

SAFEGUARDING POLICY



**DEFENCE FOR CHILDREN
INTERNATIONAL
GREECE**



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INTRODUCTION

TO DEFENCE FOR CHILDREN INTERNATIONAL'S – GREECE SAFEGUARDING POLICY

As an organisation working primarily with children, but also with youth and vulnerable adults, we recognise the particular safeguarding responsibilities that we have in regards to keeping our beneficiaries safe. This commitment is at the heart of our mission and values.

Though many safeguarding principles apply universally to both children and adults, specific considerations relating to children will be referenced throughout this document. However, we invite you to apply all safeguarding principles mentioned in this document to any possible scenario of concern.

Our Safeguarding Policy is a comprehensive framework that outlines our commitment to ensuring the safety and protection of all children and adults who come into contact with our organization. At its core, safeguarding is about protecting our beneficiaries from harm that occurs as a result of their coming into contact with our Organisation. Whether they are participants in our programs, visitors to our premises, or individuals we encounter during our work, we are dedicated to creating an environment where children can thrive, learn, and grow without fear. We also commit to safeguarding the physical and mental wellbeing of our own staff and team members.

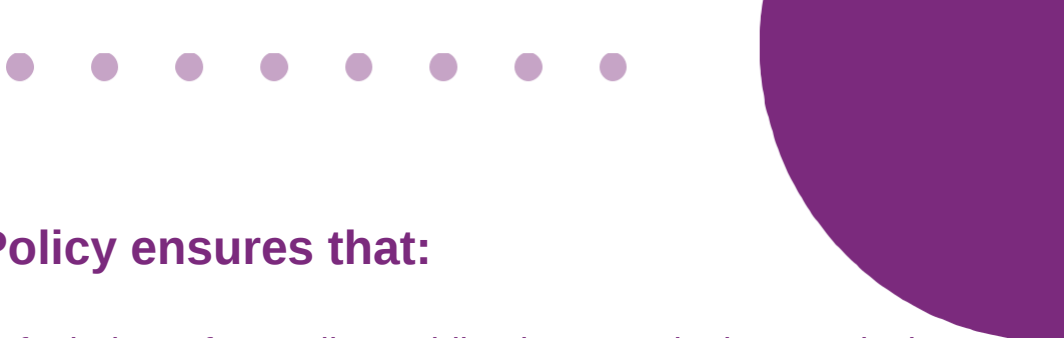
This policy reflects the standards and Policies adopted by the entire DCI Movement which are rooted in international human rights law. This policy is the product of dedicated efforts put primarily by the Organisation's staff and its Advisory Board of Experts, as well as, of our engagement and target discussion with our focal groups within the communities we serve. Our Safeguarding Policy underscores our unwavering commitment to preventing abuse and responding effectively if any concerns or allegations arise.

Our Safeguarding Policy is not just a set of rules; it is a promise to our beneficiaries that their safety and well-being are our top priorities. By adhering to this policy, we can work together to ensure that every child and adult we

encounter experiences a nurturing, respectful, and secure environment where they can thrive and reach their full potential.

We invite all members of our organisation, including staff, volunteers, partners, and stakeholders, to join us in upholding this commitment and making the world a safer place for children and every vulnerable individual. Together, we can create a positive and lasting impact on the lives of the people we serve.





The Safeguarding Policy ensures that:

- All staff are aware of their safeguarding obligations and the particular safeguarding risks that apply to children and vulnerable adults. Additionally, everyone who comes into contact with our organisation is informed of our commitments to safeguarding and knows how to report any concerns.
- Guidelines and procedures are in place for the protection and well-being of children with whom we work or otherwise come into contact.
- The organisation, and its staff are aware of child protection issues - i.e. abuse, neglect, exploitation and violence – and how to appropriately prevent, recognize and respond to them.
- Actual and suspected cases of abuse are always reported and responded to.



Who the Safeguarding Policy applies to:

- Anyone who represents the organization, including staff, volunteers and interns.
- All those acting on behalf of or sub-contracted by DCI-GR.
- All partner organizations supported by DCI-GR in cases where they do not already have a policy that reflects an equivalent standard of protection for children.



When and where the Safeguarding Policy applies:

The safety of children and vulnerable adults is everyone's responsibility. This policy applies to DCI-GR staff at all times, both inside and outside normal working hours. The Safeguarding Policy covers all areas of our work, from programming, and advocacy to support services. It will be reviewed and updated on a regular basis according to the internal rules of the DCI Movement. The main components of the policy include:

- **Commitments and areas** that pose safeguarding risks specific to the context in which we operate
 - **Recruitment and HR:** We ensure that our recruitment procedures adequately assess the suitability of potential applicants to work with children.
 - **Awareness Raising and Training:** We ensure that all staff are aware of their responsibility to safeguard children and know how and when to recognize and respond to child protection concerns. We will ensure that all staff are regularly receiving updated training on Child Safeguarding issues and responses. Also, we will involve children by making them aware of their rights and their active role in child protection through child-friendly awareness sessions.
 - **Our Code of Conduct:** There is in place a Code of Conduct that all staff must read, agree to and sign.
 - **Reporting Mechanism:** We ensure that all staff are aware and able to implement our procedures for reporting child protection concerns. All stakeholders are informed about the Child Protection Focal Point which is part of a secure and transparent reporting channel.
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- **Responding and Referrals:** We place the best interests of our beneficiaries as the first priority in all instances, and ensure that we do not place the child at any further risk.
- **Commercial publications and images:** We ensure that children are appropriately represented in our commercial publications and reports. The permission of the child and/or the child's guardian will be sought before using images in our publications. Their agreement will be reflected on a consensus form signed by them.





DEFENCE FOR CHILDREN INTERNATIONAL - GREECE

Defence for Children International – Greece’ was established in 2016 with a clear mandate to develop its own programmes aiming to fill in the existing gap in the child protection system and advance children's rights in the country. Since the DCI Greece’s inception in 2016, we are one of the few human rights organizations in Greece acting as a watchdog of the implementation of children's rights and working directly at a UN level in this regard.

Through our main pillar, the Rights Helpdesk, our team of experts strives to be by the side of the most vulnerable children/ youth and adults and provide for their peculiar needs.

By employing a trauma-informed holistic approach, we bring our beneficiaries in visibility and safety.

We operate on the mainland but also at the border island of Lesbos.

The services provided through our Helpdesk have received a Global Award for their high quality and impact.



Our target population:

- Alone children on the move
- Abused children
- Single mothers, survivors of trafficking and exploitation
- Vulnerable families
- Youth Transitioning into adulthood

Services we Offer:

- Outreaching to homeless children with or without their caregivers
- Transferring homeless children to safe housing (state shelters)
- Providing legal support and representation to displaced people during the asylum procedures
- Supporting alone children to be reunited with their families abroad
- Providing sociolegal and mental health support to children and youth
- victims of violence
- Focusing on empowerment through participatory expressive art methods, healing and mentorship activities (Forum Theater, Story telling etc)
- Delivering mass information sessions to the refugee communities about their rights, the existing risk factors but also the durable solutions available to them





SCOPE OF THIS POLICY DOCUMENT

This Safeguarding Policy applies equally to all DCI-GR staff including, but not limited to, staff, volunteers, interns, consultants and other outsourced partners. The policy as well as its associated Code of Conduct applies both inside and outside normal working hours.

