Child Safeguarding Policy
And Code Of Conduct

1. OUR MISSION IN THE FIELD OF CHILD SAFEGUARDING

Prime Minister aims to be a child-safe organization.
Anyone who works with Prime Minister in whatever capacity must be made fully aware of the dangers of exploitation and abuse, above all of a sexual nature, that children face.
Prime Minister will do everything in its power to prevent, report and respond to such problems.
The highest standards must be adhered to at all times by the staff of Prime Minister and its partner organizations and their representatives when dealing with children, as outlined in this Child Safeguarding Policy (henceforth referred to as "**the Policy**"). These standards apply to both the private and professional life of staff and anybody else who carries out whatever kind of activity for the organization.

2. OUR COMMITMENTS TO CHILDREN

The purpose of Prime Minister is to offer the children and young people a safe and welcoming environment with educational and fun activities where their can grow and learn in the organization.

Aims

• To provide activities for children and young people to help them develop from childhood into adulthood and to provide support for them.
• To enable the children and young people to express themselves.
• To assist the children and youngsters in integrating into the community.
• To help children/young people appreciate the diversity of their cultures.
• To help children's and young people developing their dreams.
• Giving opportunities (workshops, camps, trainings, activities, campaigns, competitions, etc) to kids and young people in their free time.

As a group of individuals and organizations working together to create a global movement to defend the rights of children, Prime Minister has the following commitments as regards children:

Awareness: we are committed to ensuring that the staff of Prime Minister and partner organizations and their volunteers are fully aware of the problems linked to sexual exploitation and of the associated risks for children. The children themselves and their families will be

informed in the most appropriate way of the rules concerning the behavior they should expect from staff and representatives, and of how they may report any eventual cases of alleged abuse.
Prevention: we are committed to ensuring that the staff of Prime Minister and partner organizations and their volunteers minimize all risks so as to prevent any harm being done to children. It is necessary to create an environment in which the rights of children are always safeguarded and the likelihood of abuse prevented.
Reporting: we are committed to ensuring that the staff of Prime Minister and partner organizations and their volunteers are clear about when it is necessary to report a concern of possible abuse and what action should be taken.
Responding: we are committed to ensuring that effective action is taken in response to any report of abuse by supporting, assisting and protecting the child involved.

3. DEFINITIONS AND FIELDS OF APPLICATION OF THE POLICY

This Policy includes the mandatory requirements that are applied to every aspect and area of the work of Prime Minister: fundraising, awareness-raising, campaigns, communication and marketing, and the development of humanitarian and emergency intervention.
Any report of exploitation or abuse, including of a sexual nature, will be handled according to the General Procedure for the Safeguarding of Children (henceforth "**the General Procedure**") linked to this Policy in line with the disciplinary procedures of Prime Minister and current legislation.
This Policy applies to:

- The President or Legal Representative;
- The partners members of the board, Assembly and volunteers;
- the whole staff of Prime Minister, be it employee or consultant, people hired on any kind of contract whatsoever (henceforth "**the staff of Prime Minister**").;
- donors, journalists, testimonials and in any case to all those who come into direct contact with the projects and the activities of the company;
- staff and representatives of partners and any other individual, group or organization that has formal/contractual relations with Prime Minister which involve direct contact with children and young people (henceforth "**the staff of partner organisations**")

The staff of Prime Minister and partner organisations and their representatives must adhere to this Policy in both their professional and private lives.

4. GLOSSARY

Here are the key definitions:

- **Child**: this term includes children of all ages and so the policy deals with the protection of all persons under the age of 18.
- **Child abuse**: any acts that may cause physical or psychological harm to a child, directly or indirectly result in harm to a child, or damage the prospects of a child's safe and healthy development into adulthood;
- **Abuse and neglect:** they "are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by

those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. The main categories of abuse are defined by the World Health Organisation as physical violence, emotional violence, neglect and negligent treatment, and sexual exploitation and abuse.

a) **Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

b) Emotional Abuse : is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age- or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

c) Sexual Abuse : involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact including both penetrative or non-penetrative acts such as kissing, touching or fondling the child's genitals or breasts, vaginal or anal intercourse or oral sex . They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

d) Neglect: is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate care- takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

e) Bullying: may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which

children are provided with services or are living away from home should have in place rigorously enforced anti- bullying strategies.

