

# Online manual

## Help for preparing the audit and the child safeguarding policy independently

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**What is the goal of the NEMECSEK program?**

Communities encounter plenty of questions, the answers to which are not always clear even to members who are children or professionals working with children. Where is the line between prank and abuse? What do I do if somebody hurts me? What can I do if someone else is hurt? When and from whom can I ask for help? How can I prevent abuse? What is the difference between informing and betrayal? What happens if I inform somebody? Where can I turn to for help? How do we work together in a secure way? For whom and for how long am I responsible in the institution? How can I contribute to the transparent functioning of the community? What common values and guidelines do we have for collaboration?

The NEMECSEK Program helps communities (schools and other organizations working with children) find their own answers to these questions.

The goal of the NEMECSEK Program is to create a document (Child Safeguarding Policy) that:

- ensures that children's rights in the organization are enforced;
- summarizes the principles and rules that help make everyone in the community - both children and adults - feel safe;
- provides a transparent and clear framework for the prevention, treatment, and follow-up of cases of abuse or exclusion;
- clearly defines the responsibilities of adults working with children.

As a school is not just a building, the Child Safeguarding Policy is not just a document either, but a practical, living, community-driven framework with which we all collaborate.

### **How can somebody join the NEMECSEK Program?**

There are three ways to join the NEMECSEK Program. The online course offers free assistance to anyone in developing the policy. During the consultation and partnership collaboration we support the process with personal contribution to various degrees, for a fee.

Potential forms of collaboration:

#### **1. Creation of independent audit and policy based on online training – FREE:**

- online curriculum for the participating professionals, parents, and children about children's rights, child participation, and child safeguarding policy
- free resources for the entire self-audit process
- downloadable samples of a child safeguarding policy - a starting point for creating your own custom policy

#### **2. Preparation of audits and guidelines with the participation of consultants from the Hintalovon Foundation - with fee**

- online curriculum for the participating professionals, parents, and children about children's rights, child participation, and child safeguarding policy
- free resources for the entire self-audit process
- downloadable samples of child safeguarding policy - a starting point for creating your own custom policy
- a one time professional consultation and assistance regarding the process and the content of the audit and the importance, basic principles, concepts, and content elements of the Child Safeguarding Policy
- professional advice provided on two occasions – help with formulating proposals for a policy prepared by the institution

#### **3. Preparation of audits and guidelines in partnership with the Hintalovon Foundation - with fee**

- online curriculum for professionals, parents and children
- auditing - professional participation in examining the documents of the institution, preparation of the audit, feedback

- joint creation of a policy: making a custom policy tailored to the institution in close collaboration with the Foundation
- composing and delivering a custom online curriculum for the institute's in-house training
- follow-up: meeting in person after the introduction of the policy to clarify issues and questions (1 time)
- professional training in policy, abuse and informing, signaling topics

## **What are the steps for creating a Child Safeguarding Policy?**

Preparing a child safeguarding policy is done in two steps. The first is auditing. This is an overview of existing rules, processes and practices in the organization that protect children, and what else could be improved on for greater safety. The second step is to create a policy. This is firmly based on the audit, which reveals to what questions the organization already has answers and which ones are yet to be answered. A collection and summary of these will form the core of the organization's own child safeguarding policy.

### **How long does it take to complete a child safeguarding policy?**

This basically depends on how much time and capacity can be devoted to it. Knowing the "fast-paced" everyday life of organizations working with children, a really thorough child safeguarding policy should be completed in about 1 year.

#### **1. The first step: auditing**

Auditing is the first step in creating a child safeguarding policy. This means looking at how much the protection of children and the enforcement of their rights is ensured in our own organization.

During the audit we look for answers to:

- what rules and procedures protect children in various documents (e.g. Founding Document, Rules of Procedure, Code of Conduct);
- how effective and efficient these are in practice;
- what are the issues and areas that need to be reconsidered and clarified for the protection of the children;
- what other things, which are not written down, protect children, but are obvious from the daily activities of the organization – the incorporation of these in the child safeguarding policy is important as these are not known to children, parents or a new colleague.

#### **Why is auditing useful?**

The preparation of the child safeguarding policy is based on the results of the audit. The audit shows:

- what existing rules and procedures are suitable to be included in the Child Safeguarding Policy;
- what existing rules and procedures need to be clarified and reconsidered before being included in the Child Safeguarding Policy;

- what new rules and procedures need to be developed and included in the Child Safeguarding Policy.

### **Who performs the audit?**

Depending on the form of collaboration, it can be carried out with co-workers, but they can also ask the team of the Hintalovon Foundation to do it.

### **How to start auditing?**

1. Before starting the audit consider :

- who exactly will be involved in the process, who will keep together and coordinate the audit and later on develop the Child Safeguarding Policy;
- if and in what form will the children and their parents / legal representatives connected to the organization be involved in the process of auditing and later on developing a Child Safeguarding Policy.

2. Gather the documents that set out the rules, procedures, and responsibilities of the organization (eg, Articles of Association, SZMSZ, Rules of Procedure, Code of Conduct), as these will basically need to be reviewed.

3. Familiarize yourself with the aspects of auditing. This set of criteria is based on international recommendations, but is not set in stone: depending on the activities of your organization, it may be worthwhile to consider and include other areas so that after the audit a comprehensive child safeguarding policy can be made.

This table helps record and clearly manage the results of the audit.