Staff and representatives of partner organizations are also required to safeguard the children with whom they work. We require our partners to have a Safeguarding Policy in place, otherwise, we are keen on supporting them to develop one, otherwise, they are obliged to follow our policy. Any partnership agreement will clearly outline this requirement.

Our organisation adheres to the principle that everyone who works for (including all those affiliated with the organisation: staff members, contractors, interns, volunteers, board members, etc.) must take all possible precautions to protect the children with whom they come into direct or indirect contact. As people affiliated with the organisation are effective representations of the organisation, this applies to their DCI-related activities **as well as in their private life**. They should avoid actions or behaviour which may constitute poor practice, potentially harmful and/or abusive behaviour and/or any action which is not in the best interests of the child, young person or otherwise vulnerable person or which could even constitute a child rights violation. We commit to ensuring that where applicable clear child safeguarding measures are put in place for working with partners (assessment, agreement, support, capacity-building and monitoring and evaluation).



DEFINING HARM

Harm includes ill treatment (including sexual abuse, exploitation and forms of ill treatment which are not physical); the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural); self-harm and neglect; unlawful conduct which adversely affects a person's, rights or interests.

DEFINING CHILD ABUSE

A child refers to any person under the age of 18 years, in accordance with Article 1 of the UNCRC.

Definition of Child Abuse

For the purposes of this Child Safeguarding Policy, child abuse refers to any act or failure to act that results in or could result in harm, potential harm, or threat of harm to a child. Child abuse can take various forms, including but not limited to:

Physical Abuse: Involves the use of physical force so as to cause actual or likely physical injury or suffering.

Actual physical abuse:

- smacking, punching, beating, shaking, kicking, burning, shoving, grabbing
- hitting a child with an object
- leaving a child in an uncomfortable/undignified posture or unsafe or unclear environment
- forcing a child to work for long periods of time or in poor conditions
- harmful traditional practices that cause physical injury
- bullying

- physical punishment
- allowing older children to harm younger children

Potential physical abuse:

- threatening to harm someone
- encouraging older children to harm younger children
- exposure to dangerous environments

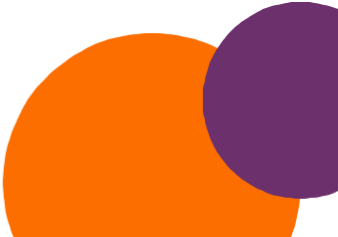




Emotional Abuse: Involves humiliating and degrading treatment.

- isolating/excluding/discriminating against a child
- stigmatising a child
- failing to provide a supportive environment
- treating a child with disrespect or disdain
- belittling, blaming, scaring, or ridiculing
- spreading rumors about a child blackmailing a
- child

Sexual Abuse: Child sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Sexual abuse is evidenced by an activity between a child and an adult or another child who, by age or development, is in a relationship of responsibility, trust or power; the activity being intended to gratify or satisfy the needs of the other person. Child sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact and penetrative or non-penetrative acts. This may also include involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways. Sexual abuse or violence may or may not involve actual contact.

- any sexual activity with a child: vaginal or anal intercourse, oral sex, touching of genitalia, kissing or holding in a sexual manner
 - forcing a child to watch or perform sexual activities
 - obscene remarks - written or verbal exposure to or use
 - of pornography
 - involve children in the production of, pornographic material
 - sexually intrusive questions and comments forced or early
 - marriage
 - encourage children to behave in sexually inappropriate ways
- 
- 



Neglect: Involves the failure to provide for a child's basic needs: Health, education, emotional development, nutrition, shelter and safe living conditions, in the context of resources reasonably available to the family and which causes, or has a high probability of causing, harm to the child's health or physical, mental, spiritual, moral or social development.

- Deliberately or through carelessness or negligence, failing to provide for, or secure for a child's right to physical safety and development.



Exploitation:

Child exploitation refers to the use of children in work or other activities for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social development. Exploitation often takes two main forms:

Economic exploitation: The use of a child in work or other activities for the benefit of others.

- Child domestic work or indentured labor
- The use of children in criminal activities including the sale of drugs
- The use of children in armed conflict and as child soldiers
- The involvement of children in harmful or hazardous work

Sexual exploitation: The abuse of a position of vulnerability, position of power, or trust, for sexual purposes, includes profiting monetarily, socially and politically for the exploitation as well as personal sexual gratification.

- Child prostitution
- Child trafficking for sexual abuse and exploitation
- Child pornography
- Sexual slavery



Abuse from child to child: also known as peer or sibling abuse, refers to incidents where one child or young person harms another physically, emotionally, or sexually. It can occur in various settings, such as schools, homes, residential facilities, or community spaces. The abuse may be intentional or unintentional, and it can affect children of all ages.

- Physical aggression: Hitting, kicking, pushing, or any form of physical harm inflicted by one child on another.
- Verbal or emotional abuse: Insults, threats, name-calling, spreading rumors, or any behavior meant to intimidate or humiliate another child.
- Sexual abuse: Inappropriate touching, coercing other children into sexual acts, or any form of unwanted sexual behavior.
- Cyberbullying: Using electronic communication to harass, embarrass, or target another child.
- Social exclusion: Deliberately isolating or ignoring another child, causing feelings of rejection and loneliness.
- Taking belongings: Stealing or damaging another child's possessions without their consent.
- Coercion and control: Forcing another child to engage in activities against their will or under duress.

In the case of child-to-child abuse, both children are protected under our CSP since the child inflicting abuse is both the victim and abuser.

This definition of child abuse encompasses a wide range of behaviors and actions that can potentially harm a child physically, emotionally, or psychologically. It is essential to be vigilant and take proactive measures to prevent, identify, and address any instances of child abuse within our organization, adhering to the principles and procedures outlined in this Child Safeguarding Policy.





SHARING INFORMATION AS A MEANS OF PREVENTION

Sharing information about abuse is essential to prevent any potential risks. This section outlines the key aspects of child abuse awareness, associated risks, and proactive prevention strategies.

1. Types of Child Abuse:

See above where types of harm and abuse are mentioned. (p.11)

2. Recognizing Signs of Abuse:

Sharing information amongst others between staff, volunteers, partners, consultants, interns, caregivers and children is essential in identifying signs of abuse. Some indicators may include unexplained injuries, sudden changes in behavior, withdrawal, fear, depression, self-harm, difficulty in concentrating, and signs of physical neglect or malnutrition. It is crucial to create a supportive and open environment where children feel safe to communicate their concerns.

3. Risk Factors:

Awareness of risk factors associated with child abuse helps in early detection and prevention. These risk factors may include family stress, substance abuse, domestic violence, parental mental health issues, social isolation, and inadequate supervision. Understanding these factors can assist in offering targeted support to vulnerable families and children.



4. Reporting Procedures:

Educating all staff members, volunteers, and stakeholders about the proper reporting procedures for suspected child abuse. Clear guidelines on how to report concerns, maintain confidentiality, and cooperate with authorities are vital in ensuring timely and appropriate action is taken.

