



# Child Protection Policy

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## Safety Concept and Rules

Wherever people undertake and plan an event, not all risks can be prevented, even with the greatest caution. To reduce opportunities of risk of exposure and ensure that project partners avoid and keeps a cool head in the event of a crisis, this safety concept was developed to clearly define the rules and procedures for the implementation of **Parliament for the Future of Europe** (PaFutEU) by Democracy International for itself and its partners.

### 1. General Information

Activity	Parliament for the Future of Europe
Organisation	- The Peace Institute Ljubljana
Child Protection Officer Including Tel Number	- Tjaša Turnšek, research assistant, The Peace Institute Ljubljana 00386 31 712 187
Crisis Team including Tel Number	- Daniela Vancic, European Programme Manager and Project Coordinator, +49 221 66966531 - Obakeng Kamela, European Programme Aid, +49 66966539
Responsible for external communication	- Daniela Vancic, European Programme Manager and Project Coordinator - Andreas Muller, Managing Director at Democracy International
Emergency Service Contact Details	- Ambulance and Fire Brigade 112 - Police: 113 - Ambulance: 112 - Medical on-call service: 112
Authority	The <b>Child Protection Officer</b> has authority over all underage participants and in crisis situations/non-compliance with the rules. These cases and some exceptions are regulated in chapter 5.  If possible, the crisis team takes decisions together: Each member has one vote and majority decisions are valid. If a member is not present, the vote of the external communicators Andreas Müller and Daniela Vancic is decisive. If left to their own devices, each member can decide on their own.
Information	The contingency plan is officially announced in writing. Further rules for the implementation of PaFutEU Citizen Panels can be added if necessary.

The **Child Protection Officer and Crisis Team** is responsible for internal crisis communication.

For external communication in case of accidents/crisis situations, the external communication team coordinates the procedure with the support of the crisis team.

Chapter 4 of this crisis plan explains the procedure to be followed in the event of specific incidents.

## 2. Policy

Democracy International and project partner organisations believe in creating safe and inclusive spaces for children to participate in events, campaigns, and projects. This section outlines the values that inform our policy on participation and inclusion.

### Leading by Example

Democracy International, as the project lead organisation, has managed over the years to gain the trust of the authorities, funding institutions, participants in individual programmes and projects, and their parents. Projects continue to be possible due to a good record. Therefore, all staff involved in **Parliament for the Future of Europe** events and activities must abide by the rules of the Child Protection Policy and continue to follow a good example. Any and all incidents must be communicated to the **Child Protection Officer and Crisis Team**.

### Acting on the ground

Our behaviour and response are guided by the following principles:

- Inform
- Coordinate and Supervise
- Alert
- Save
- Rescue

### Secure

The emergency site should be secured in such a way that no other persons are endangered. In the event of personal injury or damage to property, for reasons of evidence, only changes that serve to rescue or reduce the damage should be made.

### Third Parties

For the **Child Protection Officer and Crisis Team** to be able to implement their duties, third parties unrelated to the activity in question must not have access to the events. Relatives and security personnel are excluded from this. If necessary, the **Child Protection Officer and Crisis Team** can involve other people in dealing with the emergency.

## Compliance on Projects

Participant communication before and during the event must ensure that all participants know the rules and consequences according to the crisis plan.

### 3. Basic Rules

The following actions and substances are prohibited:

- (I) Possession and use of legal and illegal intoxicants
- (II) The distribution and or intention to distribute alcohol to minors.
- (III) Sexual relations with minors
- (IV) Excessive consumption of alcohol
- (V) Sexual harassment, sexual advances including catcalling.
- (VI) Hate speech.

The following actions must be applied.

- (I) Children travelling to the events must be supervised throughout their trip.
- (II) Children must be housed in a safe and secure facility.
- (III) When sharing overnight accommodation, they must only do so under the following conditions:
  - With their parent/guardian if participating in the event
  - With people of the same age and gender
  - If the above is not possible or preferred, the child must receive a single room

### 4. People

This section is to outline the distribution of responsibilities and persons accountable in implementing the Child Protection Policy in various stages of project implementation.

