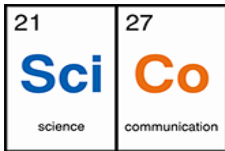


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Child Protection Policy

I. Introduction

1.1. Policy Commitment

Children are entitled to enjoy the full range of human rights enshrined in the United Nations Convention on the Rights of the Child (UNCRC), the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR), the European Social Charter, and other international human rights standards.

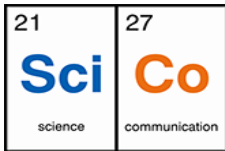
The UNCRC requires States to take all appropriate legislative, administrative, social and educational measures to protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse (Article 19).

The ECHR, the European Social Charter and other Council of Europe treaties guarantee children's right to protection from harm, violence, exploitation and abuse. On the basis of Article 14 of the ECHR, the rights of children shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Convention) and the Council of Europe Convention on Preventing and Combatting Violence against Women and Domestic Violence (the Istanbul Convention) introduce measures to ensure that children are protected against sexual exploitation, sexual abuse and violence.

1.2 Purpose of the policy

EPISTIMI-EPIKOINONIA (SciCo) is a non-profit civil company focusing on **scientific engagement** and **empowerment**, through innovative, interactive, and entertaining means. It's main aim is to promote the provision of training services with a special focus in STEM related projects, activities and programs.



Through **numerous high-impact outreach activities**, such as science festivals, digital platforms, and workshops, SciCo has reached more than 400.000 people all over Greece. It has also reached audiences outside Greece by expanding some of its own projects internationally and by participating in EU Programs and Networks.

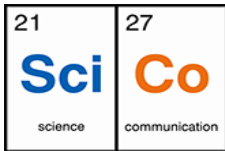
More specifically, the activities of SciCo include:

- Organization of Science Festivals with the aim to communicate science to the general public;
- Provision of Training with a special focus in Stem to collaborators in Greece and Abroad, in order to transfer know how;
- Organization, presentation and co-ordination of large-scale events, which bring hundreds of people together to celebrate science and technology;
- Promotion of new forms of teaching and learning by utilizing technology, acquainting users with new media and the use of digital material in education;
- Creation or/and promotion of programs that support the active participation of the public in scientific research, promoting Citizen Science.
- Creation of science shows and theatre performances explaining science concepts and phenomena in the most understandable, fun and memorable way for all ages.
- Undertaking information actions and campaigns, as communication partners or dissemination consultants of science and technology, aiming to create active and informed citizens.

In particular, in order to achieve the above-mentioned objectives, children might be involved in a variety of the above-mentioned activities as participants/beneficiaries in the relevant programs or/and as volunteers.

SCICO aims to create safe environments for children in all aspects of its work and program implementation, where children are respected, protected and empowered as their capacities evolve to contribute actively to the development of Child protection measures within SciCo.

The present policy aims to ensure that SciCo Staff, SciCo Experts and Associates, or SciCo Volunteers, as appropriate to their engagement with SCICO, are skilled, confident, understand, adhere and are well supported in meeting their Child protection policies and regulations and engage with stewardship and accountability



with children and communities in ways that enhance the achievement of SciCo's overall program goals and commitments.

The present policy sets out the general principles that guide SciCo's activities and the preventive and responsive activities that SciCo undertakes in order to promote and safeguard the well-being and safety of all children with whom it comes in contact, directly or indirectly, in the framework of its programs and operations.

The purpose of this Child Protection Policy is to:

- Include safeguards when implementing activities for or involving children to promote full respect of their rights and pursuit of their best interest;
- Do no harm approach regarding the risk of harm that may be caused to children as a result of actions or neglect by SciCo Staff or SciCo volunteers,
- Provide guidance on creating a safe working environment and appropriate reporting structures and pathways
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken
- Ensure good practice when using the media, including social media.

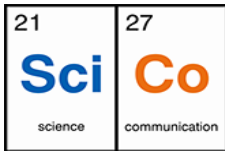
The present document describes policies and relevant procedures that regulate the organizations' operations, so that no harm is caused to children, regardless of gender, race, country of origin.

SciCo, as a non –profit organization, is committed to ensuring the fulfilment of children's rights including their rights to protection. **Risks of harm** can arise when individuals involved in these activities are in direct contact with children or used as intermediates to represent children, work and communicate with them. **Further risks** in the context of child participation include breaching anonymity of children in reports and other publications, portraying them in a manner that does not respect their dignity or overlooking their right to an informed consent.