5. Prevention Strategies:

Preventing abuse is a collective responsibility that involves various measures. Our organization is committed to implementing proactive prevention strategies, such as:

- a) Screening and Training
- b) Code of Conduct
- c) Safe Environment for children
- d) Parent and Caregiver Engagement: Encouraging open communication with parents and caregivers to foster a supportive environment and provide them with resources to promote child well-being, in addition to providing guidance on how to safeguard children from abuse.
- e) Educational and Raising Awareness Programs: age-appropriate educational programs for children to raise awareness about personal boundaries, healthy relationships, and reporting mechanisms.

Education & Training

The Safeguarding Policy needs to be understood accurately by all staff and representatives of DCI-GR. Awareness-raising and training are essential to its effective implementation. It is the responsibility of the Protection Focal Point to ensure:

- All existing DCI-GR staff and representatives receive a briefing on this Safeguarding Policy and associated Code of Conduct before the policy comes into effect. They will have an opportunity to ask questions and give feedback on the policy before it is finalised for implementation.
- All new staff and representatives receive a briefing on this Safeguarding Policy as an integral part of their induction process. This should be completed during their first week in post, and before they have any direct contact with children.
- Regular and open discussion of the Safeguarding Policy and Code of Conduct in team meetings. Receiving updated training from internal or external experts on Child Safeguarding matters. Once a year at least.
- All partner organizations are aware of their responsibility to have and implement a Safeguarding Policy, and are given appropriate support to enable them to develop their own policy. The Protection Focal Point also has a role to play in monitoring the implementation of the child safety measures in partner organizations.





PREVENTION

To prevent abuse, we need to create and maintain an environment, which promotes our organization's core values in the DCI-GR programs.

A wide range of actions can support that: The main focus is on implementing suitable human resource recruitment and development approaches. Combined with this, it is essential that we listen carefully to our beneficiaries including children, take their views seriously, encourage them to participate in discussions on protection issues, and offer them the opportunity to build trust-filled relationships. It is clear that child abuse is less likely to occur within a context that fosters child participation at all levels.

1. The highest standards of selection, recruitment and verification procedures are applied. Applicants for any position paid or unpaid, should disclose any previous criminal record. This is accomplished through providing a police check or any other appropriate check, and cross-checking of references.
2. All co-workers receive adequate training and sign the code of conduct confirming their understanding of, and commitment to, our child protection policy.
3. All co-workers are provided with orientation regarding the child protection policy during the first month of their employment.



4. Child protection is a regular topic in all training programs.
5. Through training and the sharing of experiences, we learn the difference between appropriate and inappropriate behavior.
6. Children are enabled to assume roles in their own development and protection. They are encouraged to participate in all matters affecting their lives and are involved in discussions on their rights. Children discuss what acceptable and unacceptable behavior is and what they can do if they feel something is not right.
7. Each child is offered individual development opportunities tailored to his or her needs and potential.
8. All children have access to support services when needed.
9. We support awareness raising and capacity building of parents, caregivers, community and key stakeholders on child safeguarding measures as prevention and response.
10. Through our advocacy work within communities, professionals, CSOs, key stakeholders from the official child protection systems are strengthened which better prevent and respond to issues of child protection raised by children and youth.





REPORTING AND RESPONDING TO HARM

All DCI-GR staff have an obligation to report any suspected or actual case of abuse, exploitation or violence against a child in relation to the work of DCI-GR and its partners. Incidences of abuse may come to your attention by direct disclosure, observation, suspicion or allegation.

The following reporting procedure is to be followed for cases relating to the work of both DCI-GR and its partner organisations. It does **not** apply to external cases (i.e. unrelated to the work of DCI-GR or its partners), for which the relevant state and local authorities should be contacted instead. However, we do provide guidance on which the responsible authorities are and how to proceed.

All staff should be made aware of these guidelines, and they should be prominently displayed in all DCI-GR offices. See CSP tool 6 for a diagrammatic version of this reporting procedure.

What to do if you see or suspect abuse in a DCI-GR programme or partner:

1. If you are concerned about the safety of a child associated with DCI-GR or its partners i.e. you see or suspect abuse or a child discloses abuse, or if there is anything which constitutes a cause for concern, **you have an obligation to report your concerns** with the Child Protection Focal Point at the following email : Ms Pappa irispappa.dci@gmail.com. Preferably this should be done as quickly as possible, but no later than the first 24 hours. If the concern relates to the Child Protection Focal Point, then report your concerns to the Director Ms Tsekeri nantinatsekeri.dci@gmail.com and the member of the Advisory Board of Experts responsible for Child Safeguarding Issues Ms Adina Dudau adina.dudau@glasgow.ac.uk If neither none of the above individuals are available or if both the Child

Protection Focal Point and the Director are implicated in the case, contact the local Public Prosecutor within the Ministry of Justice.





2. Initially concerns may be reported verbally, by telephone or in person, but the **Reporting and Referral Form** should then be completed. The contact details such as the phone number and email of the child protection focal point are shared with all staff, stakeholders, volunteers, beneficiaries, partners, consultants etc. In addition, reporting boxes will be placed in a safe place in all DCI-GR'S venues. Both the verbal report as well as the written report should be made as soon as possible but no later than 24 hours from the moment the concern arises. See CSP Tool 7. This form must be filled out (with support where necessary) by the staff member who raises the concern. The report should be discussed with the Child Protection Focal Point. The Child Protection Focal Point is the Coordinator of the Children's Rights Helpdesk within DCI-GR.

3. Where serious concerns exist and where the child is at imminent risk, take immediate steps to **ensure the safety of the child**. It is essential to avoid delay if inaction may place the child at further risk. If, for any reason, it is impossible to discuss the matter with the Child Protection Focal Point before taking this action, they should be informed as soon as possible.

4. The Child Protection Focal Point and the Director will lead in implementing any appropriate action to be taken, **based on the best interests of the child**. If the situation involves an allegation against a DCI-GR employee, he/she will be suspended from contact with children until any investigation is completed and the situation resolved. The personnel involved in the investigation are the child protection focal point, the director, the investigation member of the Advisory Board of Experts, the child, her/his caregiver, the abuser/suspect and could be also psychologist, educator, the child's siblings, authoritarian body, and any person that is directly or indirectly involved in the abuse depending on the case.





5. We encourage any abuse to be reported to the **relevant state or local authority**.

6. **Access to appropriate professional services** will be sought for both the child and the family, in order to help them cope with their experience.

7. It is important to mention that any adults or children who will report any concern will be protected. Any adult or child reporting a child abuse incident or suspicion is protected and her/his identities remain confidential. Particularly, they will enjoy anonymity, the sharing will be confidential, they will be provided or referred to individually tailored legal and psychological support, they will have equal participation in the designing of the plan of actions.

8. False or malicious allegations may occur. In case of false or malicious allegations, the organization may conduct an investigation to know the reason and purpose of these false allegations and take proper action.

9. In case of conflict of interest at the level of the organization responsible for dealing with the incident. The child's best interest is our top priority. Where safeguarding concerns relate to both children and connected adults/caregivers, the priority for the organisation will be to act in the child's best interest first and foremost. As mentioned above, if the protection Focal Point and Director are implicated in the case, it is referred to the local Public Prosecutor within the Ministry of Justice.

10. Conducting Child safeguarding risk assessment in all our programs and prior to implementing any activities or projects.





