

## Child Protection Policy of EUROPEUM Institute for European Policy

### Chapter I Explanation of terms

1. Personnel or staff member is a person employed under an employment contract, a civil law contract, a member of the Institute, as well as a natural person providing services to the Institute and a volunteer, intern and trainee.
2. The management of the Institute is the person, body or entity that, within the structure of the Institute in accordance with applicable law and/or internal documents, is authorized to make decisions about the activities of the Institute.
3. A child is any person under the age of 18.
4. The guardian of the child is the person authorized to represent the child, in particular his parent or legal guardian.
5. According to this document, a legal guardian is also a foster parent.
6. The consent of the child's parent means the consent of at least one of the child's parents/legal guardians. However, if there is a disagreement between the child's parents, the parents will be informed that the case must be settled by the family court.
7. Child abuse is to be understood as the commission of a criminal act or a criminal act to the detriment of a child by any person, including a staff member, or a threat to the welfare of a child, including neglect. It is any intentional or unintentional action/inaction of an individual, institution or society as a whole, and any result of such action or inaction that violates the equal rights and freedoms of children and/or interferes with their optimal development. There are 5 basic forms of abuse:
  - a. Physical violence against a child is violence as a result of which a child suffers actual physical harm or is potentially threatened with physical harm. This harm occurs as a result of an act, or failure to act, by a parent or other person legally responsible for the child. Physical violence against a child may be a repeated or one-time act.
  - b. Emotional (psychological) violence against a child is a chronic, non-physical, harmful interaction between a child and an adult, involving both actions and inactions. It includes, but is not limited to, emotional unavailability; emotional neglect; a relationship with the child based on hostility; blame; denigration; rejection; developmentally inappropriate or inconsistent interactions with the child; failure to recognize or acknowledge the child's individuality and mental boundaries between the adult and the child.
  - c. 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. The child's caregiver is not interested in the child's health, nutrition, and living conditions. Neglect is the failure to meet a child's basic needs and/or respect his or her basic rights by parents, guardians, or other persons charged with the care, upbringing and protection of the child. It includes both isolated situations and an established way of functioning in which the caregiver fails to provide adequate conditions for the child's physical, cognitive, social, emotional and psychosexual development and well-being.
  - d. Sexual violence (child sexual abuse) is the involvement of a child by an adult and/or another child in sexual activity, without physical contact, e.g. exhibitionism; any form of verbal harassment such as having conversations with sexual content inappropriate to the child's age or making sexual comments about the child's appearance and behaviour; sexualisation of play and image; soliciting contact with pornographic content; grooming, including grooming on the Internet for contact and with physical contact such as touching; forcing the child to touch the perpetrator's body in a sexual manner; and sexual intercourse.

Any sexual activity undertaken with a child under the age of 15 is a crime. Sexual exploitation occurs when such activity occurs between a child and an adult or a child and another child if these persons, due to their age or stage of development, are in a relationship of care, dependence or authority.

- e. Peer violence (peer aggression, bullying) occurs when a child experiences various forms of violence from peers, either directly or through the use of communication technologies (internet and cell phones). It occurs when the action is intended to cause someone distress or harm (intentionality), is systematic (repetitive), and the victim is weaker than the perpetrator or group of perpetrators. It includes verbal, relational, physical, material and electronic violence.
- 8. Person in charge of child protection – a staff member appointed by the Institute's management responsible for receiving reports of threats to the welfare of a child and intervening before the competent authorities or institutions.
- 9. Person in charge of child protection policy implementing child protection standards – a staff member designated by the Institute's management who supervises the timely and proper application of child protection standards within the entity.
- 10. Personal information of a child is any information that makes it possible to identify the child, including the child's name and image.

