

# SAFEGUARDING POLICY OF OPEN SOCIETY FUND PRAGUE

## POLICY FOR THE PROTECTION OF THE RIGHTS OF CHILDREN AND ESPECIALLY VULNERABLE ADULTS

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## 1. The Context and Objectives

### 1.1 Introduction

OSF Prague supports active citizens who care about improving what is happening in their immediate surroundings and their country. In some cases, the programs of OSF Prague and the projects OSF Prague supports concern children or adults that belong to groups at risk (vulnerable).

**With this Safeguarding Policy, we publicly commit ourselves to protecting children and especially vulnerable adults from any form of maltreatment. We take it as our responsibility to ensure that our employees, activities and programmes do not cause any harm to children and especially vulnerable adults, do not promote their ill treatment or discrimination.**

Our main consideration is the principle of the best interests of the child. Every child has the right to fully develop their potential, to receive a high-quality education, to participate in social life and not become a victim of discrimination. Each of us is responsible for protecting children from all kinds of abuse. Children can become strong individuals, drivers of change in their lives and in the lives of their family and community only if they are protected from violence, discrimination, any other kinds of abuse (physical, sexual, emotional) and neglect.

We have therefore created this Policy to ensure that the highest standards of professional approach and behaviour for both our employees and colleagues are in place to prevent any abuse of children or especially vulnerable adults while engaging in activities, projects or programmes that OSF Prague implements or supports. In addition, we want to promote social awareness of the need to protect children through this Policy. We encourage the children themselves to participate in the protection system and to actively help protect their peers.

All children and young people, as well as especially vulnerable adults, participating in activities organized or supported by OSF Prague have the right to:

- their interest, safety and well-being to be the primary consideration of all activities;

- their development to be protected and supported, thus enabling their potential to be developed and realised;
- be respected and understood within their cultural, national, and religious identity;
- be listened to and have their views fully taken into account;
- become active participants in decisions directly related to them.

This Policy is based on Eurochild's Safeguarding Policy, while also drawing inspiration from SOS Kinderdorf International's Safeguarding Policy and from the materials of the Keeping Children Safe Coalition. We have consulted the Policy with experts on the protection of children's rights from the [National Institute for Children and Family](#) and from [ECPAT Austria](#).

## 1.2 Legal framework

The OSF Prague Safeguarding Policy (hereinafter the 'Policy') is based on the UN Convention on the Rights of the Child (hereinafter the 'Convention'), the related Optional Protocols and the European Convention on the Procedural Rights of the Child. The Convention provides an international framework defining the rights of children to be protected against abuse and neglect (Article 19), discrimination (Article 2) and various forms of exploitation (Articles 32-36); in particular, it deals with children who are not receiving parental care (Article 20), refugee children (Article 22), children at risk of drug addiction (Article 33), children living under a lack of freedom (Article 37, 40) and children living in situations affected by armed conflict (Article 38, 40), and takes into account children's rights to information and the right to participate in solving situations concerning them.

Issues related to the especially vulnerable persons protection are based primarily on the Hague Convention on the International Protection of Adults; the Charter of Fundamental Rights of the European Union; the UN Convention on the Rights of Persons with Disabilities; Recommendation of the Committee of Ministers of the Council of Europe on the principles of legal protection of adults with reduced legal capacity and the Geneva Convention relating to the status of refugees.

The Policy respects the basic legal regulations for the protection of children and especially vulnerable persons in the Czech Republic:

- |   |
|---|
| <ul style="list-style-type: none"> <li>• The Convention on the Rights of the Child</li> </ul> |
|---|

- Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflicts
- Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography
- The Charter of Fundamental Rights of the European Union
- The European Social Charter
- The European Convention on the Exercise of Children's Rights
- The Convention on the International Protection of Adults
- The UN Convention on the Rights of Persons with Disabilities
- Recommendation of the Committee of Ministers of the Council of Europe on the principles of legal protection of adults with limited legal capacity
- The Geneva Convention Relating to the Status of Refugees
- Civil Code - Act No. 89/2012 Coll., as amended
- Social and Legal Protection of Children Act No. 359/1999 Coll., as amended
- Criminal Code, Act No. 40/2009 Coll., as amended
- Victims of Crime Act No. 45/2013 Coll., as amended
- Labour Code, Act No. 262/2006 Coll., as amended
- Volunteer Service Act - Act No. 198/2002 Coll., as amended
- The Personal Data Protection Act (GDPR) - Act No. 101/2000 Coll., as amended
- EU Directive 95/46/EC - GDPR Directive

We recognize that child abuse and exploitation occur in every country and society in the world. OSF respects all cultural and religious specificities, so our Policy takes into account the common framework based on a broad intercultural and interdisciplinary approach.

### 1.3 Objectives

This Policy ensures:

**The protection of children and particularly vulnerable adults:** OSF Prague is responsible for ensuring that all its activities, projects and programmes are safe for children. This means that OSF Prague employees do not pose a risk to children, and programmes and projects are designed to defend and promote children's safety.

**The protection of employees:** in this Policy, OSF Prague sets clear and transparent rules of conduct for employees, volunteers and associates working both in direct and indirect contact with children. These rules help prevent possible misunderstandings, inappropriate or dangerous behaviour, or false accusations.

**The protection of the organization's reputation:** institutions working with children are at risk of unproven allegations of abuse. The OSF Prague Policy therefore describes the mechanisms that will help prevent the organization from risky situations and defend itself in the event of allegations.

Specific Policy objectives:

- to prevent the abuse of children (child-child, adult-child) and especially vulnerable adults in our own programmes and supported projects/activities;
- to establish clear procedures for open, reliable, and fair dealing with possible allegations of violations of the rights of children and especially vulnerable adults;
- to practice transparent communication within and outside the organization to promote awareness of the principles of protecting the rights of the child (towards children, employees, members of the Board of Directors and the Supervisory Board, families, community members, volunteers and partners, including donors, journalists, officials and government officials, etc.)
- to help children become aware of their rights and to play an active role in protecting children and participating in public affairs;
- to introduce measures to keep all children and adults in our organization safe and protected.

## 2. Basic Definitions

### 2.1 Child

According to the Convention on the Rights of the Child and in accordance with Czech legislation, child means any human being under the age of 18, unless under the law applicable to the child, the status of adulthood has been reached earlier.

### 2.2 Child protection

Child protection is a broad term that includes principles, standards, guidelines and procedures designed to protect children from intentional or unintentional abuse, harm or threat to their rights. In cases where there is a suspicion that the child's safety was compromised in the activities or programmes in which they are involved, OSF Prague will report the suspicion to the competent authorities.

The Safeguarding Policy applies to all children without exception. In theory, however, two specific categories of children can be defined that require increased attention and care in the implementation of the Policy. They are as follows:

**Vulnerable children** are children whose rights and interests are at risk based on their general characteristics (e.g. age, health, ethnicity). Targeted support for these children is not perceived as discrimination against other children, but it is done to minimize the risks arising from their vulnerability (e.g. support for inclusive education or leisure activities, scholarships for children with disabilities or ethnic minority members, migrants, etc.). Sensitivity to vulnerable children also becomes evident in programmes with a general impact, as these programmes are designed and implemented inclusively and allow active participation of vulnerable children under the same conditions as other participants. At the same time, the programs should not increase the vulnerability of these children (e.g. by supporting institutionalized childcare instead of community-based forms of care, deepening discrimination in education through segregated education, or promoting social stereotypes associated with the needs of these children).

