

CHILD PROTECTION POLICY

2018

POLICY GUIDELINES, PRINCIPLES AND PROCEDURES

ON CHILD PROTECTION AT CESIE

Version: 2

Date: May 2018

CESIE

Registered office: Via B. Leto 1 - 90040 Trappeto (PA)

Operative office: Via Roma 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 6230849

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.

1. INTRODUCTION

CESIE affirms its belief in the rights of all children, including the right to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the 1989 UN Convention on the Rights of the Child (UNCRC) and in the Council of Europe Convention on Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Convention, 2007).

For the purposes of the present policy, a child is any person under the age of eighteen years.

Children with whom CESIE staff, volunteers, interns, external collaborators and associates come in contact will be assured the rights expressed in the UNCRC.

CESIE takes the prevention of child abuse very seriously. CESIE understands that child abuse and inappropriate contact of children is a pervasive problem throughout the world that must be managed in proactive manner. Therefore, the writing of this manual and guidelines shows the commitment to taking proactive steps to protect children in CESIE programs and facilities.

CESIE is committed to making decisions and taking actions that are guided by the principle of the “best interest of the child”.

2. CHILD PROTECTION POLICY

The Child Protection Policy document outlines policies regulating the behaviour and approaches taken by personnel, interns, volunteers and collaborators of CESIE within the undertaking of their professional roles.

The policy sets out the basic principles on which it is based, and specifically addresses the following aspects of the professional life of employees, interns, volunteers and collaborators working at CESIE, within and outside its premises: screening and hiring; conduct when working in contact with children; training, and working with other Partners.

3. PRINCIPLES AND VALUES

CESIE is committed to the following values and principles, which should be respected and promoted by all its staff, interns, volunteers and collaborators:

- i. CESIE values and treats every person without discrimination of any kind, irrespective of the age, race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, language, gender identity or sexual orientation, property, disability, birth or other status.
- ii. CESIE recognises the right of every child to be protected from harm and abuse. The Organisation takes all necessary action to prevent any harm from being done against children, and to report abuse against children.
- iii. The best interest of the child always comes first in the undertaking of our Organisation’s activities.
- iv. CESIE promotes the right of children to be heard and share their views, and supports this approach

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.

in its activities.

- v. CESIE wishes to provide all necessary guidance to its employees, interns, volunteers and collaborators who work in close contact with children.

4. SCREENING AND HIRING PRACTICES

CESIE establishes and sustains proper hiring and volunteer, internship selection practices, including completed applications, reference checks, Criminal Background Checks, Social Security checks and documented personnel files, and includes specific reference to Child Protection in its Code of Conduct.

a. Applications:

- i. All prospective staff members/volunteers/interns will complete an application form to work or volunteer or intern that includes questions regarding past work history, volunteer experience, and education.
- ii. All Application forms will include a statement that CESIE has a zero tolerance standard for abuse and inappropriate behaviour by staff members.
- iii. All staff/volunteers/associates who may be involved in working with children and young people, or who are deemed likely to come in contact with children in the fulfilment of their duties, will be requested to provide a certificate of their national criminal record, according to national legislation (Decreto Del Presidente Della Repubblica 14 novembre 2002, n. 313 – specifically art. 25 bis).

b. Social Security checks:

- i. A social security address trace will be performed to identify applicant's previous history, through reference checking, or other methods CESIE finds convenient.
- ii. The candidate should not begin working until this step is completed and results are approved.
- iii. Applicants who are returning staff will receive a new check if they have been away from CESIE for more than 90 days.

c. Reference checks:

CESIE reserves the right to apply the following reference check procedures to any candidate applying for a post:

- i. Contacting references indicated by prospective staff 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).

d. Interviews:

- i. Prospective staff members should be interviewed by at least two separate staff members. A 'Realistic Job Preview' or 'Working Interview' meets this requirement; it is important that the

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.

candidate is assessed by more than one staff member.

- ii. All interviews will be documented on an association -approved interview form that ensures the consistency of the questions asked. CESIE interview evaluation forms may be used during the interview process.

