

Child Safeguarding Policy

Children's version

2024

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Next review: December 2025

Basic concepts:

Child: anyone under the age of 18.

Children in contact with the Foundation: child volunteers (KiKo), occasional volunteers, children involved in the recruitment process, children who come into contact with the Foundation for help, and children who come into contact with the Foundation on an occasional basis.

Minor colleagues (KiKos): the Foundation's team of volunteers aged 13-17. They work with us as advisors, activists, researchers, and advocate for children's rights at professional events and in the media.

Foundation staff: everyone who works for the Foundation, including volunteers.

Cooperating organisations: any cooperating organisation with which we have contact. This could be a school, a municipality, the editorial board of a newspaper or the organisers of a conference.

What is the guide about?

The Hintalovon Foundation works – first and foremost – for children living in Hungary. We value respect as a fundamental value and do our best to help you protect your rights.

To ensure the safety and well-being of children, we have created our Child Protection guide . This document covers many issues and tasks related to the protection and safety of the community and is very long. We have created a shorter version for children, you are reading this document now.

As this document is addressed to children working with us in various forms (KiKos, child volunteers, children working with us on a project), there are elements in it that may not apply to everyone – especially in relation to where/to whom you can turn to; so a sentence may not be clear/applicable to everyone. If you are unsure about what does and does not apply to you, please feel free to ask any questions you may have to the child participation staff or mentors.

The Child Protection Guide was created so that...

- ...you know that the adults at the Foundation all care about you and believe that your health, safety and well-being are very important.
- ...you know what can't be done to you. Not by an adult, not by another child.
- ...you know who to turn to for help and how if you feel someone has not behaved appropriately with you or a peer.

What could be the problem?

If someone hurts you, it can be called abuse. It happens when someone does something to you that is harmful, unpleasant or painful, for example:

- If someone deliberately hits, hurts, injures or humiliates you.
- If someone says or does something that makes you feel bad or hurts your feelings, makes you feel afraid, sad or upset.
- If someone shouts, threatens or hurts a peer and it makes you feel sad, scared or anxious.
- If someone touches you in a way you don't like or is uncomfortable for you, for example an unwanted hug or someone touching your private parts. If they ask you to keep this or something similar a secret, or give you a gift.
- If someone makes you watch something that makes you feel embarrassed, uncomfortable or guilty.
- If they send you messages, videos or any content online that is offensive and you didn't ask for it.

Abuse is never okay. If you are hurt, remember that it is never your fault.

These instances can occur in many situations (at home, at school, etc.). At the Foundation, we can help and do something about the situations listed above, especially if they happen while you are working at the Foundation. If it is a Foundation staff member or a staff member of an organisation working with us, or one of your peers, who is behaving unpleasantly or abusively towards you or a peer.

If one of these situations happens to you elsewhere, not in the course of your work at the Foundation, it is important to report it locally (at school, at home). If you cannot do so there, or if you want to ask us for help with situations that are not related to your work at the Foundation but are hurtful, you can still contact us. We will listen, try to help or advise you and direct you to where you can get real help.

How can you tell us?

The most obvious thing to do if you experience any kind of abuse, either from a peer or an adult, is to tell one of the fundraising or child participation staff or a mentor. But we know that it's not always easy to recognise this immediately, to go and say something, or even to articulate what's wrong. So if you don't want to tell them directly, there are other ways to report it.

If you are experiencing any abuse and want to report it to us, there are four ways to do so:

1. You can contact any Foundation staff member, the person you are working with, a child participation member of staff or a mentor, in person or by email.
2. You can write to the NEMECSEK group.

At the Foundation, we set up the NEMECSEK group to provide a team that you can turn to at any time, even if you just have a question, even if you're worried about something or someone, or you don't feel comfortable with us and want to talk about it.

The NEMECSEK team is composed of 3 people: a lawyer from the Foundation, a psychologist and an external collaborator.

By name:

- Dr Dominika Rácz (lawyer): dominika.racz@hintalovon.hu
 - Katalin Stáhly (psychologist): katalin.stahly@hintalovon.hu
 - Gábor Márton (external collaborator, formerly with the Foundation as a Children's Participation staff member): mdzsabor@gmail.com
3. You can contact us via the online form: <https://forms.gle/JBf7Xex3iXKNPvt79> (you can also send an anonymous message here).
 4. You can drop a message in the "unspoken thoughts" box, which is available during each session.

Whoever receives the information, we will do the following:

- We will listen.
- We will take what you say seriously.
- We will keep you safe.
- We will discuss with you what we will do (e.g. with your consent, we will arrange a meeting with the parties involved, we will discuss when to tell your parents or school).
- We will give advice.

Basic principles when we work with you

- The Child Protection Guide is known and adhered to by all Foundation staff and volunteers.
- We will do our best to make sure you are familiar with the key principles of the Child Protection Guide. Therefore:
 - All children who join us will receive this document by email and verbal information about its contents.
 - Every September, KiKo's and I will be presenting the content of the guide in detail (here you can meet the three members of the NEMECSEK group).
 - Both the staff and the mentors of the Children's Participation Team have several meetings with KiKo's to discuss the guide. If you have any questions about the guide, or about who, how and what to report, please feel free to ask them and the NEMECSEK team staff.
- We respect the dignity and rights of children, and comply with the guide and other documents (e.g. voluntary contract, job description).
- We will keep you properly informed, get to know your opinions and involve you in decisions about matters that concern you.
- We give you the opportunity to report problems or ask questions, with or without your name. We always take your questions and reports seriously and act on them.
- We give you the opportunity to give us feedback with or without your name.
- We partner with adults who are connected to you (e.g. parents, educational institutions, etc.).
- We communicate with you according to secure, agreed and transparent rules. We take care to communicate online on secure platforms that you know and trust. We will contact you by prior arrangement, using the contact details provided. We make sure that you always know who can contact you, and who you can contact and how (you will know the contact details of the people working with you who are relevant to you).
- We will only contact you on social media if it is in your best interest. In these cases, contact will always be made with two professionals and will be made from a

Foundation profile or through a Foundation communication channel. We ask that when you initiate written or online communication with us, you always include two adult staff members.

- We produce stills, audio and video recordings as part of the Foundation's projects. In doing so, we always take care to
 - not portray anyone in a situation that violates their dignity
 - ask for your permission before taking a picture and inform you of the purpose of the picture
 - obtain the written consent of your legal representative
 - try to make sure that you participate voluntarily, without external coercion
 - not include your personal details (name, address, date of birth, etc.); except in the case of KiKo's, whose names may be included in communications about them, in line with the principles of the guide
 - inform you and your legal representative about the publication of a recording, its purpose, when it will be published and the possibilities for erasure