What to do if a child tells you they have been abused:

There may be times when a child tells you they have been abused in some way; this is called making a **disclosure**. Your role is to listen to the child and to respond in a calm and supportive manner. Reassure the child that they were right to tell you and they have done nothing wrong. Use open questions that allow the child to tell their story while enabling you to get a clear understanding of what they are telling you. An example of an open question is; 'what happened next?' Never probe the child with leading questions. An example of a leading question is; 'then did s/he touch you?' Remember that your role is not to investigate the case; your role is to report what you heard. Take what the child says seriously, even if it involves an allegation against someone you feel sure would not harm them, or you find it hard to believe them.

Be honest with the child. Never promise to keep the disclosure a secret, even if the child asks you to. Let the child know you are obliged to tell someone else in order to help them. Explain to the child what will happen next.

Follow the reporting procedure outlined above: Report the disclosure to the Child Protection Focal Point as soon as possible, or within the first 24 hours; and, record what the child told you in the Reporting and Referral Form.

See **CSP Tool 11: Becoming Aware of Abuse** and **CSP 12: Dealing with Disclosure of Abuse by a Child** for further information on how to recognize abuse and how to respond appropriately to disclosure of abuse by a child.

Investigating the case of abuse: a guide for response

The Child Protection Focal Point will lead in deciding the appropriate response to an alleged abuser. Although the best interest of the child is the guiding principle behind each response, every possible measure will be taken to ensure the matter is dealt with sensitively and confidentially.





For concerns relating to a staff member of DCI-GR:

1. The person will be placed on leave or immediately suspended from contact with children immediately until any investigation is completed and the situation is resolved. The reason for leave or suspension will remain confidential to all staff and partner organizations other than the CPFP, the Director and the Advisory Board of Experts member.

The person against whom the allegation has been made will take part in a meeting with the Child Protection Focal Point and the Director in which the allegations against them will be discussed and they will have a right to defend their case.

2. If the allegation proves to be unsubstantiated then a written report detailing the situation will be filed.

3. If the meeting neither substantiates nor disproves the allegation, the CPFP and Director will determine a course of action to further investigate the case. The utmost care will be taken to ensure that the case remains confidential throughout the investigation. During the investigation, several steps are followed: an initial assessment of the case is conducted by the Child Safeguarding team (CS Team), namely CSF Point, Director and Expert from the Advisory Board, followed by a full incident assessment after informing the CS team, a risk assessment is performed to measure any actual or potential risks on the child or abuser (that could be a child as well) and determining mitigation measures accordingly. After the investigation, another assessment is conducted with the CS team to determine the action plan and executive plan. Once action is taken, a final assessment is performed to ensure the safety and well-being of the beneficiaries during which the case is closed. It is important to mention that regular follow-up is ensured if the child (victim or abuser) is indeed referred to a psychologist or any other service depending on the case.





4. If the allegation is substantiated, disciplinary action will be taken. Depending on the severity of the case, they may receive a written warning, their contract may be terminated or legal action may be taken against them.

5. Where possible, every substantiated case will be referred to appropriate services: the child to professional support services; and, the employee to local authorities.

For concerns relating to a staff member of a DCI-GR partner organization

1. DCI-GR may be asked to support partner organizations in the investigation of alleged abuse or breaches of the Code of Conduct.
2. These concerns should be referred to the Child Protection Focal Point for further support.
3. If the situation is not adequately responded to, DCI-GR reserves the right to terminate its partnership agreement.

In cases unrelated to the work of DCI-GR or its partners, the relevant state and local authorities should be contacted instead, as abovementioned.

Confidentiality

It is essential that confidentiality is respected at all times during the process of reporting, responding and investigating suspicions of abuse. A breach of confidentiality may have serious consequences for any children or adults involved. All records/reports will be kept in a secure and locked place with restricted access. Disclosure of information can be made only to relevant parties on a need-to know basis.





PUTTING THE POLICY INTO PRACTICE

Selection & Recruitment

Child safety is everybody's responsibility – at both the individual and organizational levels. Therefore DCI-GR is committed to implementing best practices in the recruitment of staff as well as in its selection of partner organizations.

How we recruit our staff and representatives:

DCI-GR will ensure that our recruitment and selection procedures reflect our commitment to child safety.

This means that:

- DCI-GR ensures that role descriptions, terms of reference, and assignment plans for paid and unpaid positions clearly outline both generic and specific responsibilities relating to child protection. See **CSP Tool 2: Example of Job Advertisement**.
- All interviews will include specific questions to assess the candidate's suitability to work with children and on broader child rights and child protection issues and attitudes towards children. See **CSP Tool 1: Guidelines for Interviews**.
- All candidates will require at least two specific professional references from previous employers and/or educational institutions before starting work. The references will be verified before any candidate is offered a position. The recommendations from friends and family members do not qualify as a professional reference. See **CSP Tool 3: Character Reference Form**.



- All staff and representatives will undergo police checks before starting their work if possible.
- All staff and representatives will be required to sign a declaration that they have no criminal convictions relating to offences against children. This is incorporated in the **Child Safety Policy/Code of Conduct Declaration**.
- All staff and representatives will be given a copy of the Child Safeguarding Policy and the Code of Conduct. They are required to sign a declaration that they understand and agree to be bound by it. See **CSP Tool 4: Child Safeguarding Policy Declaration**.

Our partnership agreements:

All organizations supported by DCI-GR will be given a copy of this Safeguarding Policy for their information. Where partners do not have their own policy reflecting a similar standard of protection, they will be required to sign an agreement to abide by the DCI-GR Child Safeguarding Policy. Partners will also be supported to develop their own policies; in this instance, partners will abide by DCI-GR policy until their own policy is fully developed. See **CSP Tool 5: Safeguarding Policy – Declaration for Partnership Agreement**.





External Visitors

All external visitors from donors, media outlets or other NGOs, for example, must be provided with a copy of this Safeguarding Policy and associated Code of Conduct. They should receive a briefing on the policy from the Child Protection Focal Point before they come into contact with any children through DCI-GR programmes or partners. They will also be asked to sign a declaration stating they have read, understood and agree to the policy. See **CSP Tool 8: Declaration for Visitors**.

- A DCI-GR staff member must accompany all visitors to project sites and remain with the visitor during activities involving children.
- DCI-GR staff must not disclose information that identifies unauthorised children or families to unauthorised persons or make such information available to the general public without the informed consent of the children and families involved.





COMMUNICATION ABOUT CHILDREN

DCI-GR recognizes the effectiveness of using images and stories of children in our commercial publications and advocacy work. However, we also endorse the child's right to be accurately represented and accept our responsibility not to portray children in a manipulated or sensationalized way. Children must be presented with their dignity preserved, not helpless victims. We will:

- Ensure that photographers and filmmakers are not allowed to spend time with or have access to children without the supervision of a DCI-GR staff member or a staff member/ representative of a partner organization.
- Ensure that informed consent is obtained before children participate in interviews, photographs or films. For images or stories that are for internal use only, children may give verbal consent. However, for images and stories that will be published for external use, written permission is necessary. For children under the age of 14, parental or legal guardian permission must be given. See **CSP Tool 10: Informed Consent Form for Parents/Legal Guardians of children under the age of 14**. Children 14 years old and above may give informed consent themselves. See **CSP Tool 9: Informed Consent Form for children between 14 and 18 years old**.
- Ensure all children are appropriately dressed. Recording images of naked children is prohibited.
- Focus on activities and feature groups of children rather than an individual child.