The policy outlines the ways in which SciCo safeguards the well-being and safety of all children with whom it comes in direct or indirect contact in the framework of its projects, programs, actions and operations. The present document describes policies and relevant procedures that regulate the organizations' operations, so that no harm is caused to children, regardless of gender, race, country of origin or religious belief.

1.3. Definitions

For the purposes of this Child Protection Policy, the following definitions apply.



Child: Based on Article 1 of the UNCRC¹, a child means any person below the age of eighteen years.

Child Safeguarding and Protection: means to take appropriate measures to ensure that staff, experts, volunteers, operations, projects, activities and programmes do no harm to children and promote their best interests. This means that children are not exposed to the risk of harm and abuse and that any concerns SciCo has about children's safety are reported to the appropriate authorities.

Child safeguarding includes both **preventive** actions to minimise the risks of harm occurring, and **responsive** actions to ensure that incidents which may happen are appropriately handled.

Child abuse consists of anything which individuals, organisations or processes do or fail to do which directly or indirectly harms children or damages their prospects of safe and healthy development. Child abuse can be physical, sexual and/or emotional in nature.

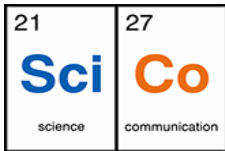
Physical abuse is characterised as actual or potential physical harm perpetrated by another person, adult or child. It can involve hitting, shaking, poisoning, drowning and burning. Emotional abuse can be characterised as persistent emotional maltreatment that impacts on a child's emotional development. **Emotionally abusive** acts can include restriction of movement, degrading, humiliating, bullying (including cyber-bullying), threatening, scaring, discriminating, ridiculing and other non-physical forms of hostile and rejecting treatment.

Bullying may be defined as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

Neglect and negligent treatment, depending on the context, resources and circumstances, may also be considered as child abuse, if it is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or caregiver failing to:

¹ United Nations Convention on the Rights of the Child (UNCRC), 1989. Available at: <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>



1. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. Protect a child from physical and emotional harm or danger
3. Ensure adequate supervision (including the use of inadequate care givers)
4. Ensure access to appropriate medical care or treatment.
5. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Child sexual abuse and sexual exploitation:

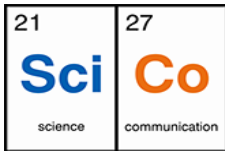
According to the Lanzarote Convention of the Council of Europe, **sexual abuse** of a child is when an adult engages in sexual activities with a child who, according to the relevant provisions of national law, has not reached the legal age for sexual activities. It also includes engaging in sexual activities with a child, whatever his or her age, where:

- use is made of coercion, force or threats; or
- abuse is made of a recognised position of trust, authority or influence over the child, including within the family; or
- abuse is made of a particularly vulnerable situation of the child, notably because of a mental or physical disability or a situation of dependence.
- Child sexual exploitation includes offences regarding child prostitution, child pornography, participation of a child in pornographic performances, corruption of children (causing a child to witness sexual abuse or sexual activities, even without having to participate) and solicitation of children for sexual purposes through information and communication technologies.
- exchange of favors and extortion (please see definition in the policy PSEA (protection of sexual exploitation harassment and abuse))

Direct contact with children: being in the physical presence of a child/children in the context of SciCo's work, whether contact is occasional or regular, short or long-term. This could involve attending meetings, focus groups and conferences at which children are present.

Indirect contact with children:

Having access to information on children in the context of SciCo's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.



Providing funding for organisations that work ‘directly’ with children. Although indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organisation responsibility of child protection issues.

SCICO Staff: refers to individuals who receive a regular salary for working in any department of SciCo or/and on any program or/and activity undertaken by SciCo either in Greece or abroad on a permanent or/and temporary basis on a full-time or/and a part time schedule.

SCICO Experts and Associates: refers to a range of paid individuals with scientific expertise who are committed to work with SciCo in certain projects or/and programs in Greece and internationally that may provide access to children as part of such program or project.

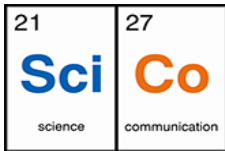
SCICO Volunteers refers to a range of persons who are working voluntarily in our project and programs and may come into contact with children as part of the program/project activities.