• **Sexual exploitation of a child**: the abuse of a position of vulnerability, differential power, or trust in relation to a child for sexual purposes, whether successful or not; this includes – but is not limited to – profiting monetarily, socially or politically from the sexual exploitation.
Prime Minister considers that:
• any sexual activity without consent is to be considered abuse and is a criminal offence
• any sexual activity with a child under the age of legal consent of the country in which s/he lives, irrespective of whether s/he gave her/his consent, is to be considered abuse
• consensual sexual activity with a child over the age of legal consent of the country in which s/he lives, but under the age of 18 (even though it is not a crime), will in any case be treated as a breach of this Policy and Code of Conduct.

• **Child protection**: A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organizations - and individuals associated with those organizations - towards children in their care. 'Child protection' is a term used by many organizations for the work and programs they undertake in the community or broader social environment. This may lead to confusion when discussing the child protection responsibilities and issues involved in managing an organization. This policy is about organizational child protection – i.e. building a 'child-safe organization.'
• D**irect contact with children:** Being in the physical presence of a child or children in the context of the organization's work, whether contact is occasional or regular, short or long term. This could involve delivering talks, workshops to schools, churches and youth groups or this could involve project / site visits and attending conferences at which children are also present. [N.B. this list of examples is not exhaustive].
• **Indirect contact with children:** Examples include having access to information on children in the context of the organization's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies; providing funding for organizations that work 'directly' with children. Albeit indirectly, this nonetheless has an impact on children, and therefore confers upon the donor organization responsibility for child protection issues. [N.B. this list of examples is not exhaustive].
• **Policy**: 'A statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.'

5. PRINCIPLE

This policy is set up by a set of principles that are derived from the UNCRC, from the European Convention on Human Rights, from the Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse and from the Comment No. 13 (2011) of the UN Committee on the Rights of the Child, and includes:
- No violence against children is justifiable; all violence against children is preventable;

- A child rights-based approach to child caregiving and protection requires a paradigm shift towards respecting and promoting the human dignity and the physical and psychological integrity of children as rights- bearing individuals rather than perceiving them primarily as "victims";
- The concept of dignity requires that every child is recognized, respected and protected as a rights holder and as a unique and valuable human being with an individual personality, distinct needs, interests and privacy;
- Children's rights to be heard and to have their views given due weight must be respected systematically in all decision-making processes, and their empowerment and participation should be central to child caregiving and protection strategies and programs;
- The right of children to have their best interests be a primary consideration in all matters involving or affecting them must be respected, especially when they are victims of violence, as well as in all measures of prevention.

All employees, contractors, trustees, officers, and interns, whether paid or unpaid, full time or part time, temporary or long-term, having direct or indirect contact with children, are concerned by this Child Protection Policy.

6. PROCEDURES FOR THE SAFEGUARDING OF CHILDREN

a. Child Protection Representative

Prime Minister establishes the General Procedure for reporting and dealing with cases of suspected maltreatment, abuse or exploitation of children.

In particular, the General Procedure requires as follows:

The Board must elect one of its members to be responsible for the implementation of this Policy.

The President is responsible for ensuring that a national mapping is carried out of the infrastructure and services for the safeguarding of children in those areas in which Prime Minister operates, providing information concerning the policies, procedures, practices, contact points and services.

The President must ensure that, on the basis of the information provided by the mapping, national and local procedures are developed and implemented to respond to reports of possible cases of abuse and manage any subsequent action taken.

Any breaches of the Policy must be reported centrally to the Child Safeguarding Policy manager as the national Focal Point for Child Safeguarding. He/she will take on the following responsibilities:

• Ensuring that the policy is being put into practice;
• Being the first point of contact for child protection issues;
• Keeping a record of any concerns expressed about child protection issues;
• Bringing any child protection concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;
• Ensuring that paid staff and volunteers are given appropriate supervision;
• Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The policy will be reviewed on an annual basis to ensure that it is meeting its aims.

