

CHILD PROTECTION POLICY AT THE POLISH ROBERT SCHUMAN FOUNDATION

Some of the activities of the Schuman Foundation are addressed to children and aim at their development as conscious, socially and civically active Europeans. The Foundation carries out activities for children usually in cooperation with educational institutions. The Foundation's team - employees, associates and volunteers - makes every effort to create a friendly environment for children's development, so that its activities are safe for children and do not cause them or expose them to harm.

The purpose of this policy is to sensitise employees, associates and volunteers to the importance of child protection activities, to identify activities aimed at keeping children safe and to develop a working culture at the Foundation based on children's rights.

The principles of the Foundation:

- Employees, associates and volunteers of the Foundation are required to be acquainted with children's rights. Children, like all other participants in our activities, are treated with respect, their dignity, identity and privacy are respected, their views are listened to;
- All children are treated equally regardless of their background, gender, nationality, etc;
- The Foundation has high ethical and moral standards that employees, associates and volunteers are required to follow. The Foundation team culture is based on mutual respect, dialogue, shared values and belief in the Foundation's mission;
- Educational activities for children are prepared by professionals, educators and psychologists, and are adapted to the children's developmental level;
- Employees, associates and volunteers of the Foundation are never left alone with the children - the children are always looked after by a responsible person - a parent or a guardian (e.g. a teacher);
- Whenever possible, the Foundation provides childcare whenever the given event is addressed to parents;
- Audiovisual documentation of the work with children and further use of materials require the consent of children and their parents/guardians. Materials must not show children in an unfavourable light;
- Processing of children's data requires the consent of children and their parents/guardians and is carried out in accordance with the Foundation's privacy policy;
- Situations observed by Foundation employees, associates or volunteers that are harmful to children are reported to the Foundation Management Board. The Management Board intervenes to the relevant officials/services;
- New employees, associates and volunteers receive this policy when they start working for the Foundation;
- When recruiting employees, associates or volunteers who will have contact with children, the job/volunteering opportunity advertisement includes a description of



the form of work with children and the competencies required for this. Candidates' competences in this area, as well as their attitude towards children and the values on which they base their cooperation with children are analysed through the information provided in the recruitment form and during the interview;

- Candidates are asked whether they have been convicted of a crime against sexual freedom and decency or violence against a child and whether there are any criminal proceedings against them in this respect. The Foundation Director is required to check to the extent of his/her abilities the veracity of this information, also in the Sex Offenders Register;
- The Foundation's partners who host Foundation's volunteers are required to train them in child safety rules at their facility;
- The Foundation provides flexibility and support to parent employees in the performance of their duties in the event of an emergency childcare situation (e.g. granting time off / easing the workload, remote working, flexible working hours, etc.);
- Provisions on child safety are included in contracts signed by the Foundation for children associated activities;
- In case of doubts about the implementation of the child safety policy, employees, associates and volunteers may consult the Foundation Management Board;
- The Management Board oversees the implementation of this policy;
- Concerns regarding the implementation of this policy by the Foundation team should be reported to the Foundation Director.

The Child Safeguarding Policy was developed on the basis of the *Child Safeguarding Standards and How to Implement Them* guidelines, the UN Convention on the Rights of the Child and the knowledge and materials of other civil society organisations, including in particular organisations promoting compliance with children's rights.