# **Child** **Safeguarding Policy**

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| Date approved  10/10/2017 | Effective date  26/09/2017 | Date of next review  25/09/2018 | Policy owner  Georgiana Curea,  Policy Officer | Policy lead  Corina Puiu,  CEO |

**Key facts**

* The aim of this policy is to ensure that:

i) Excellent child safeguarding practice is promoted at Teach for Romania;

ii) All children who engage with Teach for Romania are treated with dignity and respect;

iii) All employees know what to do in the event of a child safeguarding incident and make informed and confident responses to specific child safeguarding issues;

iv) All child safeguarding incidents are dealt with consistently and properly recorded.

* For emergency situations please contact the Ploicy Officer, Georgiana Curea, at phone number 0754 24 24 44
* This policy is written with our commitment to equality & diversity at its heart and should be interpreted in a way that provides fair treatment for all

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# **Introduction**

Teach for Romania Association was established in 2014 with the vision “Every child in Romania should have access to high quality education and associated life options, regardless of region, type of school, or socio-economic status”.

Teach for Romania recruits and selects the most valuable Romanians, trains them as inspirational teachers and supports them to become leaders in Romanian education. Within a two-year Teaching and Leadership Development Program, they receive targeted training and support to work as teachers of students from vulnerable communities in schools across the country and to develop as educational leaders along different career paths. The organization builds a strong community of current participants, program graduates/alumni and key partners from all sectors to support truly and sustainably the access of every Romanian child to quality education.

Teach for Romania is part of the Teach For All international network, whose approach is successfully applied in more than 43 other countries on six continents.

**1. Objectives of Teach for Romania's internal policy on children safeguarding**

The respect, observation and protection of children's rights form the basis of the mission and values of Teach for Romania, in which every child has the opportunity to develop his or her full potential for intellectual and socio-economic development and mental (or psycho-emotional) well-being. The creation of an internal child protection policy supports the understanding and principles of Teach for Romania as an organization and every one of its staff members in a personal capacity that all forms of abuse, harassment, exploitation of and violence against children are unacceptable.

Teach for Romania's activity is **not related to direct work with children**, but involves active work with participants in the Teach for Romania Program, who, as teachers, work daily with children. Teach for Romania Participants in teaching roles are covered by the safeguarding policies of their employment in schools. For the avoidance of doubt, while they are engaged in Teach for Romania organised activities and events, both policies will apply and in the event of any inconsistency, the school policy will apply as they have ultimate responsibility as the employer.

If they have a child safeguarding concern which does not relate to a Teach for Romania organized activity or event (e.g. about something they come across in a partner school), they should use the specific policy or process which applies to that setting to escalate the matter (e.g. the school’s own safeguarding policy).

The main objective of the **Teach for Romania *Internal Child Protection Policy*** (hereinafter referred to as the *Policy*) is to ensure the security of children who have contact with the organization in different situations in the implementation of its program activities, projects and interactions, while observing the recommendations and provisions of the Romania and international legislation in the sphere of the protection of the rights of the child. It contains a set of standards that define the main organizational principles, procedures, rules of conduct, communication, and interactions with partners that ensure that we make every effort to prevent any form of violence against, exploitation or neglect of a child.

This policy outlines the specific responsibilities, requirements and expectations of and on

Teach for Romania as an organisation and as a collective of stakeholders who interact with children through our work. Also aims to prevent and give instructions for action in cases that may lead or have led to violation of children's rights. It includes additional resources and appendices in support of the work of Teach for Romania's team, participants and program graduates and volunteers not to allow and to prevent violence.

**2. Who does this policy apply to?**

The internal Policy of Teach for Romania shall apply to all employees and persons with whom Teach for Romania has concluded service contracts, all participants in Teach for Romania’s Program, members of the organisation Advisory Boards, trainees, volunteers, as well as the partner organizations we work with.

Participants in Teach for Romania’s Program shall mean all participants in the Association’s Teaching and Leadership Development Program during the two years in which they teach at school as well as all Program graduates who continue to have contractual relations with the Association with regard to different projects after completion of the two years in school.

Partners shall mean all partnering organizations – institutions, NGOs, corporations, donors, with whom the association is working in performance of its activity, the Teach For All Network international partners and other international organizations; guests and visitors, the media and their representatives.

