per the reporting, information sharing, and whistleblowing procedures set out in the Promise child safeguarding policy. Confidentiality will be maintained throughout the entire procedure.

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## By signing My Commitment to Child Safeguarding:

### I will always:

- Treat children with respect regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal, characteristics.
- Support children to take part in decisions which concern them according to their age and their level of maturity.
- Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organization's so that concerns may be shared and discussed.
- Use non-violent and positive behavior methods when supervising children.
- Encourage children and communities to speak openly about their interactions with adults and with each other.
- Inform children and communities of their right to report any worrying situations and how they can raise a concern.
- Empower children to be better able to protect themselves.
- Make sure that when I am in contact with a child, I am visible or that another adult is present or accessible for the child to turn to
- Support the child's autonomy and make sure, that I do not do things that a child can do for herself/himself.
- Plan activities and organize the workplace in such a way to minimize the risk of harm considering the age and development of the child.
- Ensure that information concerning children, families and communities remains confidential.
- Behave in a way that sets a good example (avoid smoking, showing disrespect towards colleagues, etc.).
- Obtain permission from the child and their parents before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
- Ensure that the child does not pose in a degrading manner or in a way that may be interpreted by others as having sexual connotations.
- Raise any concerns and queries concerning the Child Safeguarding Policy with my manager/supervisor or the Child Safeguarding Focal Point at the country level.
- Immediately report any suspicions or allegations to the Child Safeguarding Focal Point of behavior which goes against the principles of the Child Safeguarding Policy and Code of Conduct including any form of child abuse – even if the information or allegation is vague.



**I will never:**

- Engage in any form of sexual relations with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. Mistaking a child's age is not a defense.
- Exchange money, job, goods or services or humanitarian aid for sexual favors or subject the child to any other kind of humiliating, degrading or abusive behavior.
- Touch children or use language or make suggestions in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
- Exploit a child for labour (for example through domestic work).
- Discriminate against, treat children unequally or unfairly for example by favoritism and excluding others.
- Invite a child or their relatives to my home or develop a relationship with a child and/or their family which may be considered outside normal professional boundaries.
- Work with or transport a child alone without the prior authorization of my manager, unless absolutely necessary for the safety of the child.
- Be under the influence of drugs or alcohol while working with children.
- Take photos or videos of beneficiaries for use that is not strictly professional without the parent's approval.
- Watch, publish, produce, or share pornography showing children, and/or show pornographic material to children.
- Show the faces of children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified.
- Take or publish photos of nude children or dressed in a manner which is not adapted to the situation in which they are represented.
- Represent children as victims (weak, powerless, unassisted, desperate, etc.).
- Publish a story or image which may endanger the child, their family or community.
- Use photos which have not been checked and approved by my manager or post unofficial pictures or information about children on personal websites or social networks (such as Facebook).
- Maintain contact with children and their families via social networks.
- Close my eyes to, ignore or fail to report any concern, suspected violation or violation of the Child Safeguarding Policy and the Code of Conduct to the Child Safeguarding Focal Point.

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## **I understand that, in the event of suspicions or allegations of my violation of my Commitment to Child Safeguarding:**

will take any action necessary, which may include, but is not limited to:

- Providing assistance for the victim and taking immediate steps to protect and support the child.
- Attempting to establish the facts in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved.
- Undertaking disciplinary actions, which may result in my suspension or termination of contract or engagement.
- Initiating judicial proceedings and/or reporting to the competent authorities any violation of the Code of Conduct which may breach national legislation.
- Taking appropriate measures in order to ensure that such incidents do not occur again, for example, informing other organisations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

I, the undersigned, .....

Declare I have received, read and understood the project Child Safeguarding Policy and I commit to know and agree to work in accordance with it.

I understand that any failure to uphold My Commitment to Child Safeguarding may result in the termination of my engagement with \_\_\_\_\_, or further disciplinary or judicial proceedings as mentioned above.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children.

\_\_\_\_\_ shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date ..... at .....

Signature .....

## Annex 4: Parental Consent Form

The Promise consortium work together to promote and support Barnahus and similar multidisciplinary and interagency services for child victims and witnesses of violence.

We are proposing different activities involving your child. Before starting this collaboration, we need your consent, and some important information from you to ensure that your child can participate safely, and the welfare of your child will be ensured. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events a child is defined as anyone who is under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

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### Activity Consent (Please tick as appropriate):

- I/we give my/our consent for my/our child (name of child) to travel to and participate in xxxx activities.
- I/we authorize xxx to be responsible for my/our child during these activities and authorize them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.
- I/we affirm that I/we have full authority to give the consent provided for in this document.

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### Media Consent (Please tick as appropriate):

- I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.
- I/we DO NOT give my/our consent for my/our child to take part in media activities.
- I/we confirm that I/we have read and understood the Parental Form and agree to abide by its contents.

Name of the child .....

Date ..... at .....

Name and Signature (names of parent(s)/ carer(s))

.....

.....

# P R O M I S E

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## Implementing the Barnahus Quality Standards throughout Europe

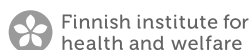
PROMISE is supporting Europe to adopt the Barnahus model as a standard practice for providing child victims and witnesses of violence rapid access to justice and care. We undertake this work to fulfil the PROMISE vision: a Europe where the human rights of children to protection from violence, support and to be heard are fulfilled.

A Barnahus provides multi-disciplinary and interagency collaboration to ensure that child victims and witnesses of violence benefit from a child-friendly, professional and effective response in a safe environment which prevents (re)traumatisation. With the formal support from national authorities, PROMISE provides opportunities to translate national commitment into action and engage internationally in the process. In addition, regular networking and strategic communications continually activate our growing network of professionals and stakeholders who are committed to introducing and expanding Barnahus services nationally.

The first PROMISE project (2015-2017) set European standards and engaged a broad network of professionals. The second PROMISE project (2017-2019) promoted national level progress towards meeting the standards and formalised the PROMISE Barnahus Network. The current project (2020-2022) is expand these activities to include University training, case management tools, with a view to establishing a European Competence Centre for Barnahus and laying the groundwork for an accreditation system for Barnahus.

PROMISE is managed by the Children at Risk Unit at the Council of the Baltic Sea States Secretariat.

Access the PROMISE tools and learn more at [www.barnahus.eu](http://www.barnahus.eu)



REPUBLIKA SLOVENIJA  
MINISTRSTVO ZA PRAVOSODJE



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