As prescribed by the General Procedure, the President, must be informed of any complaints received and be directly involved in the handling of these complaints.
Reports assessing the implementation of the Policy are submitted every six months to the contact Member of the Board for this Policy.

b. Trips/Outings

1. When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
2. Ensure that there is adequate insurance for the work and activities.

c. Personal/Personnel Safety

The staff and volunteers of Prime Minister, when signing any type of employment contract or describing their activities as volunteers, must receive and fully understand:
- the Child Safeguarding Policy, which includes the Code of Conduct.
- the General Procedure, which includes all the necessary information concerning who should be contacted to report a complaint.
For examples:
• A group of children or young people under sixteen should not be left unattended at any time.
• Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
• At no time should a volunteer or worker from any external organization arrange to meet a young person away from the activity without someone else being there.
• As such meetings should be planned and have the approval of a member of the Committee (this must be someone other than the organizer themselves).
• Teenage assistants should always be supervised.

Behaviour of personnel and staff

What is child protection?
Child protection is the response to the different ways in which a young person's or child's physical,
emotional, intellectual and spiritual health are damaged by the actions of another person.

What you should do
1. Listen to the child/young person
2. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone

3. Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone
4. Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.
5. It is note the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child protection officer.
6. Speak immediately to the Local Authority for further advice and guidance.

What you should not do
1. Project workers/volunteers should not begin investigating the matter themselves.
2. Do not discuss the matter with anyone except the correct people in authority.
3. Do not form your own opinions and decide to do nothing.
Things to say or do:
• 'What you are telling me is very important'
• This is not your fault'
• 'I am sorry that this has happened/is happening'
• 'You were right to tell someone'
• What you are telling me should not be happening to you and I will find out the best way to help you'
• Make notes soon after the event. Try to write down exactly what the young person or child said.
Avoid assumptions or conjecture.
Things not to say or do:
• Do not ask leading questions – Why? How? What?
• Do not say 'Are you sure?'
• Do not show your own emotions e.g. shock/disbelief
• Do not make false promises

d. Partners behavior

All the partners and other organizations that have a formal contractual relationship with Prime Minister involving direct contact with children must include in their contracts the obligation to:
• adhere to every aspect of this Policy and know how to proceed should they have to report an alleged case of child abuse;
• adhere to the Code of Conduct included in the Policy.
• Any alleged breach of the Policy must be reported and investigated in accordance with the Policy itself and the relative General Procedure. Any breach of the Policy may result in disciplinary action which, in the most serious cases, may result in the termination of the person's contract.
All the staff of Prime Minister, its volunteers and the staff of partner organizations must:
• promote an environment that is open to listening in relation to the safeguarding children in order to facilitate the discussion of problems and/or the reporting of alleged cases of abuse of children;

• ensure that there is a shared sense of responsibility among staff as regards the safeguarding of children;
• encourage children to discuss their problems and concerns;
• make parents and guardians aware of the rights of children, and of what is acceptable and what is not acceptable;
• explain clearly to parents and tutors the kind of professional behavior they can expect from the staff of Prime Minister, representatives, and partner organizations, and explain in detail what they can do in the case of problems relating to cases of abuse of children.

7. STANDARDS AND CRITERIA OF THE CHILD SAFEGUARDING POLICY

The following standards and criteria define the minimum levels for a suitable implementation of the Policy and its monitoring and assessment. These standards and criteria will be checked regularly and updated where necessary.

7.1 Awareness Raising and Prevention

a) Dissemination and awareness raising

Prime Minister ensures that there is broad dissemination of the Policy, the relative Procedure and the Code of Conduct. The dissemination must obviously include the staff of Prime Minister, its partner organizations, their volunteers and, above all, children and those who look after them.
The dissemination is carried out in such a way as to ensure that the Policy and Code of Conduct are fully understood. This may involve translations into the languages of beneficiaries and the production of child-friendly material.

b) Staff recruitment and selection

The recruitment and selection of staff, and also other collaborators or volunteers, must reflect Prime Minister's commitment to the safeguarding of children, ensuring that the necessary checks and procedures are in place to prevent anyone unsuitable from working with children[4].
Successful candidates are informed of the binding nature of this Policy, the relative General Procedure and the Code of Conduct, and of the fact that the principles contained in these documents must be adhered to in both the professional and private life of the person.