### **What will happen during the audit?**

Auditing means looking at and getting to know the organization through a certain set of criteria. This consists of two parts. On the one hand, it is necessary to examine the written answers in various documents (Founding Documents, Rules of Procedure, etc.) for questions that come up. On the other hand, what protects children's safety and rights in practice must be examined: how effectively written responses work and what unwritten habits, practices and procedures work in the organization.

During the audit:

- the collected documents must be reviewed and analyzed on the basis of the criteria used;
- in order to get to know the practice as accurately as possible, the children and staff associated with the organization must be consulted.

Making transparent notes during the audit and describing the results as thoroughly as possible is advised (this is helped by the table previously known), as this will greatly facilitate the preparation of the Child Safeguarding Policy.

**We are done with the audit and we observed that we don't have answers to many questions. Does this mean that the kids aren't in the "right place"?**

The fact that the organization currently seems to have no established, written response to several things does not mean that children cannot be "well" there or their rights are not respected.

At the same time, it is important for safety and the guarantee of children's rights that the rules, responsibilities and processes governing the operation of the community are summarized in a way that is easily accessible and comprehensible to all - a Child Safeguarding Policy serves this purpose. The clearer and more transparent the rules and processes that help children's well-being and protection, the safer the community .

**We are done with the audit. What is the next step?**

A huge step has been made! Being ready with the audit means that they have reviewed the issues that a child safeguarding policy must necessarily cover - they are aware of which answers work and what are the things that need to be reconsidered.

There is only one step left: they need to make a Child Safeguarding Policy suited to their own organization.

## **2. The Child Safeguarding Policy**

**Who prepares the Child Safeguarding Policy?**

The Child Safeguarding Policy is particularly useful if it is tailored to the given organization; it reflects its commitment, its value system, and it fits well into its practical operation and everyday life. Therefore, your role is the most important, but the team of the Hintalovon Foundation can also help in drafting the policy in various depths, depending on the form of collaboration.

What is certain: the Child Safeguarding Policy will really belong to the community if everyone's perspectives are taken into consideration, and if the children and adults really worked together and liaised during the making of the policy.

**How do we start developing a child safeguarding policy?**

**Before drafting the Child Safeguarding Policy:**

1. Gather your experience gained during the audit - this is helped by the overview table we prepared.
2. Think about who exactly will be involved in the process, who will hold together and coordinate the development of the child safeguarding policy.
3. Consider whether and in what form the children and their parents/legal representatives associated with their organization will be involved in the process of creating the Child Safeguarding Policy.
4. Familiarize yourselves with the sample child safeguarding policy on which you can rely. Of course, the structure and content of this can be modified: you should create a child safeguarding policy that you feel can provide a framework in which all members of your community feel comfortable and safe.

### **We have prepared everything. How should the Child Safeguarding Policy be implemented?**

The Child Safeguarding Policy is a practical document that contains rules that help the well-being and safety of children and also serves as a guide for adults. Some of these rules are set by law, but others depend on the operation and activities of the organization and the members of the community. To ensure that the knowledge, experiences and needs of children and adults are reflected in the policy as much as possible, it is important that a lot of conversation, consultation and common thinking precede its completion.

The Child Safeguarding Policy should be designed in a way that all members of the community, including the views of children and adults, are equally represented - only this way can it provide an acceptable and transparent framework for all.

The previously mentioned Child Safeguarding Policy sample can provide a good starting point for this process: it includes an explanation of the main content items, questions to be answered and the relevant legal requirements.

### **What will be in the finished Child Safeguarding Policy?**

The structure of the Child Safeguarding Policy depends on the operation of the organization. The sample Child Safeguarding Policy, based on international recommendations, can be a good starting point for preparing their own policy.

### **Parts of the Policy**

1. Introduction: A brief introduction to the organization. Explaining the mission, principles and core values of the Child Safeguarding Policy.
2. Responsibility: Who is the organization protecting? Defining the children and young adults who are protected by the organization.
3. Responsibility: From what does the organization protect? List and explain the concepts of abuse, threat and other phenomena against which the organization wants to provide protection.

4. Responsibility: When and where does the organization protect? A list of sites, programs, and - possibly online - interfaces to which the organization extends its protection.
5. Guarantees: How does the organization protect? Gathering practical rules that guarantee that the children are safe at the organization, their rights are known and recognized by everyone in the community. This includes e.g. defining responsibilities for child protection, reporting obligations and aspects to be taken into account in case management.
6. The introduction and revision of the policy is an elaboration of how and after what steps will the policy be put into practice and how it will always be kept up to date.
7. Legislation: A list of legislations, international conventions and other professional recommendations and protocols that are important for the protection and safety of children.
8. Annexes:
  - Behavior codex
  - Child protection notification form
  - Guidelines for communicating with children

## **We are ready with the Child Safeguarding Policy**

### **Does this mean that children are safe with us?**

You have come a very long and very important way! Auditing and developing a child safeguarding policy is a lot of work and a lot of collective thinking. However, the mere existence of such a document does not guarantee the safety of children and the effective handling of abuse cases. The policy means nothing if it just gathers dust in a drawer. The Child Safeguarding Policy can only provide real help in everyday life and in difficult situations if it becomes a living framework. This can be achieved by doing two things. One is for everyone to know and follow what is written in the Policy. The other is for it to always be up to date: from time to time you need to look at how much protection and help it provides in practice. The content of the Child Safeguarding Policy is not set in stone: it can be changed if the community feels the need for it. At the same time, it is important for everyone to be aware of the change.