When recruiting

- The **Child Protection Officer** must identify participants who are underage and seek consent from the participants Parent/Legal guardian through a signed consent form.
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When Traveling

- The **Child Protection Officer** must supervise underage participants when traveling to events.
- The **Child Protection Officer** must coordinate with the host partner to ensure that the necessary accommodations are made in terms of section 3 of this document.

## 5. Procedure: Basic Rules of Crisis Situations

In crisis situations, our response mechanism ensures three contact points with distinct responsibilities. These are the **Child Protection Officer**, **Crisis Team**, and the **Awareness Team**.

- The **Crisis Team** takes effect after an incident has been brought to attention.
- The **Child Protection Officer** is responsible for supervision of underage participants.
- The **Awareness Team** role is to be an available and visible person(s) for all participants, including minors, to speak to about issues that arise only during the Citizen Panel

If not all members of the team are available or on site, the existing team members can make a decision themselves without the explicit agreement of the other team members. If two members have to decide without agreeing, a competent third person has the final say.

The partner organisations are informed of problems and (if necessary and depending on the case) included in the measures to receive support and to make them share the responsibility.

At a Citizen Panel

- Host organisations sets up an “**Awareness Team**” for the Citizens Panels.
- **1** person separates affected person from the group(s)
- The **Awareness Team** make the **Crisis Team** aware that an incident has occurred  
At least **1** person from the **Awareness Team** is the contact person for the police, if necessary.
- The **Awareness Team** notes and designates 1 person to note who was present and in what way they were affected.
- The **Awareness Team** brings the incident to the attention of the **Crisis Team**
- The **Crisis Team** will, where necessary send out external communication to other staff, external partners, partner organisations, parents, and participants (after immediate crisis care)

When traveling

- Partner organisation designates **Child Protection Officer** to travel with the participants
- **Child Protection Officer** separates affected person from the group
- **Child Protection Officer** is the contact person for the police
- **Child Protection Officer** must note who was present and in what way were they affected
- **Child Protection Officer** brings the incident to the attention of the **Crisis Team**
- The **Crisis Team** will, where necessary send out external communication to other staff, external partners, partner organisations, parents and participants (after immediate crisis care)

If other people besides the **Child Protection Officer**, **Crisis Team** and **Awareness Team** the are involved in crisis management, they must have at least a rough overview of the incident

at the beginning (briefing by the crisis team); the more time there is, the more detailed. If there is not enough time for a detailed briefing at the beginning, this must be done as soon as possible so that all persons involved in the crisis management can give detailed information about the case, if necessary.

## 6. Safety Precautions

The **Child Protection Officer, Crisis Team and Awareness Team** are responsible for ensuring compliance with the rules.

General safety regulations

Area	Regulation
Use of Alcohol	<p>The <b>Child Protection Officer, Crisis Team and Awareness Team</b> must not serve alcohol to minors or take them to establishments where alcohol is the main beverage consumed. Any alcohol found on minors shall be confiscated and procedure for crisis situations shall be enforced.</p> <p>Minors are always in groups of two or accompanied by the <b>Child Protection Officer, Crisis Team, Awareness Team</b>, or partner organisation staff member of their country delegation. Minors must also be back to the accommodation by no later than 11pm.</p>
Use of Illegal Substances	<p>The <b>Child Protection Officer, Crisis Team and Awareness Team</b>, Partner organisations shall endeavour to reduce the potential risk of exposure, although low to non, to illegal substances. If use of substances is found to be present, procedure for crisis situations will be enforced.</p>
Preservation of privacy and Consent	<p>Partner organisations must ask for consent to film, take pictures of, or quote any participant including minors.</p> <p>The <b>Child Protection Officer, Crisis Team and Awareness Team</b> must be present and must ensure that the Citizen Panel events respect the participants' privacy. Physical and psychological privacy is also respected in emergencies and during medical interventions.</p>
Assault	<p>Partner organisations shall apply the procedure for crisis situations as outlined in this document and contact the relevant authorities. The <b>Child Protection Officer, Crisis Team and Awareness Team</b> must be made aware.</p>