**3. Where is this policy available?**

This policy is available for all stakeholders to access at any time on the Teach for Romania OneDrive procedures folder, Teach for Romania website and the facebook groups of the participants.

This policy does not form part of any employee’s contract of employment and it may be

amended by Teach for Romania at any time.

# **II. Internal protection policy principles**

The internal Policy on children at risk adopted by Teach for Romania is based on the rules and principles laid down in the [UN Convention on the Rights of the Child](http://www.un.org/esa/socdev/unpfii/documents/CRC.GC.C.11_EN.pdf) and the Romanian legislation (Please see Appendix 5). The Policy also takes into account the Teach for Romania's experience in establishing working child protection mechanisms and conditions.

The principles on which Teach for Romania's Protection Policy is based are the following:

* Under the principles enshrined in the UN Convention on the Rights of the Child

1. In all actions concerning children, the best interests of the child shall be a primary consideration (Article 3).
2. With regard to the equal rights of protection it may be added “without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status” (Article 2).
3. Every child has the inherent right to life, survival and development (Article 6).
4. Every child shall be allowed to form his or her own views, shall have the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child (Article 12).

* According to the organizational principles and priorities:
  1. We place the protection of children's health, security and lives first and foremost in our work.
  2. The actions we take at any given time shall be guided by the child's best interest in terms of protection and respect of his or her rights.
  3. Each Teach for Romania team member, participants, volunteers and other related parties in the organisation have a duty to support the protection of the children with whom they work or are in contact with when performing their official duties and responsibilities.
  4. Teach for Romania shall support and encourage its partners to take responsibility for meeting the minimum protection requirements.

# **III. Definitions and terms**

**Child Safeguarding** is defined for the purposes of this guidance as:

* protecting children from maltreatment;
* preventing impairment of children's health or development;
* ensuring that children grow up in circumstances consistent with the provision of safe
* and effective care; and/or
* taking action to enable all children to have the best outcomes.

**Child**: Anyone who has not yet reached their 18th birthday.

**Vulnerable group** refers to persons or families at risk of losing their capacity of meeting the daily needs because of situations of illness, disability, poverty, substance or alcohol addiction or other situations that lead to economic and social vulnerability” (Law No. 292/2011 - Social Assistance Law, Art. 6 pgf. p)

The National Strategy on Social Inclusion and Poverty Reduction 2015-2020 lists the following vulnerable groups:

(1) Poor people

(2) Children and youth deprived of parental care and support

(3) Lone or dependent elderly

(4) Roma

(5) Persons with disabilities

(6) Other vulnerable groups,

(7) People living in marginalized communities.

**Child abuse** means any voluntary action of a person who has a relation of responsibility, trust or authority towards the child, through which the life, the physical, mental, spiritual, moral and social development, the bodily integrity, the physical and mental health of the child are endangered and it is classified as physical, emotional, psychological, sexual and economical abuse.

**Child neglect** means the omission, either voluntary or involuntary, of a person who is responsible for upbringing, caring for or educating the child, to undertake any measure which is subordinated to this responsibility, and which results in endangerment of the life, physical, mental, spiritual, moral and social development, the bodily integrity and the physical and mental health of the child and may take several forms: nutritional, clothing, hygiene neglect, educational neglect, emotional neglect or living the child/ family abandonment which represents the most severe form of neglect.

(Law No 272/2004, art. 89)

# **IV. Prevention**

Protection and defense of children is both an organizational and personal responsibility of each of the employees in the Association and participants of the Teach for Romania Program. To ensure that children's rights are respected at all times, the Association will take the following steps and actions:

## Risk assessment/risk reduction

The policy preparation process involved consultations with teachers, graduates, employees and experts so that the Policy would be based on the needs they have identified as a result of their experience so far. The Policy also integrates feedback from a member of the Advisory Board of the Association and a legal entity.

Teach for Romania will take into account the Policy and its principles in preparing all new elements and structures in its work, new projects and activities involving children.

Oslo we use a check-list during the events planning process for any Teach for Romania event which involving children ([Appendix 5](#_Appendix_5:_Events)).

## Staff/ participants/ volunteers recruitment

The selection of staff, participants in the Teach for Romania Program (Teachers) and volunteers, is a key element in implementing the Association's mission and activities.

Ours recruitment policy is based on clear selection procedures, clearly defined criteria for applicants for the program, job descriptions, internal system for professional and personal development, internal support system, training and supervision, internal monitoring.