All of the above persons ie SciCo Staff, SciCo Experts and Associates and SciCo Volunteers, collectively shall for the purposes of application of this Child Protection Policy be hereinafter referred to as ‘Employees’ of SciCo.

Child Protection: the responsibility to ensure that staff, operations and projects or/and programmes do no harm to children, do not expose children to the risk of harm and abuse and that any concerns about children’s safety are reported to the competent authorities. This includes both preventative actions to minimize the chances of harm occurring to children, as well as responsive actions to ensure that incidents which may happen are appropriately handled and reported. The “do no harm principle” refers to organizations’ responsibility to minimize the harm they might be doing inadvertently as a result of their organizational activities.

Child abuse includes actions or omissions which directly or indirectly harm children or damages their prospect of a safe and healthy development into adulthood

Sexual abuse is the involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include



non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

Sexual Harassment: please see definition in the policy PSEA (protection of sexual exploitation harassment and abuse)

Physical abuse is the non-accidental use of physical force that deliberately or inadvertently causes a risk of/or actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.

Emotional abuse involves doing harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g. bad name calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.

Child exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity; (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

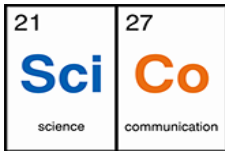
II. Principles that guide SCICO activities

2.1 SCICO's Child Protection Policy is based upon the following principles:

Non-discrimination: The rights of the child apply to all children without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, sexual orientation, gender identity, or other status.

Best interests of the child: In all actions concerning children, the best interests of the child shall be a primary consideration.

Right to life and development: Children have an inherent right to life and to protection from violence and suicide. Development should be interpreted in its broadest sense,



embracing the child's physical, mental, spiritual, moral, psychological and social development.

The right to be heard: Involving children in decision-making at individual, family, organisation and policy level in society is key to realising their rights. Children should be empowered to understand and enjoy their rights. They should be made aware of what is acceptable and what is not and what they can do if there is a problem or a concern.

Do no harm principle: In line with the International Child Safeguarding Standards, the "do no harm"² principle refers to minimising any harm that may be caused inadvertently as a result of activities of SciCo.

Transparency and accountability: Transparency and accountability are essential to ensure that poor practice can be addressed appropriately, potentially abusive behaviour challenged and best practice promoted.

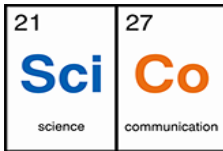
Data protection: All processing of personal data of children, including in communication and media activities, should be conducted in line with the Regulation outlining a data protection system for personal data files.

2.2 Furthermore the following guidelines must be followed SciCo's Employees:

- Any activity that results or may result in any kind of harm and/or abuse of children is strictly prohibited. The present policy is mandatory for all those who work for or on behalf of SCICO, including permanent or/and staff, associates, volunteers or/and experts of any kind.
- Although training, advice and support will be provided, everyone should actively participate so that they can carry out their responsibilities towards the protection of children.
- We work within the framework of international and national laws and policies regarding safeguarding.
- All reports of concern regarding the safety and protection of a child will be taken seriously. Where necessary, appropriate steps will be taken to protect the child and to take action against the alleged perpetrator.
- Child Protection must be integrated in all aspects of the organizational work, including recruitment, management and behaviour of the staff employed by SciCo.

2.3 Guidelines for conduct

² Child Safeguarding Standards and how to implement them, Keeping Children Safe (2014). Available at www.keepingchildrensafe.org.uk



SciCo's Employees should ensure that all individuals involved in activities with children sign a commitment to adhere to the principles and procedures outlined in this policy. In particular, all individuals participating in SciCo projects and activities involving children should take note of the following guidelines for conduct.