Workers and assistants are by far the most valuable resource the group has for working with young people. When recruiting and selecting paid workers and volunteers the following steps will be taken:
• Completion of an application form (Appendix 1);
• An interview by two people from the Committee, who will take the final decision;
• Identifying reasons for gaps in employment, and other inconsistencies in the application;
• Checking of the applicants' identity (passport, driving license, etc);
• Taking up references prior to the person starting work;
• Ensuring criminal record checks have been carried out through relevant local agencies approved by the Criminal Records Bureau;

• Taking appropriate advice before employing someone with a criminal record;
• Allowing no unaccompanied access to children until all of the above have been completed;
• A probationary period of 3 months for new paid workers and volunteers;
• On-going supervision of paid workers and volunteers;
• Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;

c) Implementation of the Policy in Management Systems and Processes

The Policy must be incorporated into all existing and future management systems and processes of Prime Minister that affect the safeguarding of children so as to create an environment in which the rights of children are respected.

The Policy must be reflected in every measure concerning human resources and general management to guide staff in the carrying out their work. Failure to comply with any aspect of the Policy contained in any of these measures will be considered a serious breach of discipline.

The costs of implementing the Policy must be included when preparing any operational plans, budgets or funding proposals of Prime Minister.

d) Safer Programming, Risk Assessment and Management

All the activities carried out by Prime Minister involving children (whether they are of a humanitarian nature or are related to programs, communication or fundraising) must be carefully assessed to ensure that every kind of risk for children is identified and suitable checks and controls are developed. Additional needs will be taken into account for those children with specific skills or needs (for physical reasons, religious or ethnic affiliation, sexual orientation or other factors).

e) Training and Development

Prime Minister will foster an environment that encourages opportunities to question and learn about child protection issues.

The staff of Prime Minister, its volunteers and the staff of partner organizations must be assisted in developing the necessary skills, knowledge, and experience for the safeguarding of children in line with their role within the organization. The staff who have to deal with complaints of sexual exploitation or abuse are provided with suitable training so that they can respond to and deal with the complaints. The core principles of the Policy, Code of Conduct and General Procedure must be included in the induction training of staff, and in all subsequent training.

The opportunities shall include:

An induction process for all staff, consultants, interns and volunteers which includes:
familiarization with the Child Protection Policy and procedures; opportunities to learn about the nature of abuse, the effects of abuse and how to recognize and respond to concerns about child abuse; information and support on who to contact in the event of any concerns about child protection issues.

New staff, trustees, consultants, interns and volunteers should receive child protection training as soon as possible (ideally within 3 months) of taking up their position.

Existing staff, trustees, consultants, interns, and volunteers should receive child protection training within a designated time period (ideally within 3 months) of the Child Protection Policy coming into force.

It is recognized that this training and the topic of child abuse are of a sensitive nature and may raise personal issues. It is not our wish to upset anyone and so Prime Minister will develop guidelines on how to cope with a training participant who becomes emotionally distraught.
Amongst other things, this will include giving out referral telephone numbers for agencies with experience supporting survivors of child abuse.
A regular re-evaluation of circumstances regarding training and policy procedures will be administered, assuring an up-to-date awareness of child protection issues within Prime Minister.

f) Agreements with Partner Organizations and Training

Any agreements between Prime Minister and its partner organizations must include clauses regarding the Child Safeguarding Policy. Partner organizations must adopt the Policy or have already developed their own policies with a similar approach and standards. The agreements with partners must highlight very clearly the agreed procedures for reporting and investigating cases relating to breaches of the Policy. Prime Minister will have a clear plan to develop the skills of its partners in this sector, so that they can develop the necessary policies and procedures, also using resources developed within Prime Minister.

