

Community and child safeguarding policy

2024

Review: December 2024
Next review: December 2025

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Preamble

Since the beginning, the Hintalovon Foundation's main activity has been to raise awareness of the importance of childhood. It is the responsibility of all of us to ensure that today's children are surrounded by a childhood in which violence cannot be a part of any child's life. To this end, we give adults the knowledge and tools to take joint responsibility for the safety and well-being of children.

In 2019, we produced our first ever Child Safeguarding Policy, which aims to protect children who come into contact with the Foundation in any way. Since then, we have amended this document a total of three times. Each time, the amendments and revisions have been made with the aim of producing a document that is easy for everyone to understand and therefore easy to comply with, while keeping the children who come into contact with us safe in all situations. In the meantime, the Foundation has also evolved in the direction of guaranteeing the protection, care and safety not only of the children, but also of all adults who come into contact with the Foundation. Thus, we have developed a complex protection system, which enables us to take responsibility for the safety and well-being of adults who work at the Hintalovon Children's Rights Foundation and come into contact with us, in addition to the children. The protection of adults and children in any contact with the Foundation is our common concern.

Community protection is about protecting everyone in the community from harm, abuse or neglect. This means that we all work together to ensure that vulnerable or fragile adults and children are protected. The protection of adult staff is detailed in the safeguarding guidance for adult staff (HR policy).

We created the Child Safeguarding Policy so that we can look out for each other and make sure everyone feels safe, with a special focus on children.

1. Introduction

Since 2016, the Hintalovon Children's Rights Foundation has been working to ensure that all children feel safe and well. We want to make sure that children are taken care of in every aspect of life. Our aim is to help adults and institutions respond well to children's needs

We believe in a world,

- where children are not exposed to violence.
- where child protection can provide effective help to families in trouble.
- where children are as safe online as they are in the real world.
- where everyone knows and respects children's rights.
- where they listen to the children's voices.

The main activities of the Foundation are:

- **Advice on children's rights**

We help parents, professionals and children who come to us with children's rights issues. We take a child-centred approach in our advice, which means that no matter who comes to us, we always have the best interests of the child concerned at heart.

- **The NEMECSEK Programme:** the NEMECSEK Programme was created to help protect children, so that everyone knows what to do if a child is being harmed and

how to prevent this from happening. Whether it is regarding a preschool, a children's home, a sports club or even a local authority, there is a lot we can do to protect children. Child safeguarding policies and related training are an effective way of helping to ensure safe operations.

- **Hintalovon Academy:** the Hintalovon Academy aims to help professionals working with children to stop being without tools when it comes to children's rights cases.

- **Projects:** the Foundation carries out a number of projects, of which the annual Children's Rights Report and the Child Friendly Media and Advertising project are the most long-term and regular activities.

Our core business is complemented by a range of other projects and activities.

Children and young adults are involved in all the Foundation's activities and projects. Our **Minor Collaborators (KiKo)** is the Foundation's volunteer team of 13-17-year-olds. They work with us as advisors, activists, researchers, advocates for children's rights at professional events and in the media. They help to bring children's perspectives into our own work, national and international programmes, as well as working on independent projects.

Priority areas of our work

- protecting children from violence
- children's right to education
- children's right to participate in all matters concerning them (child participation)

Children's rights

Children's rights are not abstract rules – if you think about what a child needs to be well and what they need to be protected from, you actually get a list of children's rights. We do our best to ensure that children's rights are not violated.



UN Convention on the Rights of the Child

1 Everyone under the age of 18 is a child and is entitled to child rights.	2 Discrimination is prohibited, all children are equal.	3 Adults must always make decisions that are in the best interests of the child.	4 The state must do everything to ensure that children's rights are respected.	5 Provision should be made for the child to live in a supportive family.	6 Right to life and development.
7 Every child has a right to their name and nationality.	8 No one can deprive the child from the right to a nationality and name.	9 Every child has the right to live with their family. No one may separate them from their family unless that is in their best interests.	10 Right to visit and live with a parent living abroad. States have an obligation to authorise this.	11 The state must stop children being taken out of their own country illegally or being prevented from returning home.	12 Right to express views in matters affecting the child and to have these respected.
13 Right to freedom of expression.	14 Right to practice thought, belief and religion freely.	15 Right to freedom of association, to peaceful assembly.	16 Right to private life.	17 Right to access appropriate and understandable information.	18 It is primarily the parent's right and responsibility to bring up and care for the child.
19 All forms of violence against children are prohibited. Zero tolerance.	20 If a child lives without a parent or they are unsafe with their parents they are entitled to special protection and placement.	21 During adoption, action should be taken in the best interests of the child.	22 Assistance and protection should be afforded to refugee children.	23 Children with a disability are entitled to special care.	24 Right to a healthy life and medical care.
25 The placement of children in state care should be reviewed regularly.	26 Every child has the right to social security. In the case of disadvantaged children, the state has an obligation to support and assist the child.	27 Right to an adequate standard of living and welfare.	28 Right to education.	29 The goal of preschool and school is to strengthen the skills of the child and to develop their personality.	30 Children belonging to a minority have the right to use their own language, enjoy their culture and practise their religion.
31 Right to play, free time and rest.	32 Prohibition of child labour. Protection from all forms of work which endanger the studies, health or development of the child.	33 Every child must be protected from drugs and drug-trafficking.	34 Every child has the right to be protected from all forms of sexual violence and harassment.	35 Right to protection from human-trafficking.	36 Right to protection from exploitation.
37 Right to protection from torture, inhumane treatment and detention.	38 Protection from armed conflict. Children cannot be recruited in an army or given a weapon.	39 Victims of violence against children have the right to special care and protection.	40 If a child commits a crime, the primary purpose of accountability is education.	41 If the rules in force in the country provide for greater protection, they shall be taken into account in relation to the Convention.	42-54 The state's responsibilities and duties to ensure the rights of children.

Find out more www.hintalovon.hu

2. Purpose of the Child Safeguarding Policy

The purpose of the Child Safeguarding Policy (hereinafter referred to as “policy”) is to protect people, especially children and vulnerable adults, from any harm that may arise from their contact with the Foundation and to ensure the safety and protection of children and staff (volunteers, partners) who come into contact with the Foundation in any way.

A further aim is to ensure that, should abuse or endangerment be suspected, the Foundation can take effective and swift action to identify, handle and follow up such cases.

The policy is approved by the Foundation's Board of Trustees. The Board of Trustees shall monitor the implementation of the policy, take the measures within its competence and review them at least annually and whenever necessary.

All staff are required to know and comply with the organisation's child safeguarding policy and all elements of the complex protection system to prevent possible incidents of abuse, harassment and misuse. Training on the policy is mandatory for all staff.

The Foundation is committed to the principle of zero tolerance towards all forms of abuse. Any such complaint will be promptly and thoroughly investigated, and in no case will such incidents be without consequences.

1. 2. Principles and core values of the Child safeguarding policylines

- **Security.** Every child and adult deserves to live safely, free from danger, abuse, exploitation and neglect.
- **Zero tolerance.** We consider all forms of abuse, violence, harassment and abuse of children and vulnerable adults to be unacceptable.
- **Reporting.** All staff and children need to know what to do to protect children, when and from whom to seek advice, help or make a report.
- **Partnership.** We work with children, their families and professionals in partner institutions.
- **Child-centredness.** Children are always informed about matters that concern them – according to their age and maturity. Their opinions are taken into account in decision-making.
- **Dignity.** Everyone deserves the recognition and appreciation that makes them feel valued and accepted.
- **Real children's participation.** Processes involving children are in line with the ethical principles set out in the 12th comprehensive commentary of the UN Committee on the Rights of the Child.
- **Prevention.** The reduction of the risk of child abuse should be promoted through awareness-raising, good practice, regular risk assessment and reduction, and training.
- **Performance guarantee.** All reports of violations of children's or any staff member's rights, treatment or dangerous environment should be taken seriously and appropriate protection and child protection measures should be taken.
- **Support.** All children, groups of children and staff involved in cases of abuse and child abuse should receive appropriate support.
- **Cooperation.** Cooperate with other civil, governmental and international organisations as appropriate, particularly those in the child protection reporting system, bearing in

mind that reconciling different perspectives and thinking together for a common cause will help to address issues most effectively.

- **Follow-up and review.** Regularly review child protection rules and practices to identify and remedy any shortcomings and to comply with relevant legislative changes.
- **Secure data management and confidentiality.** Personal data and sensitive information about children or staff members must be treated confidentially and in accordance with the relevant legislation.
- **Compliance with legislation.** The Foundation works in accordance with the international and national standards in force in the field of child protection.

2. Who is protected by the policy?

The policy protects **all children who come into contact with the Foundation.**

This means that the policy protects child volunteers (including Minor Collaborators) who work with the Foundation on a long-term basis, casual volunteers, and anyone who has worked as a minor in one of the above-mentioned assignments or has come into contact with the Foundation and has reached the age of 18. In addition, the policylines also protect children who are involved in the recruitment process, who come to the Foundation for help, and who come into contact with the Foundation on an occasional basis.

The Foundation also protects its employees and volunteers from all forms of abuse. To this end, the policy and procedures in the Child safeguarding policy also apply in cases of abuse between adults.

- **Children:** anyone under the age of 18¹ who is in any way connected to the Foundation.
- **Adult:** anyone over the age of 18 who is connected in any way to the Foundation.
- **Young adult**
Ex-volunteers who have reached the age of 18 but were minors when they were still in a legal relationship with the Foundation.
The policy also protects persons who came into contact with the Foundation as children, but who have reached the age of 18 at the time of their cooperation and have not yet terminated their legal relationship/other cooperation with the Foundation.

The policy also protects **staff and volunteers who come into contact with the Foundation**, especially adults who are vulnerable or disadvantaged in any way. Vulnerable adults are persons who are for some reason at increased risk and who are entitled to special protection.

The policy protects **whistleblowers.**

¹ In accordance with the provisions of Act LXIV of 1991 promulgating the Convention on the Rights of the Child, New York, 20 November 1989.

Whistleblowers are those who report abuse against children or staff, and report the abuse they become aware of. The Foundation considers the protection of the interests of whistleblowers and compliance with data protection rules to be of the utmost importance and is committed to upholding them.

3. What does the policy protect against

3.1. Abuse

Every child and adult has the right to a life and childhood free from abuse. We are committed to the principle of zero tolerance of abuse – so it is important that everyone is aware of the definition, types and signs of abuse.

4. When does the policy protect?

We will always and in all cases protect children and adults: when we come into contact with them in person or online, or when we see or suspect abuse, harm or danger.

In all cases, we consider the potential sources of danger and threats (prevention) and provide the safeguards discussed in the next section (treatment) in these areas.

Our sites. We take responsibility for the children who come to us at the venues and programmes organised by the Foundation.

External programme, travel. Safety and security must also be ensured on external programmes. The adults responsible for children are always the ones who are present - organising the programme, providing the venue or accompanying the children. Children's safety must also be taken into account when travelling. The tasks to be undertaken to ensure the safety of the event (e.g. whether a chaperone is needed) are always decided by the child participation programme staff in light of the individual circumstances, who will consult the Nemecsek team if necessary.

Online. We are also responsible for children online. This means helping children use their smart devices safely and looking after them online.

Communication, fundraising. Our responsibility continues even when the children are not present. We should