The following practices for recruitment aim at eliminating the risk for children posed by a member of the Teach for Romania community:

**Recruitment of employees**

All Teach for Romana employees are hired after selection, with clear requirements about their qualification, professional experience, and job description. The employee selection process involves questions about a candidate's emotional intelligence, attitude towards communities, and reaction upon witnessing injustice. In the selection process, the candidate's prospective direct supervisor verifies the applicant in case of need, doubt, or hesitation by the oral or written recommendations by people who have worked directly with the candidate.

All employees shall be familiarized with the Child Protection Policy when starting work in the Association, and are made aware of any revisions or updates on an annual basis. The immediate superior of each employee monitors his or her development, takes action, and alerts the Policy officer in case of any doubts about child rights violations.

**Accepting new participants in Teach for Romania's Teaching and Leadership Development Program**

Participants in Teach for Romania’s Program are persons related to the Association and hired under a program participation agreement. As teachers, they have direct contact and work with children. In this role, besides the principles of this Policy, they are also subject to the fullest extent possible to all the requirements for the pedagogical specialists in the country, related to child protection and defense.

Since the participants in Teach for Romania's Program work directly with children they are also subject to a lot of strict selection rules, which also include prevention in relation to the protection of children's rights.

The selection of participants in the program includes a precisely developed three-stage process (1. Filling in a detailed on-line form and analytical thinking test; 2. Conducting an interview with a specially trained employee of the Association; 3. A Day Assessment Center, which includes additional interviews and activities simulating the real environment of the participants). The attitudes, behaviors and reactions (including statements and/or actions that indicate children's rights violation risk) to children and in particular to children from underprivileged communities are a key part of the selection criteria for participants and are tracked with great attention during the selection process. How a candidate performs on these criteria is important for the final decision to include him or her in the Program.

Upon signing a contract for participation in the Program, participants get familiarized with the Policy and undertake to observe its principles and rules by signing a declaration.

Further specific elements and trainings related to the development of skills, knowledge and competences for the protection of children's rights and reaction in case of risk for the children will be included within the training of participants for the Program.

Every participant in the Program shall work with a personal mentor – a coordinator – who supervises his or her development, takes action and alerts the Policy Officer upon any doubts about children's rights violation.

**Working with/selecting other related parties**

Other related parties shall mean volunteers in the Association, corporate partners, NGOs, individuals, donors, the Advisory Board, supporters.

All Teach for Romana volunteers are accept after selection, with clear requirements about they motivation, experience, and job description. They have an onboarding process to integrate our ways of working and procedures.

The respective organizations and individuals traditionally do not engage in regular direct work with children within the framework of cooperation with the Teach for Romania, unless this is set in the framework of their core business objects, which shall accordingly be governed by their internal mechanisms.

When other related parties have sporadic contacts with children in connection with their cooperation with Teach for Romania. In these cases, the Association shall ensure that they are all familiar with this Policy and are always accompanied by a Teach for Romania employee or participant in Teach for Romania's Program during classroom visits and in contacts with children.

## Code of Conduct

Employees and participants in Teach for Romania's Program are united by the mission to provide access to quality education for every child in Romania. The core code of conduct for the Association's employees and the participants in the Program is organized around the nine organizational values: Integrity, Excellence, Authenticity, Determination, Continuous learning, Initiative, Collaboration, Equilibrium, We care (please see the detailed description on our [website](http://teachforromania.org/cine-suntem/valori/)). Every employee, participant ant volunteer has been made familiar with the organizational values even during the process of applying for a position in the Association or participating in Teach for Romania's Program.

Code of Conduct ([Appendix 2](#_Appendix_2:_Teach)), an integrant part of the Policy will be presented to all employees, participants and volunteers Teach for Romania as a condition of their involvement in the organisation's activity. The code of conduct establishes the main principles which substantiate the activities and the programs of the Teach for Romania Association.

In case of the Code of Conduct will be broken or in case of the existing Policy of protection will not be respected, this aspect can determine the application of some measures such as the suspension or the reziliation of any kind of commitment. This decision will be however discussed and agreed at the leadership Teach for Romania level and it will take into consideration the existing regulations on the HR Polictics.

## Child protection training

All employees, participants in the Teach for Romania Program (Teachers), volunteers, and partners shall be made aware of the Association's child protection policy. They will receive a copy of the Policy and will have to sign a safeguarding acknowledgement that they have received, read, and understood ([Appendix 1](#_Appendix_1:_Child)).