Accommodation	The <b>Crisis Team</b> , organisation’s staff, partner organisations must ensure suitable accommodation for minors with the basic standard being that minors must only share a room with a parent/legal guardian, another person of similar age and same gender, unless requested otherwise.
Participation	The <b>Crisis Team</b> , organisation’s staff, partner organisations must require all unaccompanied minors to submit a consent form from their parent/legal guardian to be allowed to participate.

## 7. Crisis Response

The following is a list of potential risks of exposure identified and a uniformed response to guide the **Child Protection Officer, Crisis Team, Awareness Team**

Incident	Measure	Who	Information for relatives/ parents/ guardians	Communication with other participants/staff
<b>Disease</b>				
Mind cases: e.g., headache, abdominal pain, stomach ache	<ul style="list-style-type: none"> <li>- Talk to the person, provide tablets/ medication.</li> <li>- For Covid: Participant goes into quarantine until tested negative or until end of event. The <b>Crisis Team</b> informs staff/ participants, especially those in close contact of possible infection if this not already</li> </ul>	<b>Crisis Team/ staff</b>	Yes: <b>Crisis Team/ External Communication Team/ staff/ Partner organisation</b>	No: except for covid

	<p>done by said participant.</p> <ul style="list-style-type: none"> <li>- Participant released into the care of parents/ guardians.</li> <li>- Take note who spoke to whom and what was agreed.</li> </ul>			
Severe cases: e.g., breathing problems, infection, pain	<ul style="list-style-type: none"> <li>- Call pharmacy/ doctor</li> <li>- Talk to the participant, self-history.</li> <li>- Call parents/ guardians if necessary</li> <li>- Take note of what occurred</li> </ul>	<p><b>Crisis Team</b></p> <p>Female&gt;Female</p> <p>Male &gt; Male</p> <p>Non-binary&gt; if possible, non-binary</p>	<p>Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation</p>	No
<b>Accidents</b>				
Accidental Property damage (e.g., car damage)	<ul style="list-style-type: none"> <li>- If no other road users are involved: Do not contact the police, but only settle with insurance company.</li> </ul>	<p><b>Crisis Team</b></p>	<p>Yes: Child Protection Officer, Awareness, Crisis Team/ External Communication Team/ Staff/ Partner Organisation</p>	No
Accident with minor to moderate injuries: <u>Light</u> ; Injuries that only require outpatient treatment.	<ul style="list-style-type: none"> <li>- Light: Administer first aid and monitor response. Where possible administer over-the-counter pain medicine</li> <li>- Moderate: Administer first</li> </ul>	<p><b>Crisis Team</b></p>	<p>Yes: <b>Child Protection Officer, Awareness Team, Crisis Team/ External Communication Team/ Staff/</b></p>	No