**Child at risk** means children who have individual experience of some form of maltreatment (torture, abuse, neglect, exploitation, bullying). It is necessary not only to

provide adequate acute care to these children, but also to take into account their experience (if known) in the subsequent period (protection against secondary traumas, increased sensitivity to behaviour that the child may assess as threatening or undesirable). The prevention of deepening the consequences of maltreatment of children is primarily the education of all persons who come into contact with children in the course of their work or volunteering so that they can recognize the risk to children, but consequently also work and communicate with them.

### 2.3 Direct contact with children

This refers to a situation in which a person finds themselves in the direct presence of the child during an activity organized/supported by OSF Prague, regardless of whether these are regular, short- or long-term meetings. It includes employing children in a relationship governed by labour-law or in the form of a volunteer service, formal and non-formal education of various forms, leisure activities and activities supported by OSF Prague.

### 2.4 Indirect contact with children

By this term we mean:

- access to information about children involved in activities of OSF Prague or activities implemented by organizations supported by OSF Prague, such as names, addresses, photos, and case studies;
- providing funding for organizations that work directly with children. Although OSF Prague defines this contact with children as indirect, it will promote the rights and safety of children in this case as well.

### 2.5 Maltreatment of children

The World Health Organization (WHO) defines inappropriate treatment of children (child maltreatment) as the use of any form of physical or mental violence, harm or abuse, neglect or negligent treatment, commercial, sexual and other exploitation, with direct or potential harm to the health of the child, threat to life and disruption of development or human dignity by abusing responsibility, trust or power the abuser has in the relationship. Child maltreatment is characterized by abuse of the child's trust or dependence in close relationship and/or by its chronic nature (child torture, abuse or neglect is rarely a single

random incident, but it is a basic characteristic of an adult's relationship with a child or a form of care).

In our understanding, forms of child maltreatment include:

**Physical abuse** takes various forms and manifestations such as beating, kicking, shaking, pushing, burning, deliberate scalding, choking, strangling and drowning of the child, threatening with a firearm or other weapon, etc. Physical abuse occurs even if the parent or other responsible person neglects the symptoms of an illness, intentionally causes illness of the child or devises and deliberately stages the child's health problems, for which the child has to undergo repeated, difficult and painful medical checks and treatments (so-called Münchhausen syndrome by proxy). Physical abuse can have fatal consequences for the child.

**Mental abuse** includes such conduct of caretakers that adversely affects the child's mental and emotional development and behaviour. It can take various forms and manifestations, such as repeatedly claiming that the child is not loved, has no value, is not good enough, or their value inadequately meets the expectations of the person taking care of them. It may also include expectations inappropriate for the child's age and development, exposing the child to danger or threatening the child. The forms of mental abuse include swearing, humiliation, ridicule of the child, inadequate handling of rivalry issues in sibling relationships, as well as the presence of the child in a situation where another close person or pet is verbally or mentally abused and denied contact with close persons. Mental abuse is partly present in all forms of child maltreatment, but it can also occur independently.

**Child sexual abuse** is defined as contact with a sexualized overtone between a child and an older or more mature person (such as a juvenile or adult, it could be a stranger, sibling or responsible person - parent or guardian). The child is used as an object of sexual satisfaction of an adult or an older person. Such behaviour may be enforced by force, enforcement, bribery, threats, intimidation or other forms of coercion. Sexual abuse includes situations where there is no need to overcome the child's resistance, or the child appears to cooperate in the activity because it does not understand the context of the abuse (with regard to age, cognitive abilities, relationship with the abuser). Sexual abuse of children can manifest itself physically (rape or physical contact without penetration), but also mentally and verbally, for example during forced watching or making pornographic videos, watching sexual activity or encouraging children to behave in an inappropriate manner.

**Commercial sexual abuse** occurs when the child is used for sexual purposes for financial or other remuneration. In this case, the child is considered to be the object of sexual

exploitation – if the perpetrator or someone else (including close persons) benefits economically from the sexual exploitation of the child. For the purposes of the law, child pornography is defined as depiction of actual or simulated sexual intercourse, other forms of sexual intercourse or other similar sexual intercourse with a child or a person looking like a child, or depiction of exposed parts of the body of a child or a person looking like a child for sexual satisfaction of another person. This content may be displayed in the form of photographs, negatives, slides, magazines, books, drawings, movies, videos and graphic displays on computers. There is a general division into two categories: soft-core (it does not contain explicit sexual scenes, but depicts nude children or children that behave seductively), and hard-core, which depict children actively engaged in sexual activities.

**Neglect or neglectful treatment** is defined as an acute and serious endangerment of a child due to lack of care and stimuli important for their healthy physical, mental and social development (neglect of child supervision, neglect of physical needs - insufficient or inappropriate approach to housing and hygiene, clothing and footwear, daily diet in terms of food and drink, neglecting somatic and mental health, neglecting the educational needs of the child, neglecting socialization and the needs of children in the area of social life).

**Child abuse for the purpose of trafficking**, which is defined as the use of children for work or other activity to obtain benefits for the person responsible for the child, while harming the child's physical and mental health, its education or moral and emotional development. This form of abuse is represented, among other things, by forced child labour.

#### Specific forms of child maltreatment outside close relationships

A child who is tortured or abused in any way is often the victim of several forms of violence, not only violence related to the caregiver's behaviour, but also in the wider social environment. At the individual level, tortured, abused and neglected child is at risk of other forms of maltreatment or violence at school, in an after-school group or other environment in which it moves. At the social level, it is the attitude of the society towards specific forms of child maltreatment and the subsequent care that children at risk need.

Specific forms of risk include situations where the child is endangered or harmed by a peer or another child, not by the caregiver. In this context, these are in particular:

#### **Child abused by a child**

Accusations or reflections on the possibility that a child has been abused by another child require a particularly sensitive way of responding; however, they need to be addressed in the context of the Safeguarding Policy. At the preventative level – to inform the children about what behaviour can be considered as abuse by another child (not only in the sexual

sense) and thus create an environment where these incidents happening due to ignorance, misunderstanding or social clumsiness are minimized. And also at the reactive level - working with children who have abused someone (or there is a suspicion of abuse) requires effective procedures to ensure the protection of all concerned, while also offering help to the abusive child to gain understanding and control over their behaviour. In these cases, it is important to be aware that the child who has abused another child differs significantly from adults who have committed a similar offense because the child is not fully aware of why it abuses someone and what the consequences may be. Special protection mechanisms should be established for such situations to provide assistance and support to both children, preferably using external experts.

**Bullying** is defined as deliberately causing harm to peers or within a single social group (e.g. within a class, sports club, or children's home), often repeated over a period of time, while it is difficult for the victim to defend themselves. It is manifested in various forms, the most common manifestations include: physical bullying (beating, kicking, stealing the victim's belongings), verbal bullying (inappropriate racist or homophobic remarks, threats, swearing) and mental bullying (isolation of the victim, not admitting to peer group).