- Ensure that images represent a broad range of children – boys and girls, and various ages, abilities and ethnic groups.
- Ensure recorded images are decent and respectful to children, not presenting them as victims.
- Ensure that a child's history, picture folders and photographs are stored in a secure area to which only the case manager, Coordinator of CR Helpdesk, Director, educator and psychologist of the Organisation have access.
- Ensure that in publications, details which can identify children are not revealed.

Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.



CODE OF CONDUCT

The core of the Safeguarding Policy is the Code of Conduct that provides clear guidance on what we expect of each other including the obligation to report suspicion of or cases of abuses, as well as examples of conduct, which is always unacceptable. The code of conduct applies to and must be signed by all DCI-GR staff. The Code of Conduct reflects DCI-GR's commitment to safeguarding children and fulfilling their rights.

Any and all breaches of the Code of Conduct may result in appropriate disciplinary action including potential termination of contract or legal action, and will be left to the discretion of the CS team that constitutes the Director, one member of the Advisory Committee of Experts and the Child Safety Focal Point.



As a member and staff of DCI-GR, I will promote our values and principles by:

- Adhering to the UN Convention on the Rights of the Child with the belief that any form of violence, abuse or exploitation of a child is an abuse of their rights;

Maintaining the highest standards of appropriate personal and

- professional conduct while respecting the scope and boundaries of my ability to provide advice or assistance to beneficiaries

-

Avoiding any breaches to the Code of Conduct which may undermine my ability to do my job or is likely to bring DCI Gr into disrepute;

- Ensuring that matters related to child safety are handled confidentially;

Reporting, as soon as possible, any child safety concerns according to the complaint and respond procedures enlisted in this Safeguarding

- Policy;
- Ensuring that a culture of openness exists to enable any concerns to be raised and discussed so that poor practice and protection concerns do not go unchallenged;
- Empowering children and vulnerable adults and discussing with them their rights, acceptable and unacceptable behaviour and expectations, and what they can do if there is a problem.





I will not:

- Hit or otherwise physically assault or physically abuse children and any adult individual, including as a means of discipline or punishment;

Act in a way that may embarrass, shame, humiliate or degrade children

- and adults or otherwise cause psychological and emotional abuse of children;

- Use any inappropriate language, but I will make suggestions or offer advice in a trauma informed and compassionate way;

- Discriminate against or show prejudice between children on any grounds such as race, gender, culture, language, disability etc, or show differential treatment or favour to particular children to the exclusion of others;

Develop physical or sexual relationships with children or any other

- beneficiary;

Develop relationships with children and any other individual or behave in

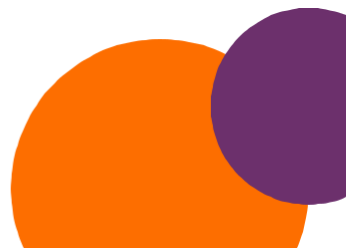
- a way which could be misinterpreted as exploitative or abusive, or place a beneficiary at risk of abuse;

- Behave physically in a manner which is inappropriate or sexually provocative;

- Be alone with a child with whom DCI-GR is associated, including: in a car, overnight, at the workplace, at home, or at the child's home;

Condone or participate in behaviour that is illegal or unsafe; and clearly communicate limits and boundaries in cases where beneficiaries who are

- adults or children seek advice in relation to such behaviour
- Hire or employ children in any role that conflicts with their rights, including domestic work.





CONCLUSION

In closing, our Safeguarding Policy stands as a testament to our unwavering commitment to the protection and well-being of our beneficiaries. As an organisation, we recognize that children are our most precious and vulnerable members of society, deserving of a safe, nurturing, and inclusive environment in which they can flourish.

This comprehensive policy is not just a set of guidelines; it is a pledge—an assurance that we will spare no effort to prevent abuse, neglect, exploitation, and harm of any kind. It reflects our dedication to upholding the rights and dignity of every child we encounter, be they participants in our programs, visitors to our premises, or members of the communities we serve.

We understand that safeguarding children is a shared responsibility that extends to every member of our organization, from staff and volunteers to partners and stakeholders. By embracing this policy, we collectively commit to promoting a culture of vigilance, awareness, and accountability in all our interactions with our beneficiaries.

Our promise to our beneficiaries is clear: their safety and well-being are paramount. We will continuously strive to create an environment where children can learn, grow, and thrive without fear, where their voices are heard, their concerns are taken seriously, and their rights are protected.

As we move forward, we encourage all individuals associated with our organization to familiarize themselves with this policy, to actively participate in its implementation, and to report any safeguarding concerns promptly. Through collective action, we can ensure that our mission to safeguard children remains resolute and that our organization remains a beacon of safety and support for the youngest members of our society.

Together, we can make a lasting and positive impact on the lives of children, helping them realize their full potential and ensuring a brighter, safer future for all.

SAFEGUARDING PROTECTION TOOLS





CSP Tool 1: Recruitment & Selection Checklist

DCI-GR recognises that organisations working with children and vulnerable adults are susceptible to abuse from within. Certain individuals target child focused agencies in order to gain access to children, others may abuse the positions of trust they find themselves in once employed and some may simply have different values and understanding on how to treat children.

It is essential that DCI-GR identifies these risks and does everything it can to mitigate them. There are specific steps that can be taken during the recruitment and selection process to avoid the recruitment of potential child abusers to ensure children are safeguarded and the reputation of DCI-GR is maintained. These steps are outlined below in the form of a checklist below.

The checklist below should be consulted, regardless of the gender of the candidate, how you feel about the candidate, the role they will have in the organisation or the duration of their contract. These steps should be taken whether the candidate is internal or external, or if the position is permanent or temporary, paid or unpaid.

The procedure can be used as a checklist; you should complete as many of the “checks” as possible for each recruitment process, and keep this information on file for future reference as evidence that appropriate child safety checks took place.



ADVERTISEMENT AND ROLE DESCRIPTION		CHECK
Include a child protection statement in advertisement for post. E.g., “Recruitment and selection procedures reflect our commitment to protect children from abuse.”		
Include a child protection statement in the role description. E.g., “Commitment to the vision and goals of DCI-GR, including adherence to the Child Safeguarding Policy, is essential”		
INFORMATION GIVEN TO ALL CANDIDATES		CHECK
Copy of the Child Safeguarding Policy and associated Code of Conduct		
THE INTERVIEW: The interview is an opportunity to assess potential candidates’ suitability to work with children. The issue of child abuse should be openly discussed in the interview.		
ASKING CHILD PROTECTION QUESTIONS: You may ask one or more of the questions below, or adapt one of the examples to make it suitable to the local context. It may be good to ask one of the “Experience with children” questions and one of the “Hypothetical questions”. Trust your instincts about how a person makes you feel and their responses to the questions asked.		