In case of concern, the immediate superiors shall inform the Policy Officer and conduct further investigations.

During the regular Program trainings there will also be additional training modules for the participants in Teach for Roania's Program, prepared with the support of external experts or the internal team of trainers.

The Policy Officer shall create a **resource bank** to help identify an existing or threatened child abuse, including contacts with relevant external experts and institutions. The Policy Officer shall share this resource bank on a regular basis and update it upon an annual Policy review or when otherwise needed.

The Policy and the shared resources have been presented to the new entrants to the Program during their initial training (Leadership Summer Academy) prior to direct contact with children and to each new team member during the onboarding period in Teach for Romania. The Policy Officer reserves the right to offer and organize additional training for emerging needs.

The Association shall also have a contact list of other institutions, organizations, and professionals working in the field of child violence, sexual abuse and rights violations protection in its resource bank. With their help, it is possible to support the investigation of the concerns, risks, and to reduce the negative consequences for the victims and give advice for an adequate response ([Appendix 6](#_Appendix_6:_Resource)).

## Communications

Teach for Romania shall in its external and internal communication respect children's rights by making sure that it does not harm the dignity of children, families, and communities in which it works.

When Teach for Romania uses true stories and visual material in its communications in which children are present, the Association shall adhere to certain rules and procedures that protect children and meet the legal requirements laid down in the UN Convention on the Rights of the Child, The Constitution of the Romanian state, the UE Regulation 2016/679 of the European Parliament and of the European Council from the 27th of April 2016 which focuses on the protection of the individuals regarding the processing of the personal data and regarding the free movement of this data and the repeal of the 95/46/CE Directive (The Regulation regarding the protection of the data) filming children for external communication, it is imperative that a signed declaration be required from parents/guardians authorizing the us of images for the purposes stated in the relevant statement ([Appendix 4](#_Appendix_3:_Declaration)).

The communications about children shall use photos/videos which are decent, respectful, and do not portray children as victims. Children should be dressed appropriately, and positions that could be perceived as arousing sexual associations shall be avoided.

We recognize that in the specificities of our work in vulnerable communities, there may be cases where children could be victims, e.g. of poverty. In such cases, the dignity of the child should be preserved, while at the same time reality being presented in an appropriate manner.

When sharing true stories involving children, where there is a risk of children's rights or dignity being infringed, the children's names and other identifying information will be changed to ensure their security and the protection of their privacy ([Appendix 2](#_Appendix_2:_Teach)).

## Partnerships

Teach for Romania shall in implementing partnerships with other organizations and individuals notify and request from the other party to comply with Internal Child Protection Rules and Policy. If the partner organization/individual does not have their own internal child protection policy, they shall be made aware of this Policy's requirements and rules.

# **VI. Alerting and reporting mechanism**

This Policy of Teach for Romania regulates the availability in its work of a safe and reliable existing or suspected risk reporting mechanism for child protection.

The purpose of the mechanism is to ensure that information from/about the potential victim reaches without undue delay a person or organization of the competent authorities, responsible persons and organizations which can adequately respond and take into consideration the best interest of the child. Each report will be accepted and considered seriously and responsibly, respecting the principle of confidentiality of information. The priority shall always be the safety and the best interest of the child.

**Internal and external reporting levels are defined:**

**The internal reporting** levels measures taken refer to employees, persons who have entered into a service contract with the Association and participants in Teach for Romania's Program. They are used according to the degree of risk, evidence and witness versions. Depending on the case, disciplinary penalties or termination of a contract may be applied.

**The external reporting** levels refer to the responsibility of all persons (employees, participants in Teach for Romania's Program, volunteers, visitors, representatives of partners) related to the activity of Teach for Romania to inform and report about doubts, concerns or evidence of risk or a risk situation for children and adolescents for whom they have information or direct observations. The scope of the report shall cover children with whom the employees of the Foundation and the participants of Teach for Romania's Program have a direct relationship.

Reports may be filed by employees of the Association, participants, volunteers, members of the Advisory Boards, external visitors, and other related parties.

