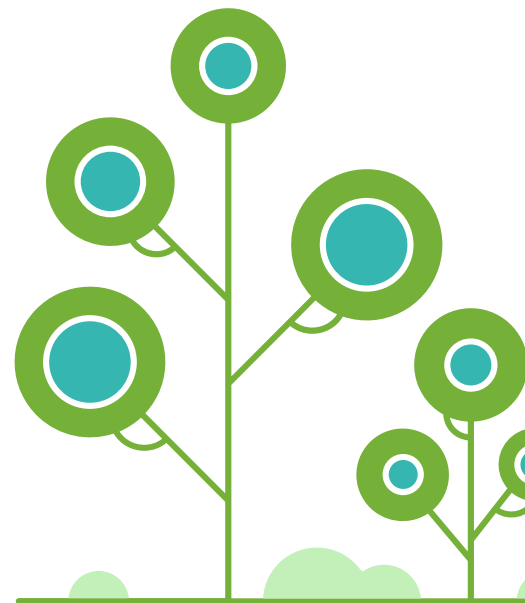
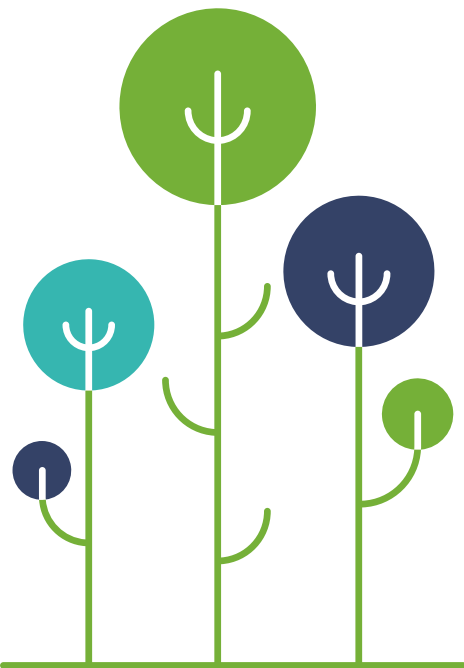




WE LOOK AFTER YOU!

CHILD SAFEGUARDING POLICY

For the child volunteers of the Hintalovon Foundation



What is its purpose?

The Child safeguarding policy was created to make you feel safe when you're here, so you enjoy spending time with us and our collaboration.

Whom does it protect?

- We support every children who is in contact with us.
- We believe what children tell us and we take them seriously.

From what does it protect?

- We make sure that nothing uncomfortable or unpleasant could happen to you when you meet us or when you're doing work for the Foundation.
- You feeling physically and mentally safe is important to us.
- We respect your interests, your rights, and we make sure to treat you and work with you in a way that is appropriate for your age.
- We will do everything to make sure that you can participate in a prepared, responsible and safe manner in the conversations that are important to you.

How can you join?

We provide an opportunity to everyone.

- You can join the Foundation through an open call process. This selection process needs to be transparent. We don't make any exceptions.

We inform your parents. If you're a Child Rights Ambassador or performing school community service, we inform your school as well.

- You can join as a volunteer with your parents' agreement.
- We inform them about what the Foundation is doing and in which part you participate.
- One of your parents has to sign your volunteer contract as well.
- Before you join as a Children's Rights Emissary, we will meet with your parents in person, and keep in touch with them via email afterwards.
- We also inform your school about your work as a Child Rights Ambassador or school community service.

We gather information.

- We ask you and your parents if you have any health issues or special diet we need to know about.

We make sure that you can make an informed and independent decision about your participation.

- You only participate in the programs and projects you're interested in.
- We give you all the necessary information beforehand so you know what to expect during the collaboration, and what the aim of your participation is.
- We hold a workshop before you join.
- You are free to leave the programs anytime.



We involve you in questions that concern you.

