



## MANO EUROPA CHILD SAFEGUARDING POLICY

Approved by: President of association MANO EUROPA

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### A. PURPOSE

The purpose of the MANO EUROPA's Child Safeguarding Policy is (1) to ensure that MANO EUROPA's projects, activities, workers, or others working with or on behalf of the MANO EUROPA do not harm children and (2) to ensure that safety risks and cases of misconduct are identified, reported, and addressed in an appropriate and timely manner.

### B. SCOPE

The MANO EUROPA's Child Safeguarding Policy pertains to:

1. All MANO EUROPA employees.
2. Sub-contractors and/or partners who have direct contact with children through MANO EUROPA implemented or financially supported projects.
3. This policy applies to all individuals working with or on behalf of the organization, including employees, volunteers, interns, and trainees, regardless of their role, contract type, or duration of engagement.

### C. DEFINITIONS

**Child** – For purpose of this policy, a child is defined as anyone under the age of eighteen years.

**Child Beneficiary**—For the purpose of this policy, “child beneficiary” refers to all children who benefit from or come into contact with MANO EUROPA implemented or financially supported projects and/or activities.

**Child Abuse and Exploitation** – For purpose of this policy, “child abuse” and “child exploitation” shall mean any and all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

**Harm** – For purpose of this policy, “harm” refers to physical or psychological injury or damage to a child's health, survival, development or dignity.

**Sub-Contractors** – For purpose of this policy, “suppliers/ sub-contractors” refer to individuals, companies, or organizations with whom the MANO EUROPA has a contractual relationship for the provision of goods or services.



#### **D. POLICIES**

The MANO EUROPA has a zero tolerance policy regarding the abuse and exploitation of children. MANO EUROPA workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners are prohibited from engaging in any form of abuse or exploitation of children.

The MANO EUROPA is committed to ensuring that depictions of children - in words and images - protect their identity and respect their dignity and rights. The following standards shall guide MANO EUROPA communications about children:

1. Depictions of children must respect children's privacy and present children in a respectful, dignified manner.
2. Children must be adequately clothed in images. Sexually suggestive poses are not permitted.
3. Informed consent must be obtained from children and their caregivers before taking photographs of them, except under exceptional circumstances where this may not be possible. When possible and appropriate, this consent should be in writing and children and caregivers should be informed of how the images will be used.
4. Use of images of child beneficiaries shall be restricted to professional, respectful, awareness raising, fundraising, publicity, and programmatic purposes.
5. Caution must be taken to ensure that no image or recorded case history of a child places him/her at risk or renders him/her vulnerable to any form of abuse

#### **E. SAFETY AND SECURITY**

The MANO EUROPA is committed to ensuring that no harm, whether intentional or unintentional, comes to children as a result of MANO EUROPA projects and/or activities.

Where the MANO EUROPA has direct responsibility for running activities for children, children must be adequately supervised at all times.

All staff, volunteers, and trainees are expected to maintain the highest standards of professional and personal conduct when interacting with children and young people.

All staff; volunteers, interns, and trainees have a duty to ensure the safety, dignity, and well-being of children at all times. The following behaviors are considered unacceptable when working with or in the presence of children:

Unacceptable behavior includes, but is not limited to: any form of physical, emotional, or sexual abuse; inappropriate or sexualized language or contact; bullying, harassment, or discrimination; developing exploitative or overly personal relationships with children; engaging in contact outside authorized activities (including through social media); and any actions that could place a child at risk of harm, abuse, or exploitation.



## **F. DATA COLLECTION**

Prior to collecting personal information from a child, MANO EUROPA workers must explain to the child what information will be collected, and how it will be used and stored.

Informed consent must be obtained from the child before collecting or sharing his or her information. If the child is not old enough to provide informed consent, where possible this should be sought from the child's caregiver.

MANO EUROPA workers must only collect information that is necessary and/or that the child wants to provide.

Information collected about children must only be shared with others on a need-to-know basis and must only be shared when it is in the best interests of the child.

## **G. RECRUITMENT**

MANO EUROPA is committed to ensuring that MANO EUROPA workers are suitable to work with children and are informed of their responsibility to uphold and abide by the MANO EUROPA's Child Safeguarding Policy.

- As part of the recruitment process for every position at MANO EUROPA, including those involving direct contact with children and for both internal employees and external candidates, all are required to undergo a minimum of one documented employment reference checks. References cannot be family members or relatives and at least one must be a past supervisor; for internal employees, current supervisor must also serve as a reference.
- Whenever legally required, permissible and possible, criminal background checks including police and/or criminal records, and/or other additional background checks are conducted prior to an employment offer being extended.

## **H. TRAINING**

MANO EUROPA is committed to ensuring that MANO EUROPA workers have the knowledge they need to uphold and abide by the MANO EUROPA's Child Safeguarding Policy.

MANO EUROPA shall provide training as needed for MANO EUROPA workers, including but not limited to: supervisors and managers; technical specialists and those engaged in data collection and information management.

## **I. REPORTING**

MANO EUROPA is committed to ensuring that allegations of violations of the Child Safeguarding Policy are reported, investigated, and responded to in a timely, fair, transparent and consistent manner.

MANO EUROPA workers are required to report allegations of violations of the Policy directly to President of MANO EUROPA in a written form who is an official child protection officer.



## J. POLICY CHANGES

The MANO EUROPA's Child Safeguarding Policy shall be subject to annual review by the MANO EUROPA's Board of Members. All recommended revisions to the policy shall be approved and adopted during general meeting by the Board of Members and organization President.

President of association MANO EUROPA \_\_\_\_\_