Every reported abuse or violence shall be directed in writing by email or orally to the immediate superior/Policy Officer, depending on the risk, undertake actions for informing internal (formation of an internal commission within the Association, a management team) or external structures involving one or more representatives of the following groups: parents, representatives of the school team, such as the principal, pedagogical counselor, class supervisor, pre-trial proceeding or other state authority (Child Protection Department, the police, and others, depending on the specific situation).

In support of the objective and impartial internal probe to investigate the accusation, the supervisor may form an internal investigation commission to examine the report and verify its statements, take next steps and decide on specific actions.

A report of abuse or violence filed shall promptly be submitted by email to the Foundation's Policy Officer: protectiacopilului@teachforromania.ro. The Policy Officer shall support the commission and the immediate superior in resolving specific cases.

Upon receipt of accusations or alerts against an employee of the Association, participant in Teach for Romania's program, volunteer or other related person, a prompt investigation into the case shall be undertaken involving the immediate superior of the employee and/or other key persons under whose supervision the program participant works (coordinator, coordinator manager, school principal, etc.).

If the accusation is related to a criminal offense against a child/children, it will be reported to the authorities before taking action or informing the suspected perpetrator to ensure that the internal investigation does not compromise the criminal one.

Internal investigations shall be conducted by the manager of the respective team or by the Policy Officer, if the case so requires. The investigation involves interviews with all parties, including witnesses, in order to gather all the details related to the charge, to collect and examine explanations and objective evidence relevant to the charge. If a violation of the Foundation's principles and values described in the Policy is established, steps will be taken to remove the culprit from the Program/Association and the positions occupied.

All reports and alerts relating to abuse and violation of children's rights shall be documented and retained by the Policy Officer.

The registry shall be kept and stored in an on-line format at a secure location, with information kept secret with access only to the Officer, and the confidentiality of all involved shall be respected. The registry of alerts and cases shall be used for the future improvement of this Policy, subject to the personal data protection rules, and the introduction of additional practices and mechanisms according to the needs recognized by the Officer and the team.

**Communication guidelines**: steps should be taken to ensure the needs of the child take priority, and the disclosure of information is dealt with appropriately:

 Ask if the child would like someone else to be present – another adult or a friend. If they decline, proceed with the interview, taking extra care with your behaviour and body language and ensuring you are in a public place/ office with open door;

 Allow them to speak without interruption and accept what they say;

 Be understanding and reassuring but do not give your opinion;

 Assure that you will offer support but that you must pass any information to another party who may take appropriate action; do not promise secrecy to the child;

 Reassure them that they have done the right thing in telling you;

 Keep calm and listen – do not have physical contact at any time;

 Focusing on the facts disclosed and using the actual words said by the child wherever possible, take a detailed record of the conversation using the “Safeguarding Concerns Form” found in Appendix 4.

 If it is necessary to ask questions, try not to repeat the same questions to the child;

 Take proper further steps to ensure the physical safety and psychological well-being of the child;

 Let the child know what you are going to do next and that you will let them know what happens.

# **VII. Monitoring and updating/reviewing**

For Policy monitoring and tracking purposes, the Policy Officer shall see that:

1. Signatures are placed by the team and participants, who have been made familiar with the Policy upon taking their position or upon a policy revision.
2. There are clearly stated and accessible response steps (mechanism) and that the contacts of the Association's Policy Officer have been shared.
3. There is an accessible resource bank to help with the implementation of the steps outlined in the Policy.
4. The relevant teams are informed and supported when there is a need to revise specific activities and documents to protect children's rights and prevent abuse.

The policy shall be reviewed and revised once a year, or upon the Association's Policy Officer identifying a need thereof. The amendments shall be approved by the management team and CEO of Teach for Romania.

# **VIII. Appendices**

#### **Appendix 1: Child safeguarding acknowledgement**

**CHILD SAFEGUARDING ACKNOWLEDGEMENT**

**on familiarization with Teach for Romania's Internal Child Protection Policy**

Hereby the undersigned....................................................................................., legal holder of the ID document type ......., Series ......, No ................., PIN ...................., I hereby take it upon myself to declare that will ensure the protection of children's rights as they derive from the international/ national rules and regulations and from the policy of the Association Teach for Romania, on the child rights protection (including Code of conduct).

