

# CHILD PROTECTION POLICY

VERSION 2020 / EN – REVISED NOV 2022

## 1. POLICY BACKGROUND

DATEY strives to provide a safe learning environment for its young students. Any suspicion of abuse is dealt with in a prompt, respectful, appropriate and competent manner and in accordance with federal German law (Bundeskinderschutzgesetz - BKiSchG) and regional law for Rhineland-Palatinate (Handlungsleitfaden "Kinder in der Schule", ADD Trier); with the European Charter of Fundamental Rights; and with the UN Convention on the Rights of the Child and Adolescence. The four cornerstones of the Convention on the Rights of the Child and Adolescence provide the basis for action for DATEY; in unforeseen cases, DATEY acts in accordance with the principles of: non-discrimination (Article 2); best interest (Article 3); right to life, survival and development of the child (Article 6); hearing of the views of the child (Article 12).

## 2. STAKEHOLDERS

DATEY is committed to the care, safety and protection of all children involved in its activities. For the purpose of this document "child" refers to all people younger than 18 years of age.

The DATEY Child Protection Policy is relevant for all adults interacting with children and young people at DATEY, including, but not limited to, administrative and support staff, teachers, counsellors, guardians, other family members, coaches, volunteers and assistants.

This document explains the actions to be taken by staff to protect children in circumstances where abuse is suspected or when allegations of child abuse are made against staff, children or other people in the community. All staff members have an important role in the identification and reporting of child abuse and the provision of support and assistance to children who have been abused. DATEY has a commitment to protecting children with and for whom it works. When it works through partners, they have a responsibility to meet minimum standards of protection for children in their programmes. All those who work in contact with children have an important role to play in their protection. They can only play this role effectively if they have the right attitude towards children, are sufficiently aware of child protection issues and have the knowledge and skills necessary for child safety. DATEY staff is therefore supported in developing the skills and knowledge necessary to ensure adequate child safety.

All members of DATEY, including staff and collaborators, coming into contact with children are informed about the child protection procedures. They are given opportunities to learn how to respond to concerns about child abuse. New staff is given interactive induction lessons in which DATEY's Child Protection Policy and terms of employment as well as relevant GDPR articles are explained. Before work contracts are signed, all

potential staff is vetted by checking with former employers, by reviewing relevant and mandatory documents (e.g. police certificate of conduct) and through interviews. When signing work contracts, new staff members as well as external professionals brought in to work with children in the context of a project sign the CPP, stating they have read and understood it and commit to implementing it.

A culture is promoted that ensures that children are listened to and respected as individuals. All staff and members will pay particular attention to signs that may suggest that a child or a teenager needs help.

The Management (including director/CEO, quality manager and training manager) will discuss the Child Protection Policy infringement cases and actions / warnings that may be needed. The director/CEO of DATEY ensures that child safeguard measures are integrated throughout the organisation and he/she is the primary contact person for these issues internally and externally.

### **3. PROCEDURES**

Child safeguarding risk assessments and mitigation strategies are incorporated into existing risk assessment processes at all levels. DATEY's implementation guidelines are available to everybody, define different types of abuse and provide an explanation of the procedure to be followed if abuse is disclosed.

To ensure that children involved in relevant activities are protected from harm, it is fundamental to understand what types of behavior constitute abuse and neglect. Abuse and neglect are forms of maltreatment. There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

1. **Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
2. **Emotional abuse:** 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 for meeting the needs of another person. It may feature age – or developmentally-inappropriate expectations being imposed on children.
3. **Sexual abuse:** The activities may involve physical contact, including penetrative and non-penetrative acts. 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.
4. **Neglect:** 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 involve a parent or carer failing to provide adequate food and clothing or 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.

#### **4. IMPLEMENTATION**

We meet our commitment to protect children from abuse through the following means:

1. Vetting: all staff as well as occasional external personnel brought in to work with children are vetted as part of the recruitment process. Vetting includes authenticating educational and other credentials, confirming employment history by speaking to former employers, checking social media profiles and requesting a police certificate no older than 6 months.
2. Awareness: we ensure that all staff, volunteers and others are aware of the problem of child abuse and the risks to children.
3. Prevention: we ensure, through awareness and good practice, that staff and others minimize the risks to children.
4. Data protection: GDPR is part of DATEY's staff training procedures and is implemented in this context as in any other so as to ensure that no personal data breaches are committed (Art. 33 / GDPR). Personal data is protected, digitally via passwords and printed by locking away personal documents such as psychological or medical or other personal reports to avoid theft of documents with sensitive personal data. All staff and external actors sign a data protection consent form as part of their contract, in which they agree to the usage of their personal data in the context of their employment and reserve their right to withdraw that consent at any time.
5. Responding: We ensure that staff and others are clear what steps to take where concerns arise regarding the safety of children. We ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

In order that the above standards are met, staff, collaborators and volunteers of DATEY will never:

- tolerate or participate in behaviors that are illegal, abusive or that jeopardize their security;
- be a negative example to children, behave inappropriately or in ways that – also from a psychological point of view – can negatively affect their harmonic and socio-relational development;
- discriminate, treat differently or favor some children excluding others;
- use inappropriate offensive or abusive language or give inappropriate, offensive or abusive suggestions and advice;
- hit, physically attack, physically or psychologically abuse of children;
- keep in contact with children using personal online communication means (email, chat, social network, etc.);
- have any kind of relation with children that can be in any way considered as exploitation, mistreatment or abuse;
- act in ways that can make children feel ashamed, humiliated or despised or perpetrate any form of emotional abuse;
- have sexual relations with children.

This list is not exhaustive or exclusive. The basic principle is that actions or behaviors that can be inappropriate or potentially abusive towards children will be avoided.

DATEY staff and volunteers agree to the following standards of good practice:

- treat children with dignity and respect;
- set a good example through an appropriate conduct;
- involve children in decision-making which affects them;
- valorize skills and competences of children and discuss with them about their rights, about what is acceptable and what is not, about what they can do in case of problems;
- be alert to changes in children's behavior;
- report any suspect about possible abuses or mistreatment involving children;
- maintain appropriate standards of conversation and interaction with and between children.

## **6. REPORTING & COMPLAINT MECHANISM**

All staff members must report a belief formed on reasonable grounds of child abuse. This means:

- in severe cases, immediately contacting the police;
- creating a comprehensive written report, including – where possible – visual material - that can, in the case of allegations, serve as a basis for an internal investigation; it will be ensured that there is a safe means for voicing concerns immediately and in all confidentiality.
- immediately informing the director/CEO that a report will be or has been made;
- if the director/CEO is absent, inform the person in charge (Quality Manager and Training Manager) that this report has been made.
- DATEY management will then contact the necessary external actors to pursue wrongdoing.

DATEY has access to various consultative organisations, including local Child Welfare Authorities (Jugendamt), Caritas, Arbeiterwohlfahrt (AWO), etc. who can be consulted if need arises. Compliance with GDPR is guaranteed.

## **7. CONFIDENTIALITY**

Confidentiality must not be promised to students and whenever possible they must be informed about who will be involved and the actions that may be taken.

## **8. REVISION**

DATEY's Child Protection Policy is revised every 5 years.

Dr. Erica Eyrich  
CEO