g) Information and Communication Technologies

In the use of information and communication technologies, such as the Internet, websites, social networks and digital photography, Prime Minister takes the utmost care to ensure that children are not exposed to any risks. The guidelines contain guidance on the use of these technologies both by staff and representatives of Prime Minister that by children who use them in the name and on behalf organization, or in response to a request from you. The involvement of children, girls and adolescents for purposes related to activities of marketing, communication / media and advocacy must always take place with consent informed and must not be a cause of exploitation or worsening of them conditions, or those of their family members / guardians, and increase their vulnerability. It is desirable where possible to avoid identifying them, in particular by combining them personal details, location and image.
Access to printed and electronic personal information about children should be restricted to the minimum number of people who need to know within Prime Minister and third parts.
Personal and physical information that could be used to identify the location of a child within a country and cause them to be put at risk should not be used on the organization's website or in any other form of communication for general or public purposes.
Every child has a right to be accurately represented through both words and images. The organisation's portrayal of each child must not be manipulated or sensationalized in any way. Children must be presented as human beings with their own identity and dignity preserved. Text and images included in any print, broadcast or electronic materials such as brochures, publications, reports, videos or websites should depict an accurate and balanced depiction of children and their circumstances. Sufficient information should be provided where possible as to their social, cultural and economic environment. Where children are indeed 'victims', the preservation of the child's dignity must nevertheless be preserved at all times. In these circumstances, 'before' and 'after' pictures are useful to depict a balance between victimization and empowerment.
As far as possible, people [including children] should be able to give their own accounts rather than have people speak on their behalf, and people's [including children's] ability to take responsibility and action for themselves should be highlighted.

Avoid: Language and images that could possibly degrade, victimise or shame children;
Making generalisations which no not accurately reflect the nature of the situation;
Discrimination of any kind; Taking pictures out of context (e.g. pictures should be accompanied by an explanatory caption where possible).

In images, children should be appropriately clothed and not depicted in any poses that could be interpreted as sexually provocative.

Always ask permission from the child / children themselves before taking photographs or moving images except under exceptional circumstances, based on the child / children's best interests, where this might not be possible or desirable.

To the greatest extent possible, the organization should acquire informed consent / the permission of the child, child's guardian and/or NGO responsible for the child in order to use the image for publicity, fundraising, awareness-raising or other purpose (which should be made clear to the consent-giver).

Individuals or organizations requesting the use of Prime Minister resources such as photographs should be required to sign an agreement with Prime Minister as to the proper use of such materials. The agreement could include a statement that any use of such materials for purposes other than what is agreed upon could subject the borrowing individual or organization to legal action. Furthermore, failure to adhere to the agreed use of the material will result in the immediate termination of the organization's permission to use the subject materials and/or require immediate return of all materials (including any copies made) provided by Prime Minister.

7.2 Reporting and Responding

a) Centralized System
In accordance with current legislation on privacy, Prime Minister has a system that makes it possible to report, record and evaluate centrally the complaints received and dealt with locally.

b) The General Procedure and Local Complaints Procedures
There is a process for reporting and reacting to witnessed, suspected or alleged child abuse and/or violation of the Child Protection Policy which is made available to, and understood by, all staff, trustees, consultants, interns and volunteers. If Prime Minister is working on a project, which involves sustained, direct contact with children, then the children themselves should be made aware, in a language and age-appropriate way that they understand, what to do if they feel uncomfortable and want to report something. The process includes:

- The guiding principle that the best interests of the child, the need to ensure the immediate physical and psychological safety of the child, and the desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns. Child abuse disempowers children. Prime

Minister aims to empower children by allowing them to govern as much as possible, decisions regarding action that is taken in light of concerns or allegations.

Guidance on dealing with allegations from a child that ensure that the child is treated with respect:

Allegations from a child: When a child informs you that he/she is uncomfortable or concerned with a specific person's (adult or child) behaviour towards them or another child, the following steps must be taken:

- Reassure them that they were right to report the behaviour.
- Listen carefully and calmly to them and ask questions to clarify the allegation so that you will be able to later report the incident correctly.
- During the conversation, try not to repeat the same questions to the child, as this gives the child the impression that they did not give correct information the first time and they are not fully believed.
- Do not promise secrecy to the child. Inform the child that you must report the incident or inappropriate behaviour as it is in their best interest.
- Take proper steps to ensure the physical safety and psychological well being of the child. This may include referring them for medical treatment or to a psychologist.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Let the child know what you are going to do next and that you will let them know what happens.
- Do not permit personal doubt to prevent you from reporting the allegation to the proper supervisor.