I hereby declare I received and acknowledged the policy of the Association Teach for Romania, on the protection of child rights and I commit and agree to act and carry out my work in accordance with the policy aforementioned. I am fully aware that any violation of children's rights may result in the termination of my contract with Teach for Romania or the opening of additional disciplinary or legal procedures as outlined above. Furthermore, I hereby declare that

I have no criminal record (which I have not previously stated) about any kind of offence committed against a child and that I am not familiar with any reason whatsoever for which I should be considered inappropriate to work with children. At the same time, I hereby acknowledge that the upon termination/ end of the employment contract, Teach for Romania organization reserves the right to provide professional references and/ or information regarding any eventual potential serious violation by the undersigned of the legal principles and norms in force regarding the protection of the rights of the child.

Place and date: ............................................................

Name and surname: …………………………………………………

Signature: ………………………………………………………………..

#### ***Appendix 2: Teach for Romania’s Code of Conduct***

**CODE OF CONDUCT**

All employees, participants and volunteers and direct collaborators of the Teach for Romania are required to acknowledge and comply with this Code of Conduct which describes the rules of proper behavior in all activities developed for and with children.

**At any time all representatives of Teach for Romania are committed TO:**

• Act in good faith and treat all children equally with dignity and respect, without any act of harassment, abuse or neglect;

• Treat children equally, regardless of age, gender, nationality, ethnicity, religion or opinion, ethnic or social background or any other personal characteristics;

• Encourage children to take part in the making of decisions that concern them directly, according to their age and level of maturity;

• Ensure that both their personal behavior and their professional conduct conform to the Teach for Romania's vision, mission and values and do not prejudice the Association reputation;

• Take responsible actions to protect others from any abuse, injustice or harassment, and this is as more important as the actions undertaken aim to safeguard children's rights;

• Take measures to support children by informing them, using their language, of what represents and what does not represent an acceptable and appropriate behavior;

• Make sure that getting in physical contract with children or communicating with them is always appropriate and does not constitute an invasion of children's private lives;

• Use non-violent and appropriate methods to manage child's behavior;

• Behave as a role model and be a suitable example for children.

• Use the Events Checklist (Appendix 5) when organizing Teach for Romania events that involve children, carry out a risk analysis and propose ways to reduce risks;

• Report to Policy Officer on incidents and concerns about staff, operations, and programs that might harm or expose children to the risk of harm and abuse;

• Ensure the confidentiality of the personal information of the children and families;

• Obtain the consent of the child and the parents/ guardians before photographing, filming or using the child's image, his/ hers statements or his/ hers family background.

• Ensure that images, films and videos present the children in a dignified and respectful manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;

• Ensure that text descriptions, present the children in a dignified and respectful manner;

• Be responsible at all times for their actions in real and virtual environments, regardless the communication means i.e. social media or classic media;

**At any time all representatives of Teach for Romania are committed NOT TO:**

• Humiliate, shame and/ or have a degrading behavior towards children;

• Make any kind of physical contact with a child that would not be considered appropriate within any environment, and report any inadvertent contact that could be misconstrued;

• Initiate and develop physical or sexual relationships with the children with whom she/he communicates, interacts, comes into contact or works together;

• Invite a child to his or her own home or develop a relationship with a child and/ or any member of his or her family which is considered to be outside professional standards;

• Be under the influence of alcohol or drugs, before taking responsibility to interact with any child;

• Smoke or drink alcohol in the presence of children, or supply them with these substances.

• Assault or attack and/ or physically abuse a child;

• Act in any way which may be abusive or expose the child to the risk of abuse;

• Use language, make suggestions or offer inappropriate, offensive or abusive advice;

• Allow their personal beliefs to exploit a child’s vulnerability or incite them to break the law;

• Foster a child to the detriment of others;

• Initiate or be part of traditional, spiritual or cultural practices and/ or rituals which are abusive and harmful to the physical and mental development of the children;

• Request or receive monetary or other high value gifts from young people; and ensure they are not open to or perceived to be open to improper influence or conduct through the acceptance of such gifts. The acceptance of low value gifts such given in appreciation of support provided is not problematic.

• Publish the images of the children who are dressed in an inappropriate manner in relation to the situation they are depicted in;

• Ignore, close their eyes or overlook any suspicion of violation or violation of the Code of Conduct by any Teach for Romania’s representative.