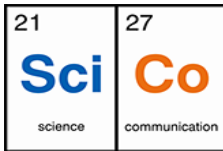
a. Code of conduct for individuals involved in SciCo activities:

i. Individuals participating in activities involving or concerning children should:

- Comply with all relevant laws concerning the protection of children in the country where the activity takes place;
- Have full regard to the principles outlined in this policy;
- Inform children of their rights in a way they can understand, including by identifying the person, authority or service where to seek advice/complain in case of problem;
- Be careful about perception and appearance in their language, actions and relationships with children; their behaviour should demonstrate respect for children and their rights;
- Ensure that all physical contact with children is appropriate in the given local contexts;
- Use positive, non-violent methods to manage children's behaviour;
- Where possible and practical, follow the 'two-adult' rule, wherein two or more adults supervise all activities that involve children, and are visible and present at all times;
- Talk to children about their contact with staff or others and encourage them to raise any concerns;
- Take appropriate action as required where they become aware or suspect that a child has experienced or is experiencing abuse (see section 6);
- Comply with child protection related investigations (internal and external) and take steps to make available any documentary or other information necessary for the completion of the investigation.

ii. Individuals participating in activities involving or concerning children should not:

- Spend excessive time alone with children away from others;
- Take children to their home, especially where they will be alone with them;

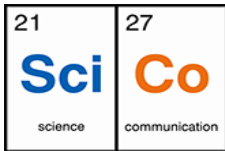


- Use any physical forms of punishment on a child;
- Discriminate against, show different treatment toward, or favor particular children to the exclusion of others;
- Expose children to hazardous work;
- Stigmatise children (for example, based on gender, race, ability, class, or another factor);
- Ignore a situation where a child is experiencing or is at risk of harm; they should take appropriate action (see section V below under the title Reporting Procedure(s) and Complaint Mechanism);
- Violate children's other rights (for example, their right to privacy, to information and to participate in decisions concerning them).

b. Guidelines for using images and stories about children

When developing and using photos or videos featuring children involved in SciCo activities and projects, the following principles should be respected:

- **Informed consent:** Permission should always be sought from the children themselves before taking images. To the greatest extent possible, the organisation should acquire informed consent of the child, the child's guardian, and/or the institution responsible for the child, before using any photo or video for publicity, fundraising, awareness raising, or any other purpose. The purpose should be made clear to the consent giver.
- **Privacy:** Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk should not be used in any form of communication for general or public purposes. Geotagging of images should be disabled when taking photographs.
- **Security:** Information about children's lives and images of children (including information stored on a computer) should be kept in secure files. Access to these should be limited to those who need to use them during the course of their work.
- **Portrayal:** Images of children should portray the children in a dignified and respectful way. The image should not shame or embarrass a child and should be presented in context.



III. Measures to safeguard the welfare of children

Preventive actions - mainstreaming child safety into SCICO activities

3.1. Child safety and human Resources

Child Protection runs across the whole organization and the concept of thinking about Protection- and reducing risk – has been embedded in everything that we do, from recruiting a staff member, to selecting an associate or/and a volunteer, through to running an activity and designing and implementing a programme or other institutional activity.

3.2 Staff, Associates and Volunteers

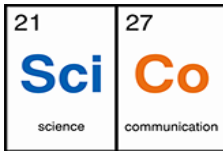
As a condition for working with SCICO, all staff (permanent or temporary), associates, experts and volunteers, as well as all those acting on behalf of SCICO, such as consultants or/and trainers are required to undergo the following:

1. Actively reiterate their acceptance and commitment to the present Child Protection Policy for working with children by signing a written statement that they have read and understood the Child Protection Policy and stating their commitment to adhere to the Child Protection Policy's principles and procedures.
2. Sign a personal declaration stating any criminal convictions, including spent convictions. In addition, they will be asked to provide a recent certificate of their criminal record (as SciCo's absolute discretion).
3. Satisfactory clearance through a police check (certificate of their criminal record) conducted by the responsible authorities. The certificate needs to provide clearance for having no convictions for working with children.

3.3 Recruitment Process:

During the recruitment process SciCo is obligated to adhere to the following principles:

- Staff, volunteers, experts, and consultants are recruited to clear job or role descriptions that clearly detail the organization's values and commitment to its Child Protection policy and includes a statement on the position or role's responsibilities to meet the requirements of SciCo's Child Protection Policy.
- All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and SciCo's commitment upon strict observation and adherence to the Child Protection Policy