Guidance on confidentiality and information sharing, which clarifies that the protection of the child is the most important consideration:

This includes a standardized system for reporting incidents, concerns and referrals and storing these securely. Records should be signed and dated. Records must be kept securely in a locked place to which access is restricted. Prime Minister has a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information – verbally, through the mail, electronically, etc. – should be done in such a way that confidentiality is maintained.

Prime Minister must take appropriate steps within its power to protect the child / children in question from further harm. If your concerns involve immediate harm to a child, action must be taken without delay, as inaction may place the child in further danger. If you know any information about the maltreatment of a child, it is your responsibility to tell someone. All staff, trustees, consultants, interns and volunteers must therefore act immediately and report suspicions, however uncertain, to the designated person (or alternate designated person) in accordance with the organization's reporting procedure (refer to flowchart and response form). The designated person may in turn seek guidance on further action in the local context or from local social services and the police.

In certain instances, there will be the obligation for Prime Minister and its staff, trustees, consultants and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure. However, if urgent action is required in order to protect children then it may be prior to the reporting procedure.

Relevant contact details for child protection services, local social services department, police, emergency medical help and helplines will be readily available and easily accessible to organisation representatives.
Arrangements will be made for providing supervision and support to consultants, interns and/or volunteers during and following an incident or allegation.

c) Obligations of the Staff of Prime Minister and its Partners
The staff of Prime Minister, its volunteers and the staff of partner organizations must report any suspicion of exploitation or abuse involving children when the alleged perpetrator is a member of staff, whether it is the result of a specific complaint or just unconfirmed suspicions.
The primary concern of any member of staff informed of a case of abuse is always to protect the child. The Procedure for reporting cases allow staff to report cases of abuse even when the alleged perpetrator is external to the organization.
The reports must be made immediately and in any case within 24 hours unless it is impossible or unfeasible to do so or there are exceptional circumstances that prevent the report from being made.

d) Staff Roles and Responsibilities
The staff and board must all be aware of their own roles and responsibilities in reporting and responding to complaints of alleged sexual exploitation or abuse in accordance with the Procedure and national legislation.

The President will appoint a Child Safeguarding Policy manager for child safeguarding.
The roles and responsibilities of every member of staff must be clearly specified:
• of staff in reporting any suspicions or alleged breaches of the Policy;
• of Child Safeguarding Policy manager in handling any such reports and in responding to and managing cases;
• of Local Child Safeguarding Policy managers in dealing with reports, and coordinating the evaluation and response process;
• of the Child Safeguarding Policy manager, as the person in charge of the General Policy at a national level in the operating of a centralized system for the reporting of cases to ensure the management control of these cases.
All these people must receive suitable training, guidance and support. Prime Minister provides standardized forms in the Procedure to record information and register the main details concerning suspected cases abuse.

e) Principles and practices in responding to accusations of exploitation or abuse
When responding to accusations of sexual exploitation or abuse of children, staff and the board members follow the Procedure and always proceed taking into account the best interests of victims and witnesses, their safety and physical and mental well-being, and their rights to privacy, equality and fair justice.

Staff of Prime Minister will be asked to cooperate in any investigations and maintain appropriate levels of confidentiality. Any failure to fulfil this obligation will be considered a breach of discipline, which may be punished, in the most serious cases, with the termination of their employment contract.

f) Learning from experience

The lessons learnt as regards the implementation of this Policy and the handling of specific episodes will be used to improve the Policy and develop the best practices.

g) Awareness

The staff of Prime Minister, its volunteers and staff of partner organizations must be aware of what action can be taken against the alleged perpetrator of abuse, which includes:

• referring the matter to the competent authorities for judicial investigations in accordance with the law;

• internal disciplinary procedures, which may result in the person losing their job or a contract being terminated.

8. RESPONSIBILITIES

The President has full responsibility for the creation of a working environment that facilitates the implementation and development of the principles of the Policy.

The staff of Prime Minister, in line with their own specific functional responsibilities, have full responsibility for creating an identical working environment wherever their project is being carried out.

The President is responsible for delegating responsibility relating to the Policy within the team of Prime Minister, including the creation of Child Safeguarding Policy manager for child safeguarding.