#### ***Appendix 3: Declaration on Approval of Use of Photos/Videos of Children***

**CONSENT FORM**

Undersigned,……………………………………………………….……...… (name, surname parent/legal tutor), romanian citizen, resident in …………………..................................................................................., born on the date …………….……………………, owner of the ID card series and number………….……...., as the parent/legal tutor of the child..........................................................................................,born on the date...................................., in …………............................................, identified by the PIN ..................................................................................... (named forwards "**Infant**"), I declare on my own, that I agree , throughout the school year ……. – ……., with the participation of the infant , together with the Teach for Romania Association , with the social center in Dimitrie Pompeiu boulevard, no. 6A, BOB building , C entry, ground floor, Bucharest, Sector 2, non-governamental organization, non-profit, founded and functioning according to the romanian legislation, registered at the Register of the Associaions and Foundations , sub no. 222/10.12.2013, CIF 32590589 (named forwards „**The Organization**”), in activities, events or others organised actions inside of or outside of school by the organization, without having any financial requirment or of another nature towards the Organization.

I am aware of all of the implications and I agree that the photos and videos in which the Infant appears can be used with the purpose of promoting and sustaining the cause of creating options of life through a quality education for every child in Romania, but not in a comercial purpose.

In the conditions provided by the EU Regulation 2016/679 of the European Parliament and of the Council from the 27th of April 2016 aiming the protection of the individuals regarding the processing of personal data and regarding free movement of this data and the repeal of the 95/46/CE Directive (The General Regulation regarding the protection of the data) and the internal legacy adopted in the application of it, I declare that I am aware of the following rights:

(a) the right to be informed and to access my data/the Infant's data with a personal character;

(b) the right to request to rectificate, to update, to modify, to delete or to restriction the processing of my data/the Infant's data with a personal character, such as the right of the portability of the data;

(c) the right to withdraw the consent or to disagree in any moment the processing of my data/the Infant's data with a personal character;

(d) the right to not be forced to take some individual automated decisions(automated decisions based on the processing of the data through automated means, with the purpose to evaluate some personal things);

(e) the right to adress the National Authority of Surveillance of the Processing of the Data with a Personal Character or to adress The Court in conjunction with any breaking of my data/the Infant's data about the processing of my data/the Infant's data with a personal character;

(f) the rights to which a reference is made in paragraphs (a)-(d) from above can not be exercised through a written request, dated and signed adressed to the Financial Department within the Organisation, at the adress situated in Dimitrie Pompeiu boulevard, no. 6A, BOB building , C entry, ground floor, Bucharest, Sector 2. in attention of Ana Maria Sabou;

Also, I am aware of the fact that (i) the personal data targeted by this form of consent are processed in basement art. 6 alin. (1) letter (a) from the General Regulation aiming the protection of the data and it will be stocked for a period of 3 years and (ii) personal data which are used with the purpose to promote the cause of Teach for Romania- "Options of life through quality education for every child in Romania", receivers of this data are Teach for Romania , volunteers, contributors, potential donators.

Through receiving and signing the the existing note of consent, I confirm the fact that I was informed about our data and our Infant's data which will be collected, stocked, processed, used, and transferred (on the teritory of Romania), such as and regarding the rights which we have, and that:

I agree

I don't agree

with the processing of our data and our Infant's data with a personal character by the Organisation.

|  |  |  |
| --- | --- | --- |
| Date | Signature parent/legal tutor/employee | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### **Appendix 4. Safeguarding Concerns Form**

**SAFEGUARDING CONCERNS FORM**

The undersigned ........................................................................., legal holder of the ID document type ......, Series .........., No ................., occupying within/ in relation to the Teach for Romania, the position of ...................................................... I hereby report the following violation of children's rights (e.g. violence against children, bullying, sexual harassment, exploitation, discrimination based on individual physical or mental characteristics such as ethnicity, disability, gender, etc.):

The name of the child victim of child rights violation is (name and surname, address, etc.)

|  |
| --- |
|  |

The violation of child rights consists of the following:

|  |
| --- |
|  |

The natural person/ institution/ body responsible for the infringement of child rights is:

|  |
| --- |
|  |

This can be identified at (please provide as much detail as possible, e.g. its location, address, etc.)

|  |
| --- |
|  |

Other people who can confirm or provide details of the matter in the reported situation (name, surname, contact details):

|  |
| --- |
| 1.  2.  3. |

The ways in which I consider it necessary to intervene in the reported situation are as follows:

|  |
| --- |
|  |

Your phone numbers: ………………………………… Your email address: …………………………………..

Date and place: .................................................

Name of the reporting person: .................................................

