



TANDEM, n.o.

Mesačná 521/10, 945 01 Komárno, IČO: 42 166 675, DIČ:2022882114

zapísaná v registri neziskových organizácií poskytujúcich všeobecne prospešné služby vedenom

Ministerstvom vnútra SR

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bejegyevze a Szlovák Köztársaság Belügyminisztériuma által vezetett közhasznú szolgáltatásokat nyújtó szervezetek jegyzékébe

Child Protection Policy of TANDEM,n.o.

Issued by TANDEM,n.o.

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I. Introduction

As a person-centred development organisation, we in TANDEM,n.o. are committed to a practice, which ensures the protection of children from any harm by a fulfilment of children's rights including their rights to protection and ensuring children's right to protection under Article 19 of the United Nations Convention on the Rights of the Child (UNCRC).

Staff, trainers and volunteers in TANDEM,n.o. accept and recognise our responsibilities to develop awareness of issues, which cause children and young people harm, abuse, neglect and exploitation in any form. In addition, we will take positive action to prevent children from those who could abuse them. In response to child protection concerns, we will endeavour to safeguard children and young people by

- Adopting child protection guidelines through a code of behaviour for staff and volunteers.
- Sharing information about child protection and good practices with children, parents, staff, trainers and volunteers.
- Sharing information about concerns with the appropriate agencies and institutes involved in child protection.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our Child protection policy and good practices on an annual basis.

II. Definitions under the Child Protection Policy

- 1) In line with the UNCRC, for the purposes of this policy, a **Child** is defined as any person under the age of 18 years (UNCRC Article 1).
- 2) **Child abuse** is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child. Child abuse may be a deliberate act or it may be failing to act to prevent harm, results in damages their well-being, dignity and prospect of safe and healthy development into adulthood.
- 3) **Child protection** is defined in this policy as the responsibilities and preventative and responsive actions that our community undertakes to protect children. No child should be subject to child abuse as a result of their contact with our staff, associates and visitors in our programs. We ensure that where there are concerns over a child's welfare of any form, actions are taken to address this and responded to appropriately.
- 4) **Staff** refers to individuals who receive a regular salary for work.
- 5) **Associates** refers to a range of paid and non-paid individuals who have committed to work with us. It includes, among others, trainers, volunteers, sponsors; researchers, consultants and representatives of partner organisations.



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- 6) **Visitors** refers to a range of persons who are visiting our programs and may come into contact with children, including, among others, journalists, media, researchers.

III. Scope of the Child Protection Policy

The Child Protection Policy applies to all staff, associates, and visitors who must accept its requirements and understand the sanctions that may be applied. Everyone who works within and engages with TANDEM,n.o.'s activities has a responsibility to ensure that children are protected.

IV. Principles

This policy is informed by a set of principles that are derived from the UNCRC and include:

1. All children have rights to protection from abuse and exploitation. None should abuse and/or exploit a child or act/ behave in any way that places a child at risk of harm.
2. All children have a fundamental right to development and should be encouraged to fulfil their potential. Inequality and discrimination should be challenged.
3. Children will be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity. We will not discriminate against the child. The child will be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.
4. Staff, associates and visitors always treat children in a manner which is respectful of their rights, integrity and dignity, considers their best interests and does not expose them at risk of harm. E.g. when taking images/pictures, generate stories, ensure that this is done in a manner consistent with the Policy.
5. The staff must be explicitly authorised by the child's parents for business purposes about email, phone numbers, social media contacts, address, etc. in a manner which is in line with the Policy.
6. We never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard Policy.

To reduce the risks for children we have created a culture of awareness where

- everyone is aware of and understands the problem of child abuse, what is expected in their behaviour with children, and their responsibilities to prevent harm and protect children
- everyone is aware of what is expected to respond to a child who may have been abused or exploited
- everyone is aware of what is expected to report any Child abuse and Child protection concerns and cooperate fully and confidentially in any investigation of concerns of child abuse.



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- children and communities we work with are aware of our policy, so that they know what behaviours to expect from us and how to report any concerns.
- Children are empowered as their capacities evolve to contribute actively to the development of Child protection measures within the Policy and contribute to building an environment where children are respected and encouraged to discuss their concerns and rights.

V. Training

We provide comprehensive in-house training and mentoring to ensure that our staff and managers are appropriately skilled, confident and supported in meeting their child protection responsibilities. All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

We inform new staff properly, and regularly – minimum once a year – put the question of the Policy into staff meeting agenda.

VI. Monitoring, reporting and accountability

We ensure that our staff and associates are clear on what steps to take where concerns arise. We monitor the extent to which child protection measures are in place, evaluating their effectiveness through annual checks across the organisation and undertake regular child protection audits.

Procedures for reporting allegations or suspicions of abuse

In any case where an allegation is made, or someone in TANDEM,n.o. has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)
- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available

Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details;

- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details



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- Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, social services, etc.
- Has anyone else been consulted?

Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on strictly need to know basis.

VII. Responsibilities

The prime responsibility for the implementation of the policy lies with the Manager of TANDEM,n.o.. At the same time everybody has a responsibility to support the care and protection of children.

VIII. Engagement and sanctions

Failure to comply with these responsibilities included in this Child Protection Policy may incur the following sanctions:

- **For staff** - disciplinary action leading to possible dismissal.
- **For associates or visitors** - up to and including termination of all relations including contractual and partnership agreements with Plan.
- **Where relevant** - appropriate legal or other such actions.

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.

This Child Protection Policy is based on the following documents:

1. <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>
2. <https://plan-international.org/child-protection-policy#>
3. <http://www.education.ie/en/Schools-Colleges/Information/Child-Protection/Child-Protection-Procedures-Primary-and-Post-Primary.pdf>