

Child Safeguarding Policy

1. Introduction¹

1.1 Goal of this policy

The fundamental objective of the child safeguarding policy within Diotima is to preserve basic human rights of children internally, avoid and handle possible misconduct. With respect to the Rights of the Child as declared by the United Nations Convention and other national and international Standards, mainly the Keeping Children Safe, we are aiming to secure the protection of children by any harm, physical or emotional, and ensure a dignified life. This is expected to be succeeded by taking all the measurements needed regarding the recruitment and training of the staff that is involved with children and by ensuring that cases of misconduct are identified, reported and addressed appropriately.

This policy will be reviewed and updated once per calendar year.

1.2 Core Principles

The fundamental principle that leads the child protection policy is the understanding that children are subjects of law who deserve the basic human rights. More specifically Diotima works with refugee children that have been survivors of gbv indirectly, through the domestic violence experienced by their mothers. Therefore, due to the fact that some employees are in direct contact with these children, it is important to ensure a code of conduct that minimizes the risk of harm.

The basic principles of our policy include:

- a. All children have equal rights to protection of harm, regardless of religion, ethnicity, ability
- b. As an organization that works closely with children, we have a duty to ensure that risk of harm caused by our staff or others is minimized. That includes all possible partners.
- c. We have the responsibility to organize our recruitments, trainings and program designs accordingly and make sure they are being monitored.

2. Implementation and Measurements

2.1 Harm Prevention

In order to prevent possible harm to the children with whom we are coming in indirect contact i.e. accompanied by mothers/carers beneficiaries of our GBV support services we consider important to identify the risks during the designing and implementation of any programme. Therefore, determine the context in which we are working and take

¹ The child safeguarding policy of Diotima has been created taking into the consideration the corresponding policies by DCI, DCR and Survivor.

measurements accordingly.

2.2 Recruitment and Training

Acknowledging that the most important step for a safe recruitment we make known to existing and new members of the staff the policy of child safeguarding, ensuring that all members commit to harm prevention and understand what counts as abusive. To secure the new employee's liability we ask for references and from our part we make clear job descriptions in order to be apparent the level of contact with the children.

All people working for Diotima Centre including employees, interns, contractors, freelancers and volunteers, will be security checked/ need to submit a police clearance. Those who have particular roles and responsibilities which involve working directly with vulnerable adults and GBV survivors will be asked for references from previous employers. The HR department is responsible for conducting respective interviews with former employees. All employment recruitment advertisements will include the statement: "CRWI Diotima operates a Safeguarding Policy and successful applicants will be subject to a satisfactory security check through references and interviews with previous employers".

Although all staff have a responsibility for safeguarding, there are a number of specific roles within the Centre Diotima which exist to support, advise and refer any concerns to the authorities should this be necessary.

The Safeguarding Team consist of the Safeguarding Representative (SR)(Maria Liapi, Legal Representative of the Organization), Deputy Safeguarding Officer (DSO) (Filio Margaritidi, HR Department) and Safeguarding Officers/PSEA focal points Network (SON).

Staff and volunteers receive training and contextualized support in order to prevent, report, and respond to child safeguarding concerns, adapted to their specific position and their level of contact with the children. They are also are made aware of the expectation to comply with this policy. At the same time, all employees and especially the ones in position of responsibility have access to advice and support.

2.3 Partnership

All partners, including donors, other NGOs, suppliers, government, contractors, must explicitly commit to child safeguarding. Moreover, the agreements of the partnership regarding child safety must be clear and they can be terminated if a mishandling of the concern is reported.

Regarding partnership with families and communities, in order to support the work on safeguarding, our policy and commitments will be made clear and accessible. We acknowledge the responsibility to make sure who are the care givers/family and try to include them in decision making.

2.4 Code of Contact

The code of conduct being a very useful tool in order to underline the appropriate behavior towards the children is going to be publicized and dispersed successfully. In the existing general code of conduct a chapter especially for child safeguarding will be included and will be signed by all Diotima staff members.

Diotima staff members are required to comply with the following code of appropriate behavior:

Diotima staff must not

- a. engage in sexual activity with the children
- b. physically or emotionally punish them
- c. use abusive language in front of the children
- d. *hire children for any kind of labor (paid or otherwise)*
- e. discriminate against any child, regarding her/his gender, ethnicity, religion etc Diotima

workers must

- a. ensure that risk of harm is minimized
- b. ask for permission of the caregivers in order to take photos of the children
- c. report any abusive behavior seen or suspicions and allegations
- d. take part in trainings that the Diotima sector finds useful regarding child safeguarding and protection

2.5 Programming

One of the main concerns is the implementation of the United Nations principles in the local context, without recognizing abusive behaviors as cultural differences. Moreover, all changes that may be needed in order for the policy to be successful must be made and all systems and processes must be adapted. Also, all programs must be monitored in order to ensure the successful implementation of the policy.

2.6 Media

It is important that all images used in our campaigns respect the rights of the children to privacy. More specifically, we have to ensure that the appearance of the children is appropriate and no information of their location is provided.

2.7 Handling Misconduct

In the case that a worker, an associate, a partner or volunteer acts in a way that mistreats children we proceed to immediate disciplinary action. In most cases this means

- disciplinary action or dismissal of the employee
- ending the relationship with the volunteer, intern, officer, trustee
- considering on a case-by-case basis a child safeguarding concern related to a partner, without necessarily leading to ending the partnership. The outcome depends on the nature and gravity of the case and the reaction and commitment of the partner to address the

situation.

-termination of the contract with the contractor

Relevant simple and easy-to-read information about the procedure and contact details of the Safeguarding Officer, at all Diotima offices should be available in prominent spots (eg posters) and all beneficiaries must be informed at their first contact with the services of the Centre Diotima.

SAFEGUARDING REPORTING FORM

Name of report writer	
Date	
Name of person making the disclosure <i>(Either aid beneficiaries or personnel and associated staff of the Organisation)</i>	
Name(s) of others present	
Date and time of incident	
Factual record of conversation with the survivor/person reporting the cause for concern	
Any next steps agreed	



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Signature and name of staff member	
Signature of SO and date of receipt	
Actions taken by SO	