Moderate; Injuries that require hospitalisation	aid kit. Transport participant to emergency room		Partner Organisation	
Severe allergy/ epileptic seizures	<ul style="list-style-type: none"> <li>- Call emergency services</li> <li>- In the meantime, supervise</li> </ul>	<b>Crisis Team</b>	Yes: <b>Crisis Team/</b> External Communication Team/ Staff/ Partner Organisation	No
Accident with serious injuries  <u>Serious injuries</u> : life-threatening and/or can result in serious damage to health	<ul style="list-style-type: none"> <li>- Call emergency services</li> <li>- If necessary, cancel event with approval of <b>Crisis Team</b></li> </ul>	<b>Crisis Team/</b> Staff/ partner organisation	Yes: <b>Crisis Team/</b> External Communication Team/ Staff/ Partner Organisation	Yes
Death	<ul style="list-style-type: none"> <li>- Call emergency services</li> <li>- Cancel the event with the approval of the <b>Crisis Team</b> and as soon as the <b>Crisis Team</b> is ready to communicate</li> </ul>	<b>Crisis Team/</b> Partner organisations	Yes: <b>Crisis Team/</b> External Communications Team/Partner organisations	Yes: only after parents/guardians of participants have been notified
<b>Alcohol and drug abuse &gt; Addictive substances</b>				
Under 18 participants arriving at events already intoxicated	<ul style="list-style-type: none"> <li>- Inform Crisis team and call parent/guardians and let them decide on further actions.</li> <li>- If cases repeat, send participant home</li> </ul>	Crisis Team/ Staff/ partner organisation	Yes: Crisis Team/Staff/Partner organisations	Yes

Minors consume alcohol	<ul style="list-style-type: none"> <li>- Confiscate alcohol, issue verbal warning and contact parent/guardian</li> <li>- For repeat offense of heavy intoxication, send participant home and contact parent</li> </ul>	<b>Crisis Team/ Staff/ Partner organisation</b>	Yes: <b>Crisis Team/Staff/Partner organisations</b>	No
Minor Heavily Intoxicated	<ul style="list-style-type: none"> <li>- Stay on site with a <b>Crisis Team</b> member or responsible person</li> </ul>	Yes: <b>Crisis Team/ Staff/ Partner Organisation</b>	Yes: <b>Crisis Team/ External Communication Team/ Staff/ Partner Organisation</b>	No
Passing on alcohol to minors	<ul style="list-style-type: none"> <li>- Caution and confiscate alcohol</li> <li>- In case of repetition, discuss further procedure with management</li> </ul>	<b>Crisis Team</b>	No	No
Alcohol poisoning	<ul style="list-style-type: none"> <li>- Call 112 and care for the person until ambulance/ emergency services arrive on scene</li> </ul>	<b>Crisis Team</b>	Yes: <b>Crisis Team/ External Communication Team/ staff/ Partner organisation</b>	Yes: to caution the consumption of alcohol

## 8. General Provisions

### Vetting

Members of the **Child Protection Officer, Crisis Team, Awareness Team** sign a declaration of good standing asserting that they are fit and proper persons to perform this function.

Internal Human Resource policy also applies.

## Incident Reviews

After every Citizen Panel an anonymous questionnaire is sent to every participant for feedback on the safe space. This is discussed with the Project coordinators and the **Child Protection Officer, Crisis Team, Awareness Team**. Additions are made to refine the crisis response procedure.

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## **Annexure A**

### Legal Compliance

The **Parliament for the Future of Europe** project and the Child Protection Policy is compliant with all national legislation including international conventions. A non-exhaustive list can be found below:

- EU General Data Protection Regulation
- EU Charter for Human Rights
- Convention on the Rights of the Child

### Data Protection Declaration

As part of the sign-up procedure, we provide participants with a data protection declaration found below:

"I agree that pictures and/or videos of the participants will be taken during the event and may be used for publication on the Parliament for the Future of Europe (<https://www.democracy-international.org/pafuteu>), in (print) publications of Democracy International and PaFutEU partners on the social media pages (Facebook, Twitter, Instagram, Flickr, YouTube) of Democracy International and PaFutEU partners, and may also be stored for this purpose. The photos and/or videos are used exclusively for the public relations work of Democracy International and PaFutEU partners and for reporting back on the event to the European Commission. The consent to the processing of the photos and/or videos can be revoked at any time for the future. All enquiries regarding your data can be made either by emailing [hardt@democracy-international.org](mailto:hardt@democracy-international.org) or by calling Anne Hardt on +4922166966535. Democracy International is the data controller regarding your personal information."

All participants can also decide to opt out from having their picture taken by checking a box on the **Participants List**