9. PROCEDURES RELATING TO PRIME MINISTER AT NATIONAL LEVEL

The President is responsible for ensuring that all members of the Board, staff and volunteers know the Policy, asking them to sign a declaration in which they state that they have received and accept the Policy. The Child Safeguarding Policy manager, as the person in charge of the Policy at a national level:

• establishes and maintains a centralized system of reporting, ensuring management control of cases regarding alleged breaches of the Policy;

• establishes and maintains a system of regular contacts with the Child Safeguarding managers of Prime Minister;

• prepares the communications that the President must submit to the Board;

• regularly checks and updates the Policy, at least every three years or sooner should this be deemed it necessary.

CODE OF CONDUCT

The Code of Conduct must be signed by all staff and standing volunteers BEFORE commencing duties.
Prime Minister considers all forms of abuse towards children to be unacceptable and recognizes that it has a duty to safeguard children – that is to keep them safe, promote their wellbeing and protect them from abuse and harm. Neglect, physical, psychological/emotional, and sexual violence are the main forms of abuse.
Our Child Safeguarding Policy and Procedures set out the measures we will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse.
A child is any human under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989.
As part of our Child Protection Policy, it is a requirement that all staff (including paid employees, consultants and interns), whether full or part time, agree to abide by the Child Protection Policy and specifically to agree to work in accordance with this Code of Conduct which sets out responsibilities for safeguarding children and expected behaviour of staff. This is a mandatory requirement.

Any form of unacceptable behavior which breaches this Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, Prime Minister expects its representatives to apply common sense whilst focusing on the "child's best interests".

Prime Minister respects the Convention on the Rights of the Child and the following five principles:
I. Children's rights: all Prime Minister staff must respect and promote children's rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, at all times, in the child's best interests.
II. Zero tolerance: Prime Minister will not tolerate any form of abuse and will take all necessary measures to implement the Child Protection Policy.
III. Risk management: Prime Minister ensures that risks are identified and minimized from the planning stage through to the implementation stage of activities.
IV. Everyone's responsibility: the successful implementation of the Child Protection Policy is based on the individual and shared responsibility of all Prime Minister representatives including staff. Prime Minister will seek to ensure that partner organizations' programs also comply with international safe- guarding standards.
V. The duty of notification: any suspected violation or any actual violation of the current Code of Conduct must be reported immediately to the supervisor or the Prime Minister Country Child Protection Point. Confidentiality will be maintained through- out the entire procedure.

BY SIGNING THE CODE OF CONDUCT, I explicitly agree that:

I will always:

• Treat children with respect and equally, regardless of their age, sex, language, religion, opinion, or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
• Help children to take part in decisions which concern them according to their age and their level of maturity.
• Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organizations so that concerns may be shared and discussed.
• Use non-violent and positive behavior methods when supervising children.
• Encourage children and communities to speak openly about their interactions with adults and with each other.
• Inform children and communities of their right to report any worrying situations and how they can raise a concern.
• Empower children so that they are in a position to better protect themselves.
• Make sure that another adult is present ortry to be visible when I am in contact with a child.
• Try to preserve the child's autonomy and make sure that I do not do things that a child can do for herself/himself.
• Plan activities and organize the work place in such a way so as to minimize the risk of harm taking into account the age and development of the child.
• Ensure that information concerning children, families and communities remains confidential.
• Behave in a way that sets a good example (avoid smoking, showing disrespect towards col-leagues, etc.).
• Obtain permission from the child and their parents before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
• Ensure that the child does not pose in a degrading manner or in a way that may be interpreted by others as having sexual connotations.
• Raise any concerns and queries concerning the Child Protection Policy with my manager/super- visor or the Child protection Point.
• Immediately report any suspicions or allegations to the Child Protection Point of behavior which goes against the principles of the Child Protection Policy and Code of Conduct including any form of child abuse – even if the information or allegation is vague.

I will never:
• Engage in any form of sexual relations with any- one under 18 years old, regardless of the legal age of sexual consent, the law and local customs. Mistaking a child's age is not a defense.
• Exchange money, job, goods or services or humanitarian aid for sexual favors or subject the child to any other kind of humiliating, degrading or abusive behavior.
• Touch children or use language or make suggestions in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
• Exploit a child for labor (for example through domestic work).
• Discriminate against, treat children unequally or unfairly for example by favoritism and excluding others.