## **Chapter II Recognizing and responding to risk factors for abuse**

1. The Institute's personnel are knowledgeable and pays attention to risk factors and symptoms of child abuse as part of their duties.
2. When risk factors are identified, staff engage in a conversation with caregivers, providing information on available support and motivating them to seek help for themselves.
3. Personnel monitor the child's situation and well-being.
4. Institute staff members receive child protection training appropriate to their role at the Institute and relating to their responsibility for children.
5. Every newly hired staff member, and once every two years every staff member, working with children receives training on:
  - a. the provisions of the Child Protection Policy (applicable policies and procedures);
  - b. expanding skills in recognising symptoms of child abuse.
6. The responsibilities of the person in charge of the Child Protection Policy implementing the Child Protection Standards include:
  - a. ensuring that the Child Protection Policy is made available on the Institute's website and premises;
  - b. preparing staff to apply the child protection policy either before they start work or after the policy is amended;
  - c. keeping records of the Institute's personnel who have become familiar with the child protection policy either before they start work or after the policy has been amended;
  - d. coordinating the work of updating the policy;
7. The person in charge of child protection is responsible for, as appropriate:
  - a. receiving a report on the occurrence of a risk factor of danger to the welfare of the child;
  - b. receiving a report of suspected or inappropriate sharing, dissemination or use of a child's image, or problems revealed in this regard;
  - c. initiation of intervention;
  - d. informing the relevant social welfare centre
  - e. notifying the guardianship court;
  - f. filing a notice of suspicion of a crime committed against a minor;

- g. keeping records of incidents and interventions, and securing documentation.
8. Duties arising from the role of the person responsible for child protection and child protection policy are performed by a person designated by the management of the Institute, specifically identified by name, whose personal information should be made available to both staff and children.

#### **Rules for recruitment of personnel**

1. Recruitment of members of the Institute's personnel is carried out in accordance with the principles of safe recruitment of personnel. The rules constitute **Appendix [No. 1]** to this Policy.
2. A person accepted for a position related to working with children must sign the statements confirming their familiarity and commitment to comply with the Child Protection Policy and the Safe Relationship Principles; countries of residence in the last 20 years, other than the Czech Republic; statement regarding no criminal record for offences against children.
3. Failure to agree to sign any of the documents listed in paragraph 2 above prevents the establishment of any legal relationship (conclusion of an employment or cooperation contract) with this person.

#### **Chapter III Procedures for intervention in case of security threats**

1. Intervention procedures are designed to support staff members in carrying out their legal and social obligation to respond to situations of suspected child abuse. Personnel, because of their ability to observe the child in situations that show the effects of abuse, have an important role in the process of recognizing it in the child.
2. The purpose of intervention is to stop child abuse and keep the child safe.

##### **III.1**

1. If a staff member suspects that a child is being abused, or if such a circumstance is reported by the child or the child's guardian, the staff member is required to make a staff memo and report the information obtained to the Institute's management. The note may be in writing or by email.
2. The intervention is carried out by the Institute's management.
3. If abuse is reported by the management of the Institute, and no person has been designated to conduct the intervention, then the actions described in this chapter are taken by the person who noticed the abuse or to whom the suspected abuse was reported.
4. An intervention card shall be drawn up from the course of each intervention. The card shall be attached to the intervention register kept by the Institute.
5. All persons who, in connection with the performance of their duties, acquire information about child abuse or information related to it, are obliged to maintain confidentiality, excluding information provided to authorized institutions as part of intervention activities.

#### **Chapter IV Rules for the protection of the child's image**

1. The Institute ensures the highest standards of protection of children's personal data in accordance with applicable laws and the Institute's GDPR Policy.
2. Guidelines for the protection of the child's image containing detailed rules for recording and publicizing the child's image for business and private purposes, as well as rules for storing materials containing the child's image, are attached [Appendix No. 2] to the Policy.
3. In all cases, the welfare and dignity of the child must be taken into account.
4. It is forbidden to disclose in the course of registration any information concerning the child, including his or her health, financial situation, and legal situation related to the child's image.
5. All suspicions and problems regarding inappropriate recording and dissemination of children's images should be recorded and reported to the Institute's management.