5. PRINCIPLES OF CONDUCT WHEN COMING IN CONTACT/WORKING WITH CHILDREN

- a. Staff members/volunteers will sign and date a copy of the Child Protection Policy and of the Code of Conduct of the Organisation prior to performing any work duties. They will receive the updated copy of the Code of Conduct and of the Child Protection Policy annually.
- b. The Code of Conduct will be maintained in the personnel file and is annexed to their employment contract.
- c. The Rights and Justice Unit at CESIE will review the Child Protection Policy annually, and share it with the Human Resources, all Department Coordinators and all Unit Coordinators, who will in turn share it with all staff/interns and volunteers. The Code of Conduct is developed by the Human Resources staff in cooperation with the Rights and Justice Unit, and will be available electronically and in its printed version. Staff, interns and volunteers will receive a copy and be requested to sign it.
- d. All external collaborators and associates will be provided the Child Protection Policy and the Code of Conduct and will be requested to sign it if they work or may come in contact with children and young people of less than 18 years of age.
- e. The Code of Conduct includes the procedures for data collection and treatment of data about children and young people. Data privacy and protection issues shall comply with relevant EU rules (especially the General Data Protection Regulation (GDPR) (EU) 2016/679. If personal data about children and young people needs to be collected, written informed consent will be sought from their parents/legal guardians. The data will be collected and used only for the specific purposes for which they are provided. Staff working with children and needing to collect personal data about children or young people shall refer to the Data Protection Policy of CESIE and to the General Data Protection Regulation (GDPR) (EU) 2016/679. CESIE does not share the personal data provided with any other entity.
- f. Staff who may come in contact with personal data of research participants is required to sign a declaration of confidentiality before engaging in research. The declaration of confidentiality is specific to each case/project.
- g. All publications must comply with the Child Protection Policy, before being publicised or shared.
- h. Disclosing of information that identifies children who come in contact with our staff, volunteers, associates, and anyone having a role within CESIE, is restricted by the terms of international, European and Italian regulations and legislation. Written informed consent of the parents/legal guardians shall be sought. In accordance with article 3 of the UNCRC, the best interests of the child will be the fundamental principle applied in all cases. This includes disclosing any type of information

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.

(including images) regarding the children we come in contact with, on any media, including printed, online or other.

- i. Data, including images, of children and young people are only collected if strictly necessary and foreseen as specific activity of the Organisation or of a project that the Organisation implements. Their use is therefore only limited to the duration of the project, the specific purpose for which they were provided and collected. Specific permission of the child's legal guardians as well as the approval of the child will be sought by the staff of the Organisation implementing the activity, according to law requirements. Acquired images and data are stored on the local server of CESIE and are accessible only by the staff who have the specific credentials and who have subscribed the Code of Conduct. The data in the local server are protected by password and cyber-protected by any kind of external access.
- j. The rules and expectations will be shared with each new employee/volunteer and intern and will be regularly reinforced with existing staff and volunteers. This will be done in new employee training, children's rights training, and the use of a comprehensive Code of Conduct.
- k. All members of staff, volunteers, interns, external collaborators and associates have the obligation to report any child abuse concerns they may have or suspect. Staff/volunteers will be instructed to report anything they notice regarding a gap between protocols and practices. Staff and volunteers working with or coming in contact with children will be also instructed, through training, on the procedures to apply in case they suspect or have knowledge of a situation of child abuse.
- l. Any member of staff/volunteer/intern/external collaborator or associate found in breach of the Code of Conduct, or of the Child Protection Policy on which the code draws, will be immediately suspended from their position, pending investigation, internal or by statutory authorities depending on the specific case. Disciplinary action will be undertaken, including and up to termination of employment/cessation of the professional engagement with CESIE. In case of an alleged or certain crime, the staff will be immediately removed from their position and their contract terminated.

6. CHILDREN'S RIGHTS TRAINING

- a. All staff members (at minimum, all staff members/volunteers/interns working directly with children and youth) will participate in a comprehensive initial children's rights and child abuse prevention training and in further training throughout their employment period, that includes information on the Rights of the Children (UNCRC, Lanzarote Convention, National regulation), Communicating with Children, Sexual abuse, Prevention, Early Identification, Responding, Documenting, and Reporting. The training programmes are inspired by existing resources and are developed by building on the programmes already developed through our relevant projects.
- b. External collaborators and associates who may come in contact with children and young people in the fulfilment of their tasks as assigned by CESIE will participate in the same child abuse prevention training.

8. COOPERATION WITH OTHER ORGANISATIONS AND AGENCIES

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.



cesie
the world is only one creature

- a. The selection of partners should take into account the child protection history of the Partner Organisation.
- b. CESIE reserves the right to conduct a reference check on the Partner's previous history related to child protection and its policies towards children.
- c. CESIE will not tolerate any inappropriate communication towards children.
- d. A clear statement related to child protection and the zero-tolerance policy of CESIE in relation to child abuse and inappropriate behaviour shall be included in the form for organisations wishing to become partners of CESIE's on CESIE website.
- e. CESIE must take a serious action towards any partner convicted for child abuse during the implementation of its projects/programs.

CESIE

Registered office: Via B. Leto, 1 - 90040 Trappeto (PA)

Operative office: Via Roma, 94 - 90133 Palermo, Italy | C.F.97171570829 | Tel: +39 0916164224 - Fax: +39 091 5640816

www.cesie.org

CESIE is a non-profit organisation officially recognized by the Italian Government since 2001 and an ECSO (Civil Society Organisation with member organisations in more than 8 European countries) recognized by the European Commission DG EAC.

CESIE is accredited by the University of Palermo for internships and by the Sicilian Region for Vocational Training and orientation.