EXPERIENCE WITH CHILDREN

- Ask a candidate why they want to work in a child-focused organisation.
- Are you aware of the Child Safeguarding Policy, what do you think of it?
- Do you like working with children? Do you feel comfortable working directly with children? Listen carefully to the candidate's response to this question – avoid a 'yes' or 'no' response and encourage candidates to explain why they like being with children.
- Can you give an example of your work with children, either as a volunteer or in paid employment? Please describe your role and how you worked with children.
- Have you ever been in trouble with the police? If yes, please explain. Again, look for non-verbal indicators.
- Have you worked/volunteered in an organisation with children before? If yes, can you describe your role? Why did you leave? Who from the organisation can act as a referee for you?

HYPOTHETICAL QUESTIONS

- You are working with a construction company that is helping in the construction of a building funded by DCI-GR. They are employing children to help in mixing concrete, building and in lifting heavy materials. What are the implications for the partnership between the Construction Company and DCI-GR?
- You witness one of your DCI-GR colleagues hitting their child; how do you feel about this and what do you do?
- If you heard a rumor that a child had been sexually abused by a DCI-GR staff member, what action would you take?

CHECKING REFERENCES

CHECK

Ensure reference checks are carried out. Use the Character Reference Form in the Tools of the CSP. Take at least two reference checks. If the referees given are not suitable, request additional referees.	
Phone referees given on the Character Reference Form to cross check: referees are often more revealing and give more critical and/or honest feedback on the candidate when they discuss the candidate verbally rather than in a written reference.	
Check with other referees or managers in an organisation given by the candidate. Often the better person to check, along with the referee given, is the senior manager or director.	
Make notes of the referee's comments and store them in the personnel file.	
If the candidate will have direct contact with children in their role:	
- Try to ensure that at least one referee has seen the applicant working with children, and get feedback on this. - Ask referees about the suitability of the candidate to have direct contact with children. Another good question is – “does the referee know of any issues or incidents involving the candidate and her/his contact with children?”	



ONCE A CANDIDATE IS APPOINTED	CHECK
Ensure the new employee signs the Declaration form.	
Keep the CV of the person in their personnel file, along with any notes made during the interview and references.	
Ensure the new staff member/representative has a verbal briefing on the Child Safeguarding Policy from the Child Protection Focal Point during their first week of induction.	





CSP Tool 2: Sample Job Advertisement

“Recruitment and selection procedures reflect our commitment to the protection of children from abuse”



Job Advertisement: Psychologist

Organization: [DCI-GR]

Location: [Location]

Position Type: [Full-time/Part-time]

Application Deadline: [Application Deadline Date]

About Us:

[DCI-GR] is a dedicated non-profit organization committed to [briefly describe your organization's mission and services]. We prioritize the well-being and safety of all individuals, particularly children, in the delivery of our programs and services.

Job Description:

We are seeking a compassionate and experienced Psychologist to join our team. In this role, you will provide vital mental health support to individuals and families while ensuring the strict adherence to our Child Safeguarding Policy.



Key Responsibilities:

- Conduct psychological assessments, diagnoses, and therapy sessions for individuals of all ages, including children and adolescents.
- Develop and implement evidence-based treatment plans to address various emotional, behavioral, and mental health concerns.
- Collaborate with other professionals and organizations to provide comprehensive care to clients.
- Ensure that all interactions with clients, especially children, are ethical conducted in a safe and manner, following our Child Safeguarding Policy.
- Identify and report any safeguarding concerns, following established procedures, and participating in investigations when necessary.
- Provide guidance and support to caregivers and parents, promoting their active involvement in the therapeutic process.
- Maintain accurate and confidential client records and documentation.
- Stay updated on the latest research and best practices in the field of psychology and child safeguarding.
- Assist in the development and implementation of awareness and education programs related to mental health and child safeguarding.



Qualifications:

- Master's or Doctoral degree in psychology or a related field.
- Licensed or certified psychologist with [X] years of experience, with a strong background in child psychology and child safeguarding.
- Knowledge of evidence-based therapeutic interventions for children and adolescents.
- Excellent interpersonal and communication skills.
- Commitment to ethical practices, confidentiality, and child safeguarding principles.
- Ability to work independently and as part of a multidisciplinary team.

Application Instructions:

Interested candidates are invited to submit their resume, a cover letter detailing their qualifications and experience, and contact information for three professional references to [Email Address]. Please include "Psychologist Application" in the subject line of your email.



Closing Statement:

[DCI-GR] is an equal-opportunity employer, and we value diversity and inclusion in our workforce. We encourage all qualified candidates, including those with diverse backgrounds and experiences, to apply.

At [DCI-GR], the safety and well-being of children are of paramount importance. The successful candidate will be required to undergo a thorough background check and adhere to our Child Safeguarding Policy and Code of Conduct.

By joining our team, you will play a vital role in providing critical mental health support to individuals, including children, while ensuring that their rights and safety are upheld according to our child safeguarding principles.

[DCI-GR] is an organization where your expertise as a psychologist can make a meaningful impact on the lives of children and families. Join us in our mission to provide compassionate care while safeguarding the well-being of the most vulnerable among us.



CSP Tool 3: Character Reference Check

Date:

Dear (Referees Full Name):

(Applicant's full name) has recently applied for the post of (Position Title) and we would like to interview him/her for a possible position at Connect Children Now in Lebanon. S/he has provided your name as a character reference and it would assist us greatly if you would be kind enough to supply a reference for (Applicant's full name) at your earliest convenience. In particular, we would appreciate your comments on the following areas:

- Work Ethic (Is s/he motivated and dedicated to getting the job done, no matter what? Will s/he be conscientious and do her/his best?). What were her/his greatest strengths?
- In which areas could s/he improve?
- What were the technical skills that s/he brought to her/his job? Would you hire him/her again if given the chance? Why/Why not? Reliability, amount of absence due to illness or other reasons and general punctuality.
- Her/his integrity and honesty, especially in terms of how s/he uses and accounts for funds.
- Attention to detail and general conscientiousness, discretion.
- Willingness to undertake training and adopt new methods.
- Ability to work independently and as a member of a team.
- Performance under pressure and meeting deadlines.
- Skills and competence to work with vulnerable children and in development.
- Importantly: Do you know of any gaps in her/his employment history and any instances of inappropriate treatment of children (Including corporal punishment, verbal, physical or sexual abuse of children)?

I look forward to hearing from at your earliest convenience and thank you in advance for your kind co-operation.



CSP Tool 4: Declaration of Commitment (by DCI-GR staff)

DCI-GR commits to support and promote the protection of children and is anchored in the principles enshrined in the United Nations Convention on the Rights of the Child. It is essential that this commitment is supported and demonstrated by DCI-GR staff at all times. All staff of DCI-GR must sign and abide by this Child Safeguarding Policy and associated Code of Conduct - both inside and outside normal working hours.

The Child Safeguarding Policy and Code of Conduct relates to the fulfilment of children's rights and the protection of children. If a staff member of DCI-GR is found to be in breach of this, disciplinary action may be taken (including possible termination of contract and/or legal action).

"I, _____, have received, read and understood _____ the standards and guidelines outlined in this Child Safeguarding Policy and Code of Conduct.

I agree with the principles contained therein and accept the importance of implementing child safety policies and practices while working with DCI-GR in Greece.

I declare that I have been given every opportunity to discuss both the Child Safeguarding Policy and Code of Conduct with the Child Protection Focal Point.

I declare that I have no criminal convictions relating to offences against children.