### **Chapter V Monitoring the Application of the Policy**

1. The management of the Institute shall designate Martin Vokálek, Executive Director as the person responsible for *the Child Protection Policy* in the entity.
2. The person referred to in the preceding paragraph is responsible for monitoring the implementation of the *Policy*; for responding to signals of violations of the *Policy*; maintaining and analysing the register of reports; proposing amendments to the *Policy*; and conducting training on the *Policy*.
3. The management of the Institute may make changes to the *Policy*, which it shall announce to staff, children and their guardians.

### **Chapter VI Final regulations**

1. The *Policy* comes into force on the date of its announcement.
2. Announcements shall be made in a manner that is accessible to the Institute's personnel, children and their guardians in particular
3. Announcements will be made accessible by posting them in the staff announcement area; sending them via text electronically; posting them on the website; and displaying them in a conspicuous place on the premises, including in an abbreviated version for children.
4. Cooperating entities, where their activities involve contact with children, are required to comply with this *Policy*.

Approved by:

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Martin Vokálek, Executive Director

## Appendix No. 1

### Rules for safe recruitment of personnel at the EUROPEUM Institute for European Policy

#### 1. Verification of Qualifications and Competence

- Before employing a person or establishing cooperation with them, and entrusting them with duties involving work with children, it is necessary to verify their qualifications and competence. This corresponds to **Section 30 of the Czech Labor Code (Act No. 262/2006 Coll., as amended)**, which outlines the requirements for employee competence.

#### 2. Verification of Identity and Values

- Regardless of the form of employment or cooperation, the Institute must verify the identity of candidates and assess their attitude towards children, including their respect for children's rights. This aligns with **Section 316(4) of the Czech Labor Code**, ensuring the employer can gather necessary information.

#### 3. Recruitment Process

- During recruitment, the following must be obtained: a. Personal data (name, date of birth, contact information) and identity verified through official documents. b. Information on:
  - Education.
  - Professional qualifications.
  - Previous employment history.
- The Institute may also request references but cannot penalize candidates for failing to provide them.

#### 4. Criminal Record Checks

- Before cooperation, the Institute must check whether the person is listed in the criminal record. This is governed by **Act No. 269/1994 Coll., on the Criminal Register**.

#### 5. Foreign Nationals

- Candidates who are citizens of another country must provide a criminal record from their country of citizenship and other countries they have resided in within the last 20 years. If such a record cannot be obtained, a declaration of no criminal record is required, in line with **Section 316(4) of the Czech Labor Code**.

#### 6. Penalties for False Declarations

- Declarations must include the clause: *"I am aware of the criminal liability for making a false statement."* This corresponds to **Section 41 of the Criminal Code (Act No. 40/2009 Coll.)**.

#### 7. Agreement with Child Protection Policy

- Individuals employed in roles involving children must sign a declaration acknowledging the Institute's Child Protection Policy. This must be stored in the employee's personnel file, as per **Section 312(1) of the Czech Labor Code**.

## **Appendix No. 2**

### **Rules for Protection of the Child's Image at the EUROPEUM Institute for European Policy (adapted for Czech law)**

#### **Recording of the Child's Image**

1. Recording is allowed only with prior approval from the Institute's management and written consent from the parents/legal guardians, as required by **Sections 84 and 85 of the Civil Code (Act No. 89/2012 Coll.)**.
2. Consent for capturing the image must be separate from consent for publication.
3. If external photographers or media are involved, they must comply with these rules and be supervised.

#### **Publication of the Child's Image**

1. Written consent from the parent/legal guardian is required for publication, including details of where and how the image will be used. This corresponds to **Section 84 of the Civil Code**.
2. Avoid using full names unless explicitly agreed upon by the parent/legal guardian.

#### **Storage of Materials**

1. Materials must be stored securely, in compliance with **GDPR and Act No. 110/2019 Coll., on the Processing of Personal Data**.
2. Analog materials should be locked, and electronic materials encrypted. Personal devices must not be used for storage beyond immediate transfer.