Signature: .................................................

#### **Appendix 5: Events Checklist**

**CHILD SAFEGUARDING FOR TEACH FOR ROMANIA EVENTS CHECKLIST**

Please use this check-list during the event planning process for any events involving children.

Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circulate this, together with our child safeguarding policy, to all team members who organise events, and include them as part of the induction for all new event organisers recruited.

**Checklist for all events involving children**

Consider the safety of the child’s travel to/from an event and, where appropriate (e.g. late finishing events), ensure they are accompanied by a teacher/parent/legal guardian.

Ensure that children are accompanied by their teacher/parent/legal guardian or Teach for Romania Staff whilst on-site at an event.

Ask Participants to follow their school’s policy in securing authority for children to attend the event. This includes undertaking any relevant school risk assessment and ensuring adult: child ratios are appropriate.

Ensure that you have received signed consent forms for any photographs or videos to be taken at the event or if you plan to interview and use quotes from the children present.

 Where appropriate, provide food/refreshments, taking account of any dietary requirements.

 Endeavour to give the opportunity to leave evening events at an appropriate time for their age, having consulted with their teacher/parent/legal guardian.

Include our child safeguarding policy as part of the pre-event briefing process.

Take account of children’s needs in planning the event e.g. access and disability.

**Additional checklist for outdoor/sporting events**

Where appropriate, include a designated meeting point for lost children and ensure this is included in the briefing for all employees and volunteers.

Ensure the meeting point is manned by at least two employees or volunteers at all times.

Communicate the child meeting point in the event joining instructions.

Provide wrist bands/ather material to all participating children, with space for teacher/parents/guardians to add their mobile number.

Include the child safeguarding policy in the volunteer briefing materials and refer to it in any oral briefing.

Ensure that any individual with responsibility for any child does not consume alcohol at the event.

If you have any general questions about child safeguarding at Teach for Romania events, please contact the child safeguarding inbox: [protectiacopilului@teachforromania.ro](mailto:protectiacopilului@teachforromania.ro)

#### **Appendix 6: Resource Bank Content**

* United Nations Convention on the Rights of the Child (ratified under the Law No. 18/1990)
* COMMITTEE ON THE RIGHTS OF THE CHILD, Fiftieth session, Geneva, 12-30 January 2009: <http://www.un.org/esa/socdev/unpfii/documents/CRC.GC.C.11_EN.pdf>
* Law No. 272/2004 on the protection and promotion of the rights of the child: <https://lege5.ro/Gratuit/gu3donjv/legea-nr-272-2004-privind-protectia-si-promovarea-drepturilor-copilului>
* [National Education Law no. 1/2011](http://legislatie.just.ro/Public/DetaliiDocument/125150)
* Law no. 217/2003 on the prevention and combating of domestic violence: <https://lege5.ro/Gratuit/gmytmnrtgi/legea-nr-217-2003-pentru-prevenirea-si-combaterea-violentei-in-familie>
* Law No. 292/2011 - Social Assistance Law
* The National Strategy regarding the social inclusion and the reduction of the poverty for the period between 2015 and 2020 available here:

<http://www.mmuncii.ro/j33/images/Documente/Familie/2016/StrategyVol1RO_web.pdf>, pagina 8

* Keeping Children Safe: <https://www.keepingchildrensafe.org.uk/>
* Save the Children – publications: https://www.salvaticopiii.ro/afla-mai-multe/publicatii
* Judi Fairholm; Gurvinder Singh & Sarah Smith (2009). Ten steps to creating safe environments for children and youth: A risk management road map to prevent violence and abuse, page 34 ©Canadian Red Cross:

<http://www.ifrc.org/PageFiles/53517/Canadian%20RC%20Ten%20Steps%20to%20Creating%20Safe%20Environments%20for%20Children%20and%20Youth.pdf>

**Institution and Authority Contacts in Case of Risk Identification**

* The National Authority for the Protection of the Rights of the Child and Adoption (NAPCRA) functioning under the Ministry of Labour and Social Justice
* The General Directions for Social Welfare and Child Protection (GDSAC), subordinated to and financed by the County Councils:

<http://www.copii.ro/activitate/institutii-la-nivel-local/contacte-dgaspc/>

* Public Social Assistance Services (PSAS) on local level (for primary social services/prevention)
* European child assistance number (116 111) run by the Child Helpline Association.