I understand and agree that non-compliance with the above shall be taken seriously. This will involve a thorough investigation and referral of cases to the police and/or social services, or other disciplinary action.

I declare that I understand all components of the Child Safeguarding Policy, and agree to comply with all terms."

Employee:

Signature _____

Print name _____

Job title _____

Employer:

Signature _____

Print name _____

Job title _____

CSP Tool 5:

Declaration of Commitment (by DCI-GR partner organizations)

Partnership Agreement Child Safeguarding Policy Clause

“The organization _____ acknowledges that it has received, read and understands Connect Children Now Child Safeguarding Policy and Code of Conduct.

The organization _____ agrees that all children should be

protected from all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual violence.

The organization _____ ensures that no staff will engage

in behaviour which constitutes abuse or actions that could be misinterpreted by children, their families or other adults as constituting, or leading to abuse.

The organization _____ agrees to observe and comply

with either their own or DCI-GR's Child Safeguarding Policy and Code of Conduct, which clearly prohibits the abuse and exploitation of children.

It is acknowledged that should the organization _____ be found guilty of violence, abuse, or exploitation against a child/children, this will constitute a breach of the terms of this agreement and result in DCI-GR being entitled to summarily terminate the Partnership Agreement.”

Signature _____

Print name _____

Position _____

Date _____

On behalf of _____

Signature _____

Print name _____

Position _____

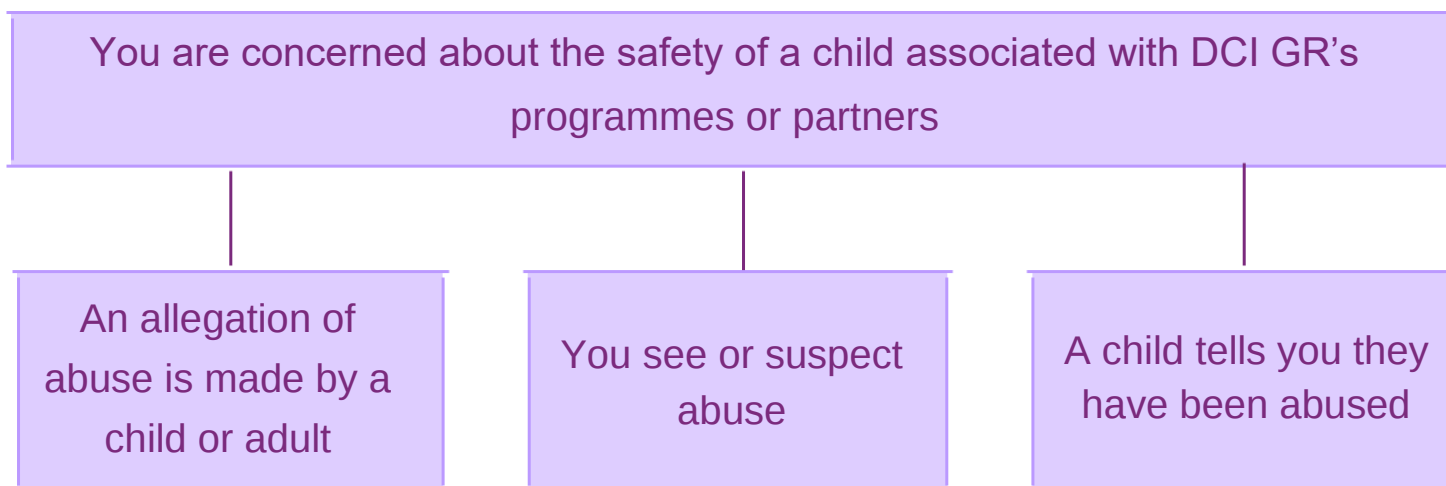
Date _____

On behalf of DCI-GR



CSP Tool 6: Responding to INTERNAL child protection concerns

A FRAMEWORK FOR ACTION



DISCUSS YOUR CONCERNS WITH the CHILD PROTECTION FOCAL POINT

If the child protection focal point is implicated in the concern, discuss your concerns with the Director.

REMEMBER

- Concerns should be reported as soon as possible and no later than 24 hours after the disclosure or incident. It is essential to avoid delay as this may put the child at further risk.
- Be sure to write a detailed written record of the situation as soon as possible, using the Reporting and Referral Form. This should be submitted to your Child Protection Focal Point for secure storage and further investigation.
- Maintain confidentiality. Do not discuss the situation with others.



ACTION

- As a priority place the person implicated in the concern on leave or suspend them from contact with children.
- Investigate the allegation
- Report or refer the children and adults involved as appropriate: police, local authorities, professional services etc.
- Respond to the needs of the child/children in accordance with their wishes and best interests.

THE CHILD PROTECTION FOCAL POINT

TAKES APPROPRIATE ACTION

1. Informs the Director of the situation.
2. Child Protection Focal Point and Director and member of Advisory Board of Experts discuss and decide on action.



CSP Tool 7: Reporting and Referral Form

If you have seen an actual incident or suspect and have cause for concern of a case of child abuse, follow the guidelines and fill out this form where appropriate. It is important that you identify in this form whether it is an actual incident or suspicion of child abuse. Where information is not available leave blank areas and submit the form.

DCI-GR Staff:

Name of the staff _____

Title/position: _____

Line manager/supervisor: _____

Contact details: _____

Child:

Name of the child: _____

Gender: _____

Age: _____

Location: _____

Parents/guardians:

Name: _____

Relationship with a child: _____

Age: _____

Location: _____

Case: (please identify whether it is actual incident or suspicion of abuse)

Was the abuse observed or suspected?

Are there any witnesses? (if so who)

Did the child disclose abuse to you?



Perpetrator:

Name of alleged perpetrator: _____

Nature of allegation: _____

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Were there any other children/people involved in the alleged incident? (If so who?)

Observation (physical injuries and emotional state):

Intervention taken:

What services does the child need? (specifically who and when):

Who will follow the case, and what is the timescale:

Signature:

Print Name:

Date:

NB: this form can be accompanied by brief facts/case study





CSP Tool 8: Child Safeguarding Policy – Declaration for Visitors

“I, _____, have received, read and understood the standards and guidelines outlined in this Child Safeguarding Policy and Code of Conduct.

I agree with the principles contained therein and accept the importance of implementing the Child Safeguarding Policy and practices while visiting projects of DCI-GR in Greece.

I declare that I have been given every opportunity to discuss both the Child Safeguarding Policy and Code of Conduct with the Child Protection Focal Point at DCI-GR.

If I am found in breach of the Child Safeguarding Policy or Code of Conduct, DCI-GR reserves the right to terminate my visit to the project.”

Signature _____

Signature _____

Print name _____

Print name _____

Position _____

Position _____

Date _____

Date _____

On behalf of _____

On behalf of DCI-GR



CSP Tool 9:

Informed Consent Form for interviewing and photographing children aged between 14 and 18 years

My name is _____. I am willing to participate in talking to a person or a

group of people from an organization called _____. They may ask me about my experiences and feelings about my life and I am willing to answer their questions if I feel comfortable to.

I know that this person/group of people will record my photograph and my story in writing or using a voice or film recorder. I am happy for them to do this but I can change my mind and stop the recording when I feel uncomfortable at any time. I understand that I will not be identified in any way in reports or publicity.