A specific form of bullying is **cyber-bullying**, i.e. bullying through social media and mobile phones, which are used to aggressively and deliberately harm users of these media. Like traditional bullying, cyber-bullying involves repeated behaviour and a disproportionate division of power between the aggressor and the victim. Other criteria that identify cyber-bullying include the fact that the victim perceives what is happening as unpleasant, ridiculing and hurtful. However, cyber-bullying can also be caused unintentionally – for example, an inappropriate joke gets out of control and can develop into intense cyber-bullying. The frequency and severity of cyber-bullying is on the rise and requires institutions and organizations that work with children to innovate practices in preventing and addressing bullying.

### *Forms of cyber-bullying:*

**Cyber-stalking** is stalking in cyberspace, most often through SMS, chat, social media, Skype, etc. The stalked victims are at risk of a complete loss of privacy, personal data and the sense of security. **Cyber harassment** is a behaviour when an aggressor repeatedly sends messages that are unsolicited, harassing, intimidating or unpleasant to the victim. This situation may also arise from mutual conversation, which becomes unpleasant and the victim is unable to end it. Cyber harassment is often part of cyber-stalking.

**Exclusion and ostracizing**, in this form of cyber-bullying, the victim is excluded from a group to which they would want to or should belong. Ostracizing is very painful for the victim, even though it lacks a direct element of aggression. The victim suffers frustration from not having fulfilled the need to belong somewhere. It is often worse on the Internet than in real life because it is obvious who is popular and who is not; for example, the victim is excluded from a Facebook group, where more people see it than in reality.

**Cyber-grooming** is the manipulation of identity or information in cyberspace in order to force users to a personal meeting. An attacker, who usually pretends to be someone else, seeks a suitable person to build confidence over time and forces them to meet in person, where he/she abuses or uses the victim in some way. In this area, technology-dependent children who spend most of their time on the Internet and have most friends only in the virtual world are the most at risk.

**Flaming** is a hostile behaviour of an attacker towards a victim in the virtual world. It is a very heated and aggressive discussion or even an argument on the Internet. Some users deliberately provoke similar discussions by posting various controversial posts, insulting discussion participants, etc. Research shows that verbal abuse is up to four times more common in the virtual environment than in real life.

**Sexting** is the sending of sexual-themed text messages, photos and videos through electronic media (these may be materials of the conversation participants or third parties). These materials may end up outside of the closed communication (on the Internet, in a chat room) and can have fatal consequences for the victim, as they are often used as a means of blackmail or bullying in the real social environment.

**Happy slapping** lies in the fact that the aggressor chooses the victim and then physically attacks (slaps) them and records it all on a mobile phone. The recording is then published on the Internet. Nowadays, happy slapping includes not only slapping, but also more serious attacks that cross the legal line (rape), undressing or other undignified treatment of the victim.

## 2.6 Especially vulnerable adults and their protection

An especially vulnerable adult is a person over the age of 18 who, due to disability, age, illness, context or social or other inequality, is or may be unable to defend themselves against possible abuse or other harm. Recommended procedures of this Policy relate to especially vulnerable persons to the extent that corresponds to their level of vulnerability.

### 3. Who the Policy applies to

The Safeguarding Policy of OSF Prague applies to:

- all children and especially vulnerable adults who receive OSF Prague's support;
- all staff (both employees and other permanent workers in a different working relationship), members of the Board of Directors and the Supervisory Board, other advisory bodies, and volunteers;
- all supported organizations (all grant beneficiaries) or activities;
- all adults accompanying children to OSF Prague events and activities;
- all participants in activities and events for children organized/supported by OSF Prague (journalists, sponsors, donors, etc.).

## 4. Implementation of the Safeguarding Policy

The purpose of this Policy is to ensure the highest possible level of professional behaviour and personal experience in working with children and especially vulnerable adults in order to prevent putting them at risk when participating in activities organized by OSF Prague. For effective implementation of the Policy, it is imperative that all workers, volunteers, consultants, trainers, etc. are familiar with the contents of the Policy, understand it and take all steps to ensure that the child is not harmed.

OSF Prague undertakes to inform all concerned persons (employees, volunteers, trainees, external collaborators, grant beneficiaries, supported organizations, etc.) within 6 months of the adoption of the Safeguarding Policy (or any subsequent revision) and ensure the consent of all newly hired employees and newly supported grantees and provide them with all necessary support, in order to conduct in accordance with this Policy.

The implementation of the OSF Prague Safeguarding Policy is divided into three areas: prevention, monitoring and reporting.

### 4.1 Prevention

#### 4.1.1 Risk Assessment and Safe Program Design

OSF Prague is committed to designing and delivering programmes that are safe for children. A risk assessment of all programs has been carried out when writing this Safeguarding Policy. Risk mitigation strategies were discussed, which minimize the risks to children and were incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or have an impact upon children. Whenever new programs or activities are launched, OSF Prague will carry out its risk analysis.

#### 4.1.2 Staff Recruitment and Guidelines

##### **Employees, members of the Board of Directors and Supervisory Board, volunteers**

Any person (employee, member of the Board of Directors or the Supervisory Board, or volunteer) who wants to work for OSF Prague:

1. is informed about the fact that OSF Prague is committed to protection of children and especially vulnerable persons in the job advertisement;

2. is informed about the main principles of child protection during the initial interview;
3. may be asked questions about their working history in terms of the safeguarding suitability during the job interview;
4. may be asked to provide an Affidavit related to any criminal conviction or rehabilitated sentence in connection with offenses against children, or to provide a copy of the Criminal Records if their position involves direct contact with children;
5. in the event of the commencement of employment or other cooperation, they shall sign a binding declaration that they agree with the principles and conditions of the Safeguarding Policy of OSF Prague, including the Code of Conduct and undertake to abide by them. This consent is part of an employment, mandate or other cooperation agreement;
6. will receive practical training about the processes covered by this Policy after the commencement of their work. During training, they will learn to distinguish appropriate and inappropriate behaviour, as stated in the Code of Conduct, which is binding for their work at OSF Prague;
7. will follow the principles of the Policy and the Code of Conduct during their daily work;
8. has the right to follow-up regular education in the area of the Safeguarding Policy and consultation with the person responsible for its implementation or with external experts whenever needed.

### Consultants, trainers, suppliers

Any person who wishes to cooperate externally with OSF Prague through the provision of services (consultant, trainer, supplier):

1. is informed about the main principles of child protection and this Policy during the initial interview and by signing the cooperation agreement undertakes to fully understand and adhere to the principles in this Policy, including its Code of Conduct. For one-time or short-term suppliers who do not have a cooperation agreement with OSF Prague, information about the Policy and the obligation to comply is part of the services purchase order.

#### 4.1.3 Safeguarding Policy Officer and Other Responsible Persons

OSF Prague has appointed **one employee to serve as the Safeguarding Policy Officer**, who is responsible for:

- informing the OSF Prague team of the Policy and its implementation;
- monitoring the implementation of the Policy (as described in details in chapter 4.2) and regularly informing the members of OSF Prague Board of Directors and the team about the progress made;
- documenting, investigating, and decision-taking over any violations of this Policy;
- collecting and managing information on legal requirements, best practices, etc.;
- providing support and assistance to other team members on the subject of protecting the rights of children and especially vulnerable people.