• Invite a child or their relatives to my home or develop a relationship with a child and/or their family which may be considered outside normal professional boundaries.
• Work with or transport a child alone without the prior authorization of my manager, unless absolutely necessary for the safety of the child.
• Be under the influence of drugs or alcohol while working with children.
• Take photos or videos of beneficiaries for use that is not strictly professional unless the parent and organization gives permission.
• Watch, publish, produce, or share pornography showing children, and/or show pornographic material to children.
• Take or publish photos of children entirely naked or dressed in a manner which is not adapted to the situation in which they are represented.
• Publish a story or image which may endanger the child, their family or community.
• Use photos which have not been checked and approved by my manager and/or Communications Team or post unofficial pictures or information about children on personal websites or social networks (such as Facebook).
• Maintain contact with children and their families via social networks, unless a specific Prime Minister project requires me to do so and I have been given express permission.
• Close my eyes to, ignore or fail to report any concern, suspected violation or violation of the Child Protection Policy and the Code of Conduct to the Child Protection Point.

Associazione Prime Minister
Via Giacinto Albino,4
80141 Napoli (NA)
C.F. 09627441216
info@primeminister.it

I understand that, in the event of suspicions or allegations of my violation of the Code of Conduct:

Prime Minister will take any action they deem necessary, which may include, but is not limited to:

• Providing assistance for the victim and taking immediate steps to protect and support the child.

• Attempting to establish the facts in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved.

• Undertaking disciplinary actions, which may result in my suspension or termination of contract.

• Initiating judicial proceedings and/or reporting to the competent authorities any violation of the Code of Conduct which may breach national legislation.

• Taking appropriate measures in order to ensure that such incidents do not occur again, for example, informing other organizations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

Declaration of commitment

I, the undersigned, ...

Declare I have received, read and understood the Prime Minister Child Protection Policy and I commit to know and agree to work in accordance with it.

I understand that any failure to uphold the Code of Conduct may result in the termination of my engagement with Prime Minister, or further disciplinary or judicial proceedings as mentioned above.

Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. Prime Minister shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date.....at.....

Signature .....

Appendix

Parental Consent Form.

Prime Minister is an organization that provides activities, workshops, trips, camps for young people, children, their families and communities. Before starting this collaboration, we need your consent, and also some important information from you to ensure that your child can participate safely and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events a child is defined as anyone who is under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

Parental Consent Form

Activity Consent *(Please tick as appropriate) :*

- I/we give my/our consent for my/our child (name of child) to travel to and participate in Prime Minister activities.
- I/we authorize Prime Minister to be responsible for my/our child during these activities and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.
- I/we affirm that I/we have full authority to give the consent provided for in this document.

Media Consent (Please tick as appropriate) :

- I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as news-papers) or online.
- I/we DO NOT give my/our consent for my/our child to take part in media activities.

I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child .....

Date ..... at .....

Name and Signature (names of parent(s)/carer(s)) .....

Medical History

The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.

Name of child (including nicknames):

Date of Birth:

Identity Number:

Any known allergies (e.g. to food, conditions, insect bites, medication) :

Currently on medication: - No -Yes

If yes, please state which type/dosage:

Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time

Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/ fainting/dizziness, depression/anxiety):

Any previous surgeries and hospitalizations:

Please provide details of any medical insurance Name of insurance company:
Insurance policy number:

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully:

This information must be completed before the child leaves for the trip/event.
It will be kept by ACD La Hoya and/or the accompanying adult (delete if not appropriate).

Emergency contact details:
Name:

Contact Number:

Address:

Alternative Contact:

Name:

Contact Number:

Address:

If at any time you are concerned about the safety or protection of your child, please contact Prime Minister referent:

Permission to Administer Common Drugs (Please tick as appropriate):
Please indicate below if you give your consent to your child being administered common drugs such as Almax, Tylenol, Aspirin etc. for common ailments (headaches, stomach aches etc.).

For more serious illness, your child will be taken to a qualified doctor.

- I/we give my/our consent for my/our child to take common drugs such as Almax, Tylenol, Aspirin etc. if in need for common ailments.
- I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.