I know that this information may be used for public purposes such as in local and international newspapers, books, websites and/or radio and television stations. I am okay about it, but I might change my mind after the talk if I think I do not want many people to know me. I can also tell this person/group of people to give me a copy of recordings or publications they make.

I also know that I can tell this person/group of people not to use my real name or even show my face when telling my story to other people. This means that no one will be able to identify me as telling this story afterwards.

I know that there is no promise of any money or reward to be given to me. I am the one who has decided to allow or not to allow this person/group of people to talk to me.

Signature of the child

Date



I believe the information given to be correct and the child’s consent is genuine to the best of my knowledge.

**Signature of the
interviewer/photographer**

Date

The following is necessary if the consent form has to be read to the child:

I certify that I have read this consent form in full to the child whose signature appears above.

**Signature of the
interviewer/photographer**

Date





CSP Tool 10:

Informed Consent Form for Parents or Legal Guardians of children aged under 14 years to participate in interviews

I _____ give _____ permission _____ for _____ my _____ child _____ (name) _____
_____ to take part in this interview being
carried out by _____ (name of interviewer/photographer or organization)
_____.

I have received a full explanation from an interviewer about the aims of this interview and what my child may be expected to do during the interview and how the information will be used.

I understand that images of my child will be recorded and the story will be recorded in writing or using a voice or video recorder.

I understand that my child will not receive any money directly as a result of taking part in this activity. I understand that neither I nor my child will be identified in any way in any publications or publicity connected to the interview.

I also understand that if at any time I am not happy with my child taking part in this activity, I am able to withdraw my child.

I certify that I am the parent or legal guardian of the child named above.

Signature of parent/legal guardian

Date



I believe the information given to be correct and the parent/guardian’s consent genuine to the best of my knowledge.

Signature of the interviewer

Date

The following is necessary if the consent form has to be read to the parent/legal guardian:

I certify that I have read this consent form in full to the parent/guardian whose signature appears above.

Signature of the interviewer

Date





CSP Tool 11: Becoming aware of abuse

Suspicion or concern about abuse may arise even if you do not witness it first hand.

For example,

- A child may tell you that he or she has been abused
- A child may have an injury where there is no satisfactory explanation
- A child suddenly changing their behavior, becoming more animated or more isolated in such a way as to give rise to concern or suspicion
- Becoming concerned that a staff member's behavior towards children is inappropriate
- Someone else telling you that at DCI-GR staff member is abusing a child or that a colleague is an abuser
- Seeing or hearing about abuse in another organization or in a community in which she/he is working



Becoming aware of sexual exploitation

Being informed that a child is being sexually exploited by ‘selling sex’ to or involved in ‘sex for favors’ with, an employee of DCI-GR or a partner agency.

Being informed that a child, under the age of consent, is being exploited by anyone in the community.

Being informed that an employee of DCI-GR or a partner agency or someone otherwise connected with DCI-GR has abused the power invested in him/her by virtue of her/his post to sexually exploit or give ‘favors for sex’ to a child.

Being informed of child protection concerns regarding the past behavior of a staff member.





CSP Tool 12: Dealing with Disclosure of Abuse by a Child

When a child informs you that they are uncomfortable with a specific person's behavior towards them you should:

- React calmly
- Reassure them that they were right to report the behavior
- Reassure them that they did not do anything wrong and did the right thing by reporting the abuse
- Listen carefully to ensure you report the incident accurately, ask questions to clarify what they are saying if necessary but do not ask probing questions
- Do not repeat the same questions back to the child as this may give them the impression that you do not believe them
- Don't promise secrecy to a child. Be open and honest about the fact that you must report their allegation
- Ensure the physical safety and psychological well-being of the child is secured. This may include referring them for medical treatment or to a psychologist
- Make sure you report exactly what has been said rather than any inferences you have made
- Do not allow personal doubts to prevent you from reporting an allegation
- Explain to the child what you are going to do and what will happen next.
- Ensure they are informed at every stage of the process



CSP Tool 13:

Informed Consent Form for photographing/video-recording children aged between 14 and 18 years

My name is _____ and I am _____ years old. I give permission for the organization _____ to photograph or videotape me. I have received a full explanation about the aims of photographing/videotaping, what I am expected to do, and how the photographs/videos will be used.

I understand that I can change my mind and stop photographing/recording when I feel uncomfortable at any time. I understand that I will not be identified in any way in reports or publicity.

I know that this information may be used for public purposes such as in local and international newspapers, books, websites and/or radio and television stations. I am okay about it, but I might change my mind after the talk if I think I do not want many people to know me. I can also ask to receive a copy of recordings or publications made using my photographs/videos.

I also know that I can tell _____ not to use my real name
or even show my

face. This means that no one will be able to identify me in the pictures/videos.

I know that there is no promise of any money or reward to be given to me. I am the one who has decided to allow or not to allow
_____ to photograph/record me.

I have read and understand this consent form, and I have had the opportunity to ask any questions I may have had before signing.



I believe the information given to be correct and the child’s consent is genuine to the best of my knowledge.

**Signature of the
interviewer/photographer**

Date

The following is necessary if the consent form has to be read to the child:

I certify that I have read this consent form in full to the child whose signature appears above.

**Signature of the
interviewer/photographer**

Date





CSP Tool 14:

Informed Consent Form for Parents or Legal Guardians of children aged under 14 years for Photographing/videotaping

I, _____, am the parent/guardian of _____, and I hereby grant permission for the organization _____ to photograph or videotape my child.

I have received a full explanation about the aims of photographing/videotaping, what my child may be expected to do and how the photographs/videos will be used.

I understand that my child will not receive any money directly as a result of taking part in this activity. I understand that neither I nor my child will be identified in any way in any publications or publicity connected to the interview.

I also understand that if at any time I am not happy with my child taking part in this activity, I am able to withdraw my child.

I understand that reasonable efforts will be made to protect my child's identity and privacy.

I have read and understand this consent form, and I have had the opportunity to ask any questions I may have had before signing.

I certify that I am the parent or legal guardian of the child named above.

Signature of the parent/legal guardian

Date



I believe the information given to be correct and the parent/guardian’s consent genuine to the best of my knowledge.

Signature of the interviewer

Date

The following is necessary if the consent form has to be read to the parent/legal guardian:

I certify that I have read this consent form in full to the parent/guardian whose signature appears above.

**Signature of the
interviewer/photographer**

Date





CSP Tool 15:

Informed Consent for parents of children to participate in DCI-GR events/conferences/workshops

I, [Parent/Guardian Name], hereby grant my full consent for my child, [Child's Name], to participate in [event/conference Name] organized by DCI-GR. I have carefully reviewed and understood the details of the conference/event, I am informed about the date, time, and location, and I willingly permit my child to take part in it.

I am informed about the purpose of [conference/event Name] and the potential benefits for my child's participation.

I understand that necessary safety measures have been put in place to ensure the well-being and security of all participating children.

Photography and Media Release:

I give my consent for my child to be photographed or recorded during the event/conference. I understand that these visuals may be used for media related to DCI-GR.

By signing this consent form, I affirm that I am the parent or legal guardian of [Child's Name], and I willingly grant permission for my child's participation in [Conference/event Name].

Parent/Guardian Signature: _____

Date: _____

Child's Full Name: _____