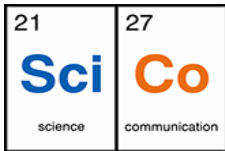


- Selection of Candidates is assessed through focused questions;
- All candidates must be made aware of and understand the principles of the organization's values and Child Protection Policy,
- All candidates are obliged to bring with them to interview their identity card or/and other means of identification.
- During the interview, the interviewer explores any gaps and changes in employment history, as well as any discrepancies arising from information supplied by the candidate. After the selection is completed, the candidate is asked to send copies of documents confirming any necessary or relevant educational and professional qualifications and once all pre-employment checks are completed, an offer is sent to the candidate which includes the detailed Child Protection Policy.
- Reference checks: SciCo reserves the right to apply the following reference check procedures to any candidate applying for a post within SciCo, either as staff member or/and as an associate or/and as expert or/and as a volunteer:
 - i. Contacting references indicated by prospective staff, associates, experts or/and volunteers, including close family member to the applicant.
 - ii. Contacting previous employers/agencies to check if the prospective staff or volunteer is eligible for rehire, as well as to ask about the ability of the applicant to work with children.
 - iii. Verbally verifying written references via telephone or other means of contact.
 - iv. Researching a candidate online and checking for red flags for working with children (i.e. Google Search, any national sexual predator web sites, and social networking sites).

3.4 Child safety and projects

SCICO programmes and projects, along with their respective activities must take into consideration any potential risk of harm towards children at all stages, from initial program/project design to implementation and evaluation phase.

1. Child Protection must be considered at every stage, from project/program design and must be reviewed regularly as part of the monitoring of the project's implementation. In this framework risk assessment checks are conducted during the design phase of a project/program, the implementation phase as well the closure phase in order to identify areas that are of high risk of child exploitation or abuse.

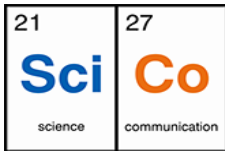


2. Child Protection policies should be taken into consideration for partners identification purposes. When reaching out to partners, particularly for proposal development and potential future collaboration in projects that entail direct contact with children, the project manager in charge needs to assess whether the partner in question is in alignment with SCICO Child Protection Policy and overall philosophy as regards child protection. Once the checks are completed, potential partners are asked to declare their commitment to the SCICO's Child Protection Policy.
3. All designed and implemented activities should be age-appropriate and safe for children. Respective checks are also conducted.
4. Parental Consent Form (or that of a legally appointed guardian) must be obtained in written and in a language understood by the guardian, prior to conducting activities that require children's participation.
5. Any service provision and/or activity that provides internet access should not expose children to risk of harm and abuse, such as online grooming or exposure to pornography. Access to age-inappropriate content should be denied and protective filters should be placed in advance. Relevant IT equipment to which children have access must be placed in a public area, where it can be supervised by adults.
6. Child protection policies and procedures will be subject to regular monitoring and evaluation to ensure proper actions are taken, to properly document any issues or concern and to channel lessons learned back into programming, either for better future design or for re-calibration of existing activities.

3.5. Child safety and dissemination and Communications activities

This section considers the actions that need to be taken to ensure that Child Protection is included in dissemination and communication activities and material.

1. All staff members, associates, volunteers and experts must ensure that the safety of children will not be in any way compromised by disseminating or publishing images, videos and/or content of them.
2. Children's right to privacy should be respected at all times. No image, video or any other type of content should be disseminated or published unless the parent, legal guardian or the person responsible for the child provides explicit permission to do so. The objective and use of content must be explained to the guardian in advance, in a language that he/she can understand. Children have the right to refuse taking part, even if the responsible adult consents.
3. All dissemination and communication material and content must respect children's dignity.
4. Media or communication material should not include information that could be used in order to identify children depicted or their location. Such information



includes children’s full name, their address or any other easily identifiable sign that could be used to locate them.

3.6. Data protection

The information that is collected during the above-mentioned activities will only be used for the purposes of SciCo’s activities or/and Programs and shall be processed according to the requirements of the applicable legislation and regulation.

Safeguarding manager

Mrs with e-mail and telephone number is hereby appointed as the Child Protection Focal Person (CPF).

The Child Protection Focal Person (CPF) will be responsible for:

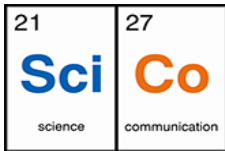
- Promoting awareness and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Policy and reporting on developments at Team meetings and for reporting to the management of SciCo.
- The development of child protection training resources are required.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on child safeguarding issues.

The name and contact details of the CPF will clearly be displayed in the offices of SciCo and all personnel, associates, experts or/and volunteers will be made aware of the role and of its contact details.