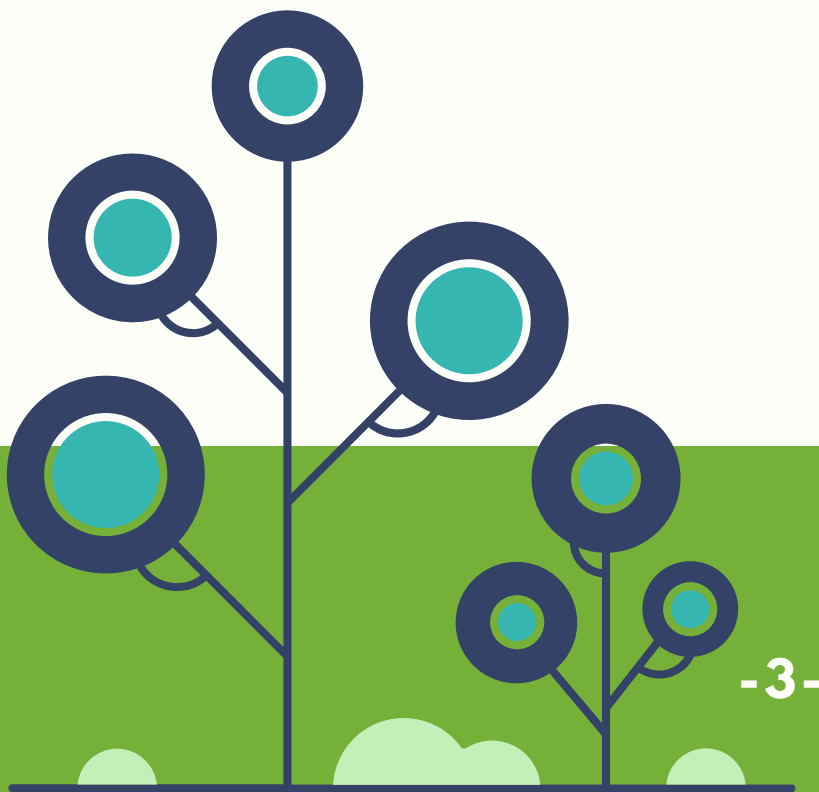
- **We involve you in tasks that are important and interesting to you, where you can utilize your knowledge and experience acquired so far.**

We prepare and support you.

- **We prepare every material that you need for work in a way that is easily understandable and accessible to you.**
- **We continuously support you, help your work with meetings, courses so you can confidently take part in the Foundation's programs.**

It's important for us that you know and respect the Policy as well.

We enter into a contract with you.



How do we work together?




We pay attention to you.

- We are interested in your ideas and your thoughts. You are always free to share your opinion which we will respect.
- We make decisions in such a way that you understand exactly what is happening.
- We make sure that you can work in a safe and comfortable environment.
- We respect your time you need for rest, having fun and studying.

We meet regularly.

- We have our meetings with you in the Foundation's office whenever it is possible.
- During our meetings **two adults** will be present on every occasion, but when that isn't possible we will meet in a public space.
- We send you the topics and schedules of our meetings beforehand.
- Getting to the meetings is your and your parents' responsibility, but we make an effort to get to know your usual routes.

We attend programs outside the Foundation.

- The Policy is effective everywhere, and we look after you wherever we go.
 - We make sure that the people we meet outside the Foundation know the Policy too.
 - The decision of who can participate in programs outside the Foundation has to be plain and transparent.
 - We try to make sure that the programs don't take away time from school. If it's not possible, we contact your parents beforehand to confirm whether they will verify your absence from school. Our verification is only valid with your parents' signature.
- 

- **Getting to these meetings is your and your parents' responsibility,** but we can agree to a meeting point if it would be difficult for you to get somewhere.
- **If you represent the Foundation in the media, an adult will accompany you. It's our responsibility to ask for your parents' written permission.**
- **If we go on a trip that lasts more than one day or a trip abroad, we inform your parents beforehand in person and ask them for permission. When deciding who will sleep in which room, we take your opinion into consideration.**

Your feedback is important.

- **You can share your thoughts and experiences anytime.**
- **You can share your comments and suggestions about the program anonymously via this online form. [Link.](#)**
- **You also have a chance to give us feedback at the end of projects, both in groups and anonymously.**
- **Every half year we evaluate the previous period with the Child Rights Ambassadors. You can provide feedback about our collaboration on these occasions.**

You always get feedback on how we used your work.

- **We always tell you how we use the materials we collaborated on, and we inform you about the results of the projects.**

How do we keep in touch?

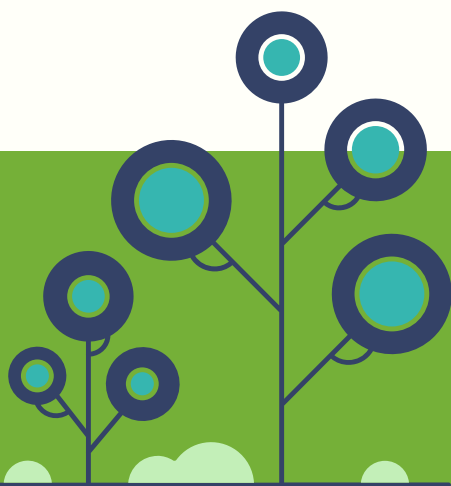


Via adult colleagues of the Foundation, for example with mentors:

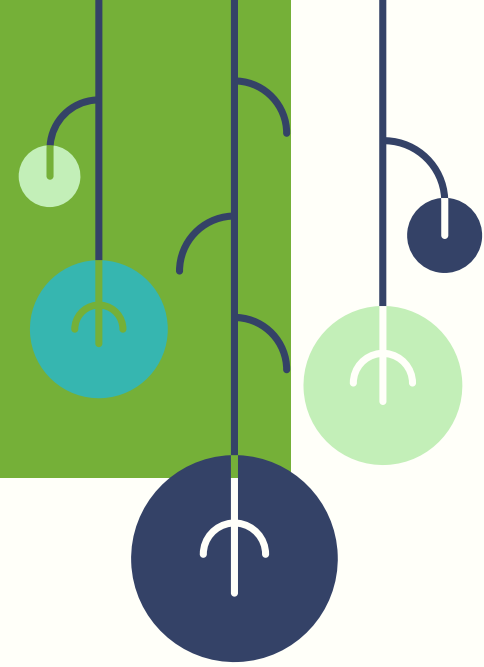
- With the adult colleagues you can keep in touch via our email address, or via online chats, which are accessible by two adults. Due to this, **conversations via Messenger have to include the Child Rights Ambassadors profile**, which the colleagues of the program manage.
- Phone calls have to be witnessed by at least two adult colleagues (for example from an online group chat or from the office)
- Adults can write or call you **between 7 AM and 8 PM**, if there is no emergency.
- We have **open office** every Wednesday between 4 PM and 6 PM for the Child Rights Ambassadors. If you want to come, please inform us at least 24 hours beforehand.

With people outside the Foundation:

- As a Children's Rights Emissary on behalf of the Foundation you can communicate via the email address **gyermekjogikovetek@hintalovon.hu** or via the social media platforms of the Foundation. If there is an inquiry from someone outside the Foundation please inform the mentors.



What are we doing for your safety?



We prepare for emergencies.

- If there is an emergency or accident, we immediately inform your parents, and the authorities (e. g. ambulance, police, fire department) as well if needed.
- If you don't inform us beforehand, we can't reach you and you're late for a meeting for more than 30 minutes, we contact your parents.

We work together with people who respect children.

- We make sure that everyone in the Foundation knows and respects the Policy.
- No adult or child is allowed to make you do something you don't want to do.

Turn to us and let us know, if:

- something happens to you which makes you uncomfortable or hurts **you**, or
- you know that something happened to **one of your colleagues**.

How can you report if someone is harming you?

Child volunteer



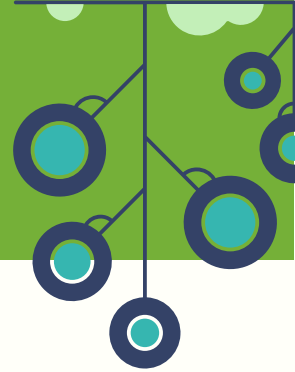
The NEMECSEK group
- they help everyone adhere the Policy
Lawyer: dr. Sánta Nóra
Psychologist: Stáhly Kata



What happens when you report something to us?

- We take every report **seriously** and every case will have a consequence. We listen to you and try to help you.
- No matter to whom you report, the NEMECSEK group will be informed, and they will react **appropriately**.
- If **you tell them a secret**, they won't tell anyone except if you give them permission. Their job is to supervise the joint work and, in case of a complaint, try to fix the situation and to make amends for your grievances.
- If you are in a real emergency it's possible that you need further help, which could require other people's involvement. In such a case, **they let you know about it first**, and help you prepare for the possible consequences of other people knowing what happened.

How do we share something about you?



Always with your and your parents' permission.

- In the contract you and your parents declare that you let us use the pictures, videos and audio records taken of you **for the communication of the Foundations' Activity** (for example on the Foundations' website, Facebook and Instagram-sites).
- We always ask for your permission before using the materials for awareness raising campaigns (posters, publications, etc.).

We ask for special permission in case of press interviews.

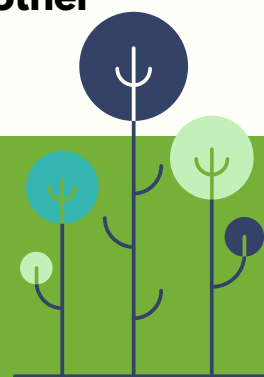
- **Every time** you make a statement in the media, you and your parents have to agree to its recording and sharing.

As a rule of thumb, you appear with your full name.

- If you represent us or refer to our work, we use your **full name** (first name and surname), but in some cases you can request that we use a pseudonym, your initials, or only your first name.

We protect your personal information.

- We never share any of your private social media profiles or other personal information.





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Child Rights Foundation

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