The name and contact details of the Safeguarding Policy Officer are published and visibly displayed in OSF Prague office and provided on the website and materials for the beneficiaries.

**The OSF Prague Director** plays another vital role in the implementation of the Safeguarding Policy and is informed about any serious Policy breach by the Safeguarding Policy Officer. The Director is responsible for:

- assisting the Safeguarding Policy Officer in investigating the Policy violations whenever necessary;
- co-deciding together with the Safeguarding Policy Officer about the character of the breach and next steps;
- taking disciplinary actions against employees who violated the Policy;
- informing the OSF Prague Board members about serious violations and undertaking their decisions.

**The OSF Prague Board** represents the ultimate safeguarding authority in the OSF Prague. Its members are to be informed about any serious incidents. They may also participate in the decision-making of the serious violations as well as in the violations where the OSF Prague Director could possibly be involved.

#### 4.1.4 Other preventative measures

Furthermore, OSF Prague has approved the following preventative measures:

- If children participate in an activity or meeting, they will be initially acquainted with the main points of this Policy and the Code of Conduct, informed of who is the Safeguarding Policy Officer of OSF Prague, as well as the procedures for reporting suspicions or allegations. All information will be communicated to children in a friendly and understandable way, as described in Attachment 5.5.

- The Policy applies to all organizations and external partners supported by OSF Prague with grants. The responsibilities of these partners are described in Attachment 5.3 of this Policy. In the event of a fundamental violation of the rules and principles of the Policy, OSF Prague reserves the right to terminate the collaboration with or the support of the organization or institution in question.
- The Policy also applies to all journalists, sponsors and donors participating in OSF Prague events and projects involving contact with children and especially vulnerable adults. In addition, OSF Prague has developed a set of specific guidelines for these people and for its employees and volunteers relating to the communication and promotion of their own activities in the media with respect to ensuring the safety and dignity of children. These rules are discussed in detail in Attachment 5.4.
- A copy of the Policy will be published on the OSF website and sent to collaborators, support recipients and contractors involved in OSF activities, as well as to organizations that organize events on behalf of OSF and/or with the support of OSF and to persons accompanying children at such events.

## 4.2 Monitoring

OSF Prague will regularly monitor the implementation of the Policy and its processes. The aim of monitoring and evaluating the Safeguarding Policy is to learn from experience and whenever necessary to improve the measures, in order to maximize the protection of children and especially vulnerable adults.

### Monitoring measures

- The Safeguarding Policy Officer monitors progress, compliance and any lessons learned from practice, and reports it to OSF Prague's Management and the Board of Directors once a year.
- Monitoring and evaluation will focus primarily on adherence to the principles of the Policy and the measures adopted by OSF Prague for this purpose (recruitment rules, training courses, provision of expert consultancy).
- The review will be conducted through a survey among the staff, volunteers, temporary workers and grant beneficiaries of OSF Prague, in which they will be able to state whether all standards set out in the Policy are being met, if they are effective and if something needs to be changed to improve them.
- Monitoring of the implementation of the Policy by the grant beneficiaries takes place as part of the interim and final reports of supported projects.

- In addition to the general monitoring and evaluation, the Safeguarding Policy Officer will carry out a reactive evaluation in the event of a violation of the Policy, and based on this evaluation, they will consider any changes to the Policy or the way of notifying and reporting violations.

### 4.3 Reporting

All employees, volunteers and part-time workers should be able to recognize signs and symptoms in a child indicating that they need help (Attachment 5.2) and to identify signs of a potential breach of the Safeguarding Policy. If anyone notes a potential violation of the Policy, it is necessary to react immediately according to the ACT methodology:

- **Act:** if there is a suspicion that the Policy or the Code of Conduct have been violated, it must be reported immediately.
- **Child-Centred:** the best interests of the child is the most important aspect to consider when making decisions.
- **Time Counts:** it is important to consider the most appropriate and effective solution in the shortest time possible to ensure child protection.

**The employees, volunteers and part-time workers are obliged to report all potential violations of the Policy (whether it is a suspicion of violation, alleged violation or violation with a witness statement) immediately to OSF Prague's Safeguarding Policy Officer.**

To report on the incident in details, they shall use the Reporting Form (Attachment 5.6). All records and reports must be kept in a secure place. Only the person responsible for the Policy, the OSF Prague Director and, for technical reasons, also the IT Manager have access to them.

**After receiving the information, the Safeguarding Policy Officer's role is to assess the potential Policy breach, further investigate it (consult it with external experts if necessary), determine whether this is an internal or external matter and act in accordance with the Czech legislation (report all serious cases to the respective authorities).**

The first step is to decide whether the breach is of internal or external character:

**In the case of an internal matter** - the allegation concerns an employee, volunteer, temporary worker, it is necessary to follow this Policy and the legislation of the Czech Republic. OSF Prague undertakes to contact the child's family members or guardians

immediately to inform them of the event and the assistance provided. OSF Prague will also immediately prohibit contact with children of any employee, volunteer, temporary worker, member of the Board of Directors, advisor or trainer who is accused of violating the Policy until the results of the investigation are known.

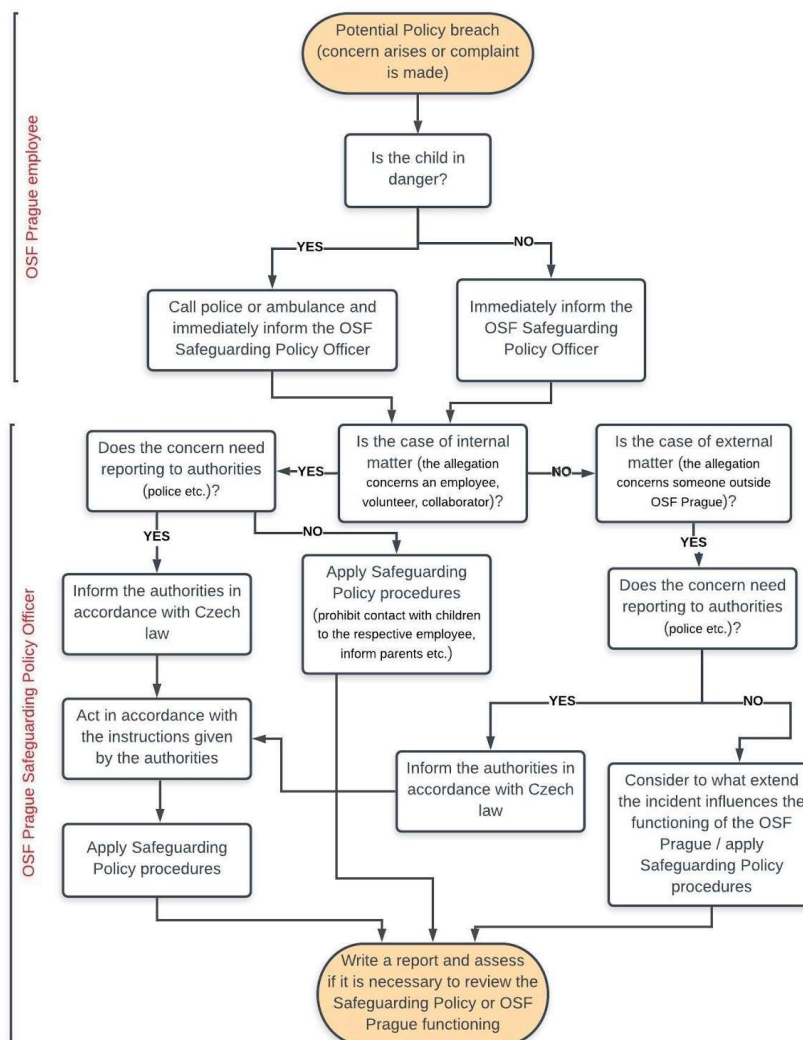
The investigation will be conducted and the final report (Attachment 5.7) drawn up by the Safeguarding Policy Officer. The Safeguarding Policy Officer together with the OSF Prague Director make a decision whether the case is:

- a. Misunderstanding
- b. False allegation
- c. Breaching the OSF Prague Code of Conduct but NOT constituting a criminal offence
- d. Breaching the OSF Prague Code of Conduct AND constituting a criminal offence

OSF Prague reserves the right to take any disciplinary action in the event of proven guilt of its employee, in accordance with applicable legal standards of the Czech Republic. Minor breach of the Code of Conduct and Policy may lead to admonition and warning given by the OSF Prague Director. In the event of repeated violations or serious findings, the OSF Prague Director shall inform the Board of Directors and such violations may result in the contract termination as defined by the Labour Code. The criminal offences will be passed over to the police.

**In the case of an external matter** - the allegation concerns someone outside OSF Prague - it is necessary to consider to what extent this violation interferes with the operation and violates the principles of operation of OSF Prague and how to proceed accordingly. OSF Prague undertakes to treat information about a suspicion or accusation confidentially and to comply with all procedures, taking into account the best interests of the child, regardless of who reported the case, who the report refers to, or where the person reporting it comes from.

Reporting procedure in chart:



## Resolving cases of suspected violation of child rights or a child at risk

The primary principle of protecting children's rights is their safety and wellbeing. The child has the right to identify any behaviour that is subjectively unpleasant to them as a threat and to ask for help and protection (even if this behaviour is subsequently assessed as misunderstanding, common conflict, etc.). The child is always entitled to information on how they can proceed and how to protect themselves. These include, in particular, immediate contact of legal guardians at the request of the child, transfer of contacts to

the Helpline, information on the possibility of filing a criminal complaint even in the case of crimes which have no reporting duty by natural persons (for example, if someone commits a crime of defamation of the child, the property of the child is damaged, etc.).

In this chapter, the Policy describes the recommended response in various situations where a violation of rights or endangering of children may occur. **In all the mentioned cases, however, any OSF Prague worker is obliged to immediately contact OSF Prague's Safeguarding Policy Officer who is responsible to decide about how to manage the situation.**

### 1. Violation of the rights of the child

This is a behaviour that is contrary to the Policy but **is not** a criminal or unlawful act and **is not an example of threatening or dangerous behaviour** towards the child (such as a misunderstanding in communication, misconduct when working with children, clumsy or tactless behaviour towards the child, conflicting communication, damage to the child's property as part of play activities, etc.). These situations can be resolved internally within OSF.

*Recommended response:*

- **Reporting the incident:** the worker that is present in the situation, must contact the Safeguarding Policy Officer.
- **Ensuring the child feels safe:** if the child is exposed to inappropriate behaviour at the moment, it is necessary to stop the unwanted behaviour or activity;
- **Finding out the maximum amount of information:** it is necessary to find out what, when, where and how it happened, to assess what happened from the perspective of the child or other children/persons present and to identify further steps (e.g. deleting inappropriate photos from the Internet, blocking FB discussion);
- **Restoring trust and cooperation:** it is necessary to clarify any misunderstandings, apologize and correct mistakes, or agree on another form of cooperation (whether the child wants to continue the activities, whether it wants to cooperate with the same person, etc.). Depending on the nature of the situation, it is advisable to inform not only the child, but also their legal guardian or other children involved and their legal guardians, about the incident and the solution;
- **Written record** (Attachment 5.6).

## 2. Child at risk

This is behaviour that has the character of an offence, criminal offence or other unlawful conduct (e.g. behaviour violating the GDPR rules, the Labour Code and other legal standards) and the resolution of the situation is no longer an internal matter of OSF.

A worker in direct contact with children may be confronted with behaviour that meets the criteria of endangering the child:

1. the worker is present to the attack on the child (e.g. by the person taking care of the child, another child, employee, stranger, notices dangerous communication on FB, etc.);
2. the worker is in contact with the child in a situation immediately following an attack/threat/harassment;
3. the child directly identifies a situation that meets the characteristics of torture, abuse, or serious neglect;
4. signs of assault or abuse are visible on the child (physical injury, psychological shock);
5. in another direct way - for example, a worker visits the household, the parents do not respond to the doorbell, but crying or other signs of the child's presence in the apartment are heard through the door, or the child is exposed to cyber-bullying and the worker receives the information from another child from the group.

### *Recommended response:*

- To ensure the child's safety. If necessary, to provide first aid and get medical care through Emergency Services.
- To immediately contact the Safeguarding Policy Officer.
- To inform the authorities responsible for the social and legal protection of children and/or law enforcement authorities (Czech Police, Public Prosecutor's Office) and follow their instructions (wait for the Police to arrive, take the child to a safe place, etc.).
- To collect evidence and information that could assist in the investigation of a crime (e.g. child's clothing, the object the child was attacked with). If the child has been attacked on the premises of the organization, not to clean up, to let other persons into the premises, or take further measures according to the instructions of the law enforcement authorities (to archive a FB discussion, etc.).
- In the event that another child/children (especially in residential services) were present to the incident or threat, to ensure the safety and mental wellbeing of these children in contact with OSPOD (Child Protection Services) and/or law enforcement authorities, without compromising any subsequent criminal prosecution.

- In agreement with the OSPOD and/or law enforcement authorities, to inform the legal guardians.
- To record the entire event (what, how, when - the exact time, where, to whom it was reported - can be supported by a copy of the complaint, protocol, etc.).

### Case of a mediated threat to the child

This situation occurs when the child provides information within the socio-therapeutic contact with the worker that they were subjected to torture, abuse or neglect in the past or this risk is still imminent (violence in the family, on-going bullying, etc.)

#### *Recommended response:*

- To ensure the safety of the child and to evaluate the level of acute threat to the child (i.e. whether the child is currently in the care of the person that put him in risk/enabled the risk - in this case proceed as if the child was attacked directly, see above).
- Contact the Safeguarding Policy Officer.
- If the child is at risk from the person with whom the child is in direct physical contact (parent, partner, sibling, children within a shared activity), to prevent the continuation of inappropriate behaviour towards the child – to continue as in the case of imminent threat to the child (see above).
- If the child is not acutely endangered, to contact the child's legal guardian or another close person of the child's choice and inform the authorities for the social and legal protection of children or law enforcement authorities, and follow their instructions.
- To record the entire event (what, how, when - the exact time, where, to whom it was reported - can be supported by a copy of the complaint, protocol, etc.).

## 5. Attachments

### 5.1 Code of Conduct

#### Everyone involved should

- know what is considered maltreatment of children (also described in detail in this Safeguarding Policy) and know the related legal provisions;
- recognize the symptoms of inappropriate child treatment and report any suspicion to the Safeguarding Policy Officer;
- know who is the Safeguarding Policy Officer in OSF Prague; know other responsible persons and procedures for reporting suspicions and follow the given steps;
- protect the health, safety, well-being and dignity of themselves and others;
- respect the fundamental rights of others and treat other people with respect and dignity;
- treat all children equally and engage them in activities without making distinctions and discrimination;
- take into account how children perceive his/her words, behaviour, and relationships;
- ensure that children are supervised in such a way that the younger or vulnerable children are protected from abuse by older children or adults; take into account possible bullying among children, including cyber-bullying;
- ensure an environment in which children can develop their personal, physical, mental, social, moral, and intellectual aspects;
- encourage children not to be afraid to express their opinion and respect their opinion;
- stop and/or prevent children's access to inappropriate electronic content;
- respect the right to private information at all times;
- ensure the written consent of the child or its parent/guardian in regard to taking photographs, making films, or processing personal data as part of an activity.

#### Everyone involved must not

- seek physical contact with the child (e.g. holding hands) if the impulse does not come from the child or unless the child has given their consent;
- show attention to children in a way that is culturally inappropriate or otherwise insensitive (kissing, hugging, caressing, rubbing, touching, etc.);
- suggest an inappropriate relationship and encourage sympathy and interest in a relationship with the child (also in cyberspace)

- wilfully breach the child's privacy;
- engage in any sexual activity with children, encourage sexual activity among children, allow children to engage in games with a sexual subtext;
- stay alone with the child deliberately, behave provocatively or inappropriately, giving rise to allegations of abuse;
- allow an adult person to sleep alone with the child in the same room or bed (unless the parent/guardian of the child has given written permission);
- dress, bathe and otherwise care for the personal hygiene of children if they are already able to perform these tasks independently or if this role is not part of their professional work (e.g. healthcare workers in children's camps);
- apply any form of corporal punishment and other brutal or degrading forms of treatment and punishment of the child which cause or may cause physical and/or mental harm to the child;
- use social exclusion as an educational tool, require disproportionate physical performance, interfere with the external appearance and the wearing of degrading clothing, unjustified interference with the diet, and other educational means and work practices that can cause humiliation to the child and unduly afflict their human dignity;
- use an educational tool against a child simply because it is part of the same educational group as the child against whom the educational tool is to be used (so-called collective punishments);
- discriminate, disrespect, embarrass, humiliate children, and torture them mentally in any way (e.g. express themselves in ways that offend and hurt children, or show pictures and tell stories that can harm children emotionally or mentally);
- behave in a way that can directly harm or expose the child to the risk of abuse by others, including bullying by peers; delegate the responsibility of the child for the decision-making and/or determination of the educational tool for another child;
- photograph, film and request private information, except for those that are approved and required for OSF Prague activities;
- improperly use private information about children (e.g. in social media), except for approved and permitted OSF Prague activities;
- support and defend the behaviour of other adults (workers, volunteers, trainers, and others) which would violate the Code of Conduct.

## 5.2 Recognizing signs of child maltreatment

Recognizing the manifestations of violence against children is a very complex issue and there is no simple method of its quick and easy detection. There are some indications.

However, it is necessary to assess them carefully and to not automatically claim maltreatment. If anyone notices any signs of possible maltreatment of children, they must inform the Safeguarding Policy Officer as soon as possible.

**Possible manifestations and consequences of physical violence:**

- bruises, burns, dislocations, bites, cuts,
- an unlikely explanation for an injury,
- refusal to talk about injuries,
- withdrawal from physical contact,
- refusal to expose hands and legs when it is hot,
- refusal to engage in activities (such as sports) that require taking off outerwear,
- fear of returning home or of contact with parents,
- manifestations of distrust and cautiousness towards adults;
- self-harming behaviour,
- aggression towards others,
- passivity and frequent complaints,
- running away from home repeatedly.

**Possible manifestations of psychological violence:**

- adverse or delayed psychological, cognitive and emotional development,
- timidity,
- delayed speech development or sudden change or disorder of speech,
- fear of new situations,
- low self-esteem,
- inappropriate emotional manifestations / reactions to common situations;
- extreme passivity and / or aggression;
- drug and alcohol use;
- repeated escapes,
- pre-delinquent behaviour.

**Possible signs of neglect:**

- frequent hunger, searching waste bins for food, stealing and hiding food,
- insufficient personal hygiene,
- frequent tiredness,
- unsuitable clothing (e.g. summer clothing in winter)
- frequent late arrivals in school and after school activities or inexplicable absences,
- unsolved health issues,
- low self-esteem,
- unsatisfactory social habits;

- pre-delinquent behaviour
- substance abuse.

**Possible manifestations of sexual abuse:**

- age-inappropriate sexual behaviour or language
- bed-wetting and bed-soiling,
- soreness in the genital or anal areas,
- sleep problems
- fear of being alone with an adult;
- sexual promiscuity,
- extreme risk taking in adolescents
- pregnancy of girls under 15 years.

**Risk behaviour of adults:**

- a person in whose presence the child's behaviour changes visibly – the child pulls away, is scared, stressed, becomes irritable,
- a person asking the child to lie or to conceal something;
- a person who violates any of the principles of the Safeguarding Policy or the Code of Conduct;
- a person who proposes private communication with the child by e-mail, telephone or in person.

### 5.3 Guidelines for OSF Prague Grant Beneficiaries

In accordance with its Safeguarding Policy, OSF Prague has adopted a set of recommendations and standards binding in this area for supported organizations as well. OSF Prague expects all grant beneficiaries to meet the following minimum standards:

1. **Carrying out a Risk Assessment** on all its services and programs, in order to determine any potential risks towards children and especially vulnerable adults

2a) Either having their own written Safeguarding Policy including a Code of Conduct which:

- describes how the organization prevents and responds adequately to inappropriate behaviour towards children and vulnerable adults,

including procedures that allow its employees, volunteers, board members, beneficiaries and others to report any concerns regarding the protection of children's and vulnerable adults' rights and participate in the ensuing corrective measures.

- defines the professional, legal and ethical requirements for employees and other co-workers working with children and vulnerable adults, including the methods to prevent from working a person who would pose an unacceptable risk to them.
- includes the organization's commitment to educate, support and ensure the conduct of all stakeholders in accordance with these principles. It emphasizes the understanding of the issue of children's rights violation and increased sensitivity to such behaviour and openly endorses zero tolerance of child abuse.

**2b) Or adhering fully to the principles of the Safeguarding Policy of OSF Prague, including the Code of Conduct;**

**3. Designating a Safeguarding Policy Officer** - a person within the organization responsible for the protection of children and vulnerable persons who monitors and documents incidents of policy violations and reports them to OSF Prague

The Beneficiary is obliged to report incidents of breach of the Safeguarding Policy to OSF Prague depending on its severity:

- a) Safeguarding Policy violation of **less serious nature** shall be reported to OSF Prague as part of the **interim reports**
- b) **Serious or gross** Safeguarding Policy violation or serious danger to a child or vulnerable person has to be reported **immediately to the grant contact person in OSF Prague** through a structured report (see below).

Compliance with these principles is part of the agreement between OSF Prague and the grant beneficiary. OSF Prague reserves the right to terminate contracts, agreements or relationships with any beneficiary in the event of violation of or non-compliance with these policies.

In case of any questions regarding this Policy and its implementation, the grant beneficiary can contact the OSF Prague Safeguarding Policy Officer, Ms. Barbora Hořavová - [barbora.horavova@osf.cz](mailto:barbora.horavova@osf.cz).

After signing the contract, all grant beneficiaries of OSF Prague receive a Safeguarding Package which includes not only the above mentioned Guidelines for OSF Prague Grant Beneficiaries (Annex 5.3), but also supporting templates, such as the risk analysis template or example of policy structure, as well as the full text of this Policy.

## 5.4 Rules for External Communication

This chapter of the Safeguarding Policy contains guidelines for OSF Prague staff regarding communication with donors, the public or the media about their own activities or activities of partners, as well as a set of rules for journalists, photographers, filmmakers, donors, sponsors and other persons participating in OSF Prague events where children are present. The procedures included in the Safeguarding Policy are used and are relevant in all forms of communication (printed materials, photographs, films etc.), including social networks.

### Principles

OSF undertakes to adhere to the principles of communication with the public and the media:

- **Principle of dignity** - OSF Prague will not use humiliating or discriminatory expression in describing its programmes and activities, and will not require children to do or say anything that may make them feel like being presented as “an object of compassion”. All children will be able to decide for themselves whether they want to talk about their privacy and will not be put under any pressure. When being photographed children will be appropriately dressed and will not appear in the photographs in poses that could be perceived as sexually provocative or violent.
- **Principle of Correctness** - OSF Prague undertakes not to manipulate, misrepresent information about children, for example to cause a sensation. Stories and photographs should represent in a balanced way the lives of the children and the circumstances or challenges they face. In communication, we will do our utmost to avoid generalizations that do not reflect the given situation. We act with caution when combining texts and visual information, especially if the text contains sensitive information about a child, and photographs or video capturing sensitive aspects of his/her life and reveal his/her identity.
- **Privacy Principle** - OSF Prague undertakes not to use any information about children whose publishing may put children at risk or lead to the disclosure of their privacy and identity, or which may lead to their secondary traumatization through media

coverage. We treat children's names carefully particularly in connection with information about their family background, health status, disability or negative behaviour, and other sensitive information.

OSF Prague further undertakes to:

- always use only the child's first name, make sure that the child's address, the name, and address of the school the child is attending, or other information about his / her residence are made public unless otherwise agreed with the guardian and the child. In case it is really necessary to protect the child's safety, a changed name will be used;
- securely store all information and photos of a child (including those stored on the computer). Only persons directly involved in the programme, project or activity concerned and authorized to handle such information shall have access to the information;
- with respect to its promoted activities represent in its publications and videos a wide range of children: boys, girls, children of different ages, children of different nationalities, ethnic groups, and abilities. In the case of international or foreign activities, OSF Prague will ensure that children from different groups and countries appear in the publications, depending on where OSF Prague is active.

### Informed consent

In order to ensure children's safety, OSF undertakes to obtain, under all circumstances, the informed consent signed by a parent or legal guardian expressing consent with the use of children's photographs and statements in the media or publications. Informed consent should also be obtained from the children themselves, not in the form of a legal document, but as an expression of respect for the privacy and autonomy of children's decisions (the child should understand how his or her photograph, film, story will be used subsequently).

It is absolutely necessary to obtain signed informed consent before we make photographs of children or videos of their lives. They are also advised that they do not have to agree to being photographed or filmed. Publishing of a child's first name also requires the consent of the child or its guardian.

The completed Informed Consent form (Attachment 5.8) must be signed by the child (or if children, due to their age are unable to sign the informed consent, their verbal and non-verbal consent before witnesses is sufficient) and parent/guardian. If this is not possible, the consent is signed by a representative of the organization representing the child. It is advisable for the organization directly working with the children to ask for the consent itself, because in such situation the child or parent /

guardian feel freer to refuse. OSF Prague shall archive the informed consent and other forms in a safe place. In spite of receiving a written consent, it is necessary to verify the consent of children to participate in photography / filming, etc. again, directly during the activity.

### Interviewing a child

Conducting interviews with children requires mastering certain skills and following some basic principles for children's rights to be respected and their dignity preserved during the conversation.

**Informed consent** - in addition to the basic information and consent, it should include an overview of the topics which will be discussed with the child and assurance that the child can decide at any time not to continue the conversation. The interviewer should make sure at the beginning that the child understands the conditions of the interview and his / her rights.

**Providing support** - a person the child is familiar with should be present during the interview. If possible, the child should identify himself / herself to the person to take part in the interview.

**Respecting the right to say NO** - it is necessary to assure the child he / she does not have to answer questions he / she feels uncomfortable about and that he / she can withdraw his / her consent at any time.

**Gender** - it is important to take into account that girls and boys have different needs and consider whether the interview will be conducted by a man or a woman. At the same time, it is important to assess the topics of the interview from the gender perspective.

**Respecting the right to information** - if the interview needs to be recorded (both written or audio / visual recording), the child must be informed in advance and his or her consent must be sought.

### Visits of photographers, film crews, journalists, and other persons

When photographers, film crews, journalists, or others are present during OSF Prague programs, projects and activities, the following should be considered:

- Journalists, photographers / film crews must be familiar with OSF Prague's Safeguarding Policy before they meet with children they are going to photograph, record or talk to.
- It is important to ensure that children are not left alone without supervision with journalists or photographers. A responsible OSF Prague employee should be present at all times.
- Children, parents / guardians will be informed of how the child's photographs, film or statements are published and OSF Prague will obtain their consent to use such material.
- It is important that copies of photographs, films or statements be sent to organizations that OSF Prague cooperates with and subsequently forwarded to the children.
- If materials are used by other organizations, the following must be stated under the photo: OSF Prague / photographer's name © and photo caption.

## 5.5 Explanation of the Policy principles for children

The following is information that all children participating in one of the programs and activities of the OSF Foundation should receive orally or in writing in age-appropriate manner:

We care about all children feeling safe in our programs and recognize the importance of good relationships between children and adults and between children and each other. That is why we have created these rules for cooperation with us:

No one you meet as part of one of our programs may:

- behave in a way that is uncomfortable for you, once you have pointed it out to him/her,
- arbitrarily invade your privacy,
- intimidate and / or humiliate you,
- use physical, verbal, or sexual violence against you,
- publish your personal data, including online

The adults who are responsible for you in our programs may not:

- use any form of corporal punishment against you or treat you in any rude or degrading manner (i.e. insulting and humiliating you, detaining you in solitary confinement, or otherwise isolating you from other children, requiring the

carrying out of inappropriate physical acts, interfering with your appearance, forcing you to wear inappropriate clothing, interfering with your diet for no reason, the use of collective punishment, or instructing you to impose a punishment on another child)

- to stay alone with you intentionally, to behave provocatively or inappropriately, for example to sleep in the same room with you, unless your parent gives written permission or unless it is a relative of yours (for example, an older sibling);
- dress, bathe and otherwise take care of your personal hygiene if you do not ask for help or if it is not part of their specific work (e.g. doctors or nurses at children's camps)
- seek physical contact with you, if you do not agree with it (holding hands, hugging), establish any other form of inappropriate relationships with you, including virtual ones
- engage in any sexual activity with you, including inappropriate conversation via the Internet
- photograph, record, request and make publicly available your private information, except for information to which you and your parents have granted consent
- encourage and defend the behavior of other adults who behave inappropriately.

If anyone (a child or an adult) treats you in one of these ways, let us know. We are here for you. You can talk to us about it, and we will respond sensitively to any of your suggestions.

You can contact anyone from the OSF Prague who is currently at hand, or contact Barbora Hořavová, who is in charge of child protection: [barbora.horavova@osf.cz](mailto:barbora.horavova@osf.cz), phone: +420 226 227 706.

Or you can confide in the staff of the Helpline: call the telephone number 116 111 free of charge or write to [pomoc@linkabezpeci.cz](mailto:pomoc@linkabezpeci.cz).

## 5.6 Possible Policy Violation Report Template

### **A report announcing a possible violation of the OSF Policy for the Protection of the Rights of Children and Especially Vulnerable Adults**

If you suspect a child is at risk, complete this report, and note it must be submitted (orally or in writing) to the Safeguarding Policy Officer on the same day that the suspicion arose. With respect to the urgency of the situation, you can complete the report before or after contacting the Safeguarding Policy Officer.

To protect confidentiality, please complete and sign this report without notifying anyone other than the Safeguarding Policy Officer who will store the report in a safe place.

### 1. Information about you

Name:

Occupation/Position:

Organization:

Relationship with the Child:

Contact Phone Number:

Contact E-mail:

### 2. Information about the child:

Name:

Sex:

Age:

Address:

Parent/legal guardian:

Has medical assistance been provided? By whom:

Hospitalization: YES NO

If yes, in which hospital:

### 3. Information about suspicion or event

a) Is this a case of:

- a suspicion that you have of a child being at risk?
- an event you witnessed?
- an event you have been informed of by a third party?

b) If someone else has informed you, explain how this person is related to the child at risk:

c) What happened? Describe the circumstances under which the event occurred (where, when, who) and its causes (why / how). Clearly distinguish facts from assumptions, observations etc. (for example, subjective observation of the child's emotional state or injury):

d) Has the child or someone else told you anything else relevant to the case and, if so, how did you react?  
Do not lead the child to an answer, record only the actual statement:

e) Date, time and place of the alleged event:

f) Name of the alleged perpetrator in case of an offence which might be considered criminal:

g) Were other children or adults present at the event?

h) Are there other children at risk?

i) How did you react and what did you do?

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

**To be completed by the OSF Prague Safeguarding Policy Officer:**

Has the accident / incident been investigated?	YES	NO
Will a written report of the investigation be necessary?	YES	NO

For the purpose of further investigation and determination of the origin of the accident or incident, it would be suitable to obtain testimony from other witnesses. Please give details of witnesses here, their testimony or other supplementary information:

Information taken over on:

Assigned identification number:

## 5.7 Policy Violation Investigation Report

Investigation identification number:

Taken over on the date of:

**Investigation procedure** (when, how and with whom the Safeguarding Policy Officer dealt the reported incident):

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

**Investigation findings:**

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

**Proposed measures:**

1. ....
2. ....
3. ....

**Implemented measures:**

1. ....
2. ....
3. ....

Author

Approved by

Date: .....

Date: .....

## 5.8 Child / Guardian Informed Consent Template

Name and age:

Phone number (mobile):

Email:

*Are you taking part in ..... (activity) voluntarily?*

YES NO (please mark your answer)

*Is there an area where we can help you during this event (if you have any physical disability / mental illness / communication problems / low self-esteem and others)?*

YES NO

Further information:

*Is there anything we can do to help you fully engage in the event?*

YES NO

Further information:

*Are you allergic to something?* YES NO

*Are you taking any medication we should know about?* YES NO

*Do you have special dietary requirements or needs?* YES NO

If you have answered YES in any of the three above mentioned questions, please provide us with further information here:

Emergency contact persons:

Person 1

Name:

Relationship to you:

Phone number (mobile):

Person 2

Name:

Relationship to you:

Phone number (mobile):

*Do you agree to assistance in case of emergency (hospitalization, dental treatment, or the administration of anaesthetics)?*

YES NO

Further information:

Consent:

Signature:

Place:

Date:

If you are under the age of 18, we ask your parents or guardian to complete the form and confirm their consent with their signature.

Child / person under 18:

- may participate (in an activity / event / meeting and others)
- may participate in an activity that will be recorded by the media;
- has been informed about the objectives of the event, his / her free decision to participate and age appropriate anonymity;
- has been informed that he / she can decide at any time not to continue the activity without any consequences,
- may receive medical assistance provided by an expert in an emergency.

Name and surname:

Relationship with child / young person:

Place:

Signature:

Date:

Child informed consent to the use of his / her data in the media

OSF Prague promotes/implements/organizes .....  
activity/programme and others). We will use your photographs and/or statements to publicize these activities.

Do you agree:

- *that the photographs, audio and video recordings you appear in, your artwork or statement are used on our website, in social media, flyers, publications or other forms of public presentation of our work and the work of other organizations helping children and youth?*

Circle your answer: YES NO

- *that we record your statements and use them to promote our programmes and activities?*

Circle your answer: YES NO

- *that we use your name when sharing the above-mentioned content (you can participate in the activity, whether or not you agree to the use of your name)?*

Circle your answer: YES NO

- *to be contacted by journalists and interviewed by them during ..... (activity) and for them to use photos or video / audio recordings on which you appear? During all interviews you will be accompanied by the adult who arrives with you and an OSF Prague employee and you have the right not to answer questions you disagree with or do not want to comment on.*

Circle your answer: YES NO

Signature:

Place:

Date:

## 5.9 Important contacts

OSF Prague has appointed the Programme Director Barbora Hořavová to serve as the **Safeguarding Policy Officer**.

Contact: [barbora.horavova@osf.cz](mailto:barbora.horavova@osf.cz), +420 226 227 706

**Helpline:** 116 111 (free of charge, anonymous, 24/7 for all of the Czech Republic)

**Internet on-line counselling of the Helpline** (free of charge, anonymous, 24/7 for all of the Czech Republic): <https://www.linkabezpeci.cz/sluzby/chatuj-s-nami/>

**The Public Defender of Rights (special section for children of the Public Defender of Rights):** <https://deti.ochrance.cz/>

**Medical Rescue Service, Police, Fire Service: 112**

**Medical Rescue service: 150, 112**

**Police: 158, 112**

**Fire Service: 155, 112**