The disclosure of personal information about children, including legal cases, will be limited to those employees, experts, volunteers who need to know. The management team of SciCo will have the overall responsibility to oversee and ensure the Child Protection Policy’s implementation.

V. Reporting Procedure(s) and Complaint Mechanism

5.1. Alert Mechanism. All staff, volunteers, experts, associates should be alert to signs that may suggest a child is in need of help. Everyone who works with and engages with SciCo has a responsibility to ensure that children are protected. The reporting



procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

All witnessed, suspected or alleged violations of SciCo's Child Protection Policy will be immediately reported to the Safeguarding Manager) – using the safeguarding reporting form (Annex 1). These records will be stored securely with access limited to the SM;

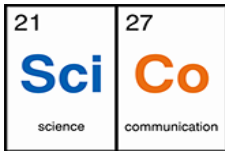
5.2 How a concern about abuse might arise at SciCo

Awareness of the possibility of a child being abused might be raised in a number of different ways:

- A child may disclose abuse or give reason to suspect that they or another child are being abused or at risk of significant harm
- A parent or other adult may raise a concern about either their own or another child
- A member of staff or volunteer may be suspected of abusing a child.

5.3 Responding to suspected abuse

1. If anyone acting for or employed by SciCo has reason to believe that a child is suffering or likely to suffer significant harm, then the safety and welfare of that, or any other child likely to be affected, is the paramount consideration in deciding what action needs to be taken. The concerns must be discussed with their supervisor, and then with the Child Protection Focal Point. If the concerns concern their supervisor, the concerned person should report directly to the Safeguarding Manager
2. The concerns should be discussed with the Safeguarding manager and the discussion should focus on:
 - The nature of the concerns
 - The risks to the child
 - Action /next steps
 - The discussion should better take place on the same working day or as soon as possible.



3. Detailed written records should be kept of all events and of what the child has said when applicable

5.4 The responsibilities of the Safeguarding manager

The SM will act on the concerns or allegations in a confidential in accordance with the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from. The CPF will take appropriate action to protect the child/children in question from further harm during and following an incident or allegation.

An assessment of the specific kind of support and assistance that is needed by the child(ren) affected by the incident will be immediately offered. This may also involve arranging a medical assessment.

The relevant contact details for child protection services, local services department, policy, emergency medial help and help lines will also be readily available and easily accessible (.).

The SM will be responsible to contact the child's family (or guardian) and inform them of the incident and assistance provided.

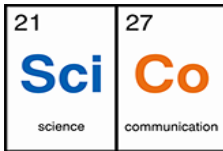
A safeguarding report (annex 1) must be compiled to document details of the incident. The "best interests of the child" must be considered throughout the process. An assessment of the specific kind of support and assistance that is needed by the children affected by the incident will be offered.

5.5 Disclosure of Abuse

If a child divulges information to a SciCo staff member or volunteer about being abused, mistreated or in danger, but requests that such information is not passed on to others, the following steps should be followed:

- The child should be informed that it may not be possible to protect his/her confidentiality and that the matter might be discussed internally at SciCo
- The staff member or volunteer, or SM should make all efforts to help the child understand the need for seeking appropriate help
- If it is felt that the child is at risk of significant harm, it will be necessary to refer the matter to the Public Prosecutor for Minors and the competent Social Services, thereby breaching the child's confidentiality. However, the child should be informed as fully as possible of what is happening and why.

If a child discloses significant harm, the staff member or volunteer should listen carefully, giving the child time and attention. The child is never to blame in situations of abuse and should be reassured that they have done nothing wrong,



either in relation to the abuse or in reporting it. The aim is to facilitate the disclosure (but not to cross-examine) in order to determine whether there is real cause for concern. The responsibility for undertaking any investigation lies with the competent authorities (Public Prosecutor for Minors, competent Police Departments, and Social Services)

The child must be informed, whenever possible, about any action being taken on their behalf and what is likely to happen. If there is no immediate danger, it is advisable to give the child time to fully understand what action is being pursued and why before proceeding.

Information concerning the disclosure, or any other child protection concerns, should be recorded as soon as possible. The record should include:

- The date and time of the interview or disclosure
- The child's case/file number
- Any injuries noted
- An assessment made by the staff member or volunteer as to why the information given constitutes a child protection concern
- Action taken by the staff member or volunteer

The record should be signed and dated and a copy sent to the and SciCo's Safeguarding Manager.

5.6 Reporting abuse

Any action to be taken will be determined by the urgency and seriousness of the circumstances. Where there are serious concerns to the child's safety, act immediately. If the Child Protection Focal Point is not available, discuss the matter with your supervisor. Delaying the process may place the child at further risk.

If the personal safety of the child is immediately threatened, urgent action must be taken. In most cases, this will mean contacting the competent authorities.

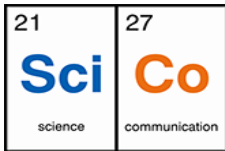
VI. Implementation and Monitoring of the Child Protection Policy and Sanctions

The Child Protection Focal Point and the management team of SciCo are ultimately accountable for this policy and responsible for its implementation.

The monitoring of adherence to this policy must be constant and an on-going basis.

Breaches of this policy and failure to comply with these responsibilities may incur the following sanctions:

- For SciCo Staff - disciplinary action leading to possible dismissal.



- For SciCo Experts and Associates or Volunteers - up to and including termination of all relations including contractual and service agreements with SciCo.
- Where relevant - appropriate legal or other such actions.

Where concerns exist about the conduct of SciCo Staff, SciCo Experts and SciCo Associates, or SciCo volunteers in relation to Child protection and/or where there has been a breach of the Child Protection Policy, this will be investigated under this policy by consideration of referral to statutory authorities for criminal investigation under the law of the country in which they work; and/or by SciCo in accordance with disciplinary procedures. This may result in disciplinary action for SciCo Staff.

Be aware that if a legitimate concern about suspected Child abuse is raised, which proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusations of Child abuse.

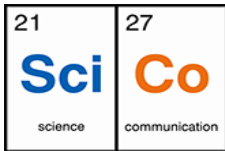
All SciCo staff and everyone working with or on behalf of SciCo has a responsibility to ensure that children are safeguarded and fully protected from any kind of harm or abuse and remain at all times accountable, towards SciCo's beneficiaries and children in particular.

All concerns should be reported in accordance with procedures outlined in this Child Protection Policy.

VI. Review of the policy

The present policy shall be reviewed on a three-year basis as well as whenever a substantial change in the national, European or international institutional framework is made in order to remain relevant to context and reflect any significant change that may take place in relation to SCICO's strategic priorities or project/programme management cycle.

This Child Protection Policy has been reviewed and approved by the dated
Board of Directors Meeting of SciCo:



Annex 1 Safeguarding Report Form

If you have knowledge that a child might be at risk of harm, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at SciCo (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the SM or you may wish to complete the report afterwards.

Also use this form to report an accident or incident. An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. An incident is an unpleasant or unusual event.

The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the CPF, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

1. About you

(the Reporter of an incident under the Child Protection Policy)

Your name:

Your job title:

Nature of your contact with the child:

Contact details:

Tel:

E-mail:

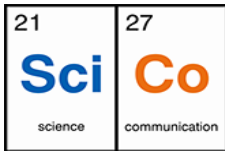
2. About the child

Child's name:

Child's gender/gender identity:

Child's age:

Child's address:



Child's parents/guardians:

Has any treatment been given to the child? If yes, what kind of treatment?

Did you refer the case somewhere? If yes, where?

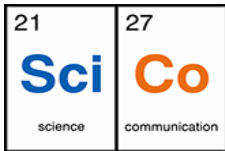
3. About your concern; Details of incident

Was the incident: Observed by you/ Suspected or Disclosed by someone else

If the concern was shared by someone else, please state who and their relationship to the child:

What happened? Give cause (how and why) if known - If you include personal observations please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

Did the child/young person or another source say anything to you [if relevant] and how did you respond to him or her: [Do not lead the child. Record actual details]



Date of the alleged incident:

Time of the alleged incident:

Location of the alleged incident:

Name of the alleged perpetrator (if applicable):

Were there any other children/people involved in the alleged incident?

Are any other children at risk of harm?

Action taken by you:

Signature:

Date:

For completion by the Child Protection Focal person:

Incident/Accident investigated:

Yes / No

Written investigation report necessary:

Yes / No

Written investigation report necessary:

Yes / No

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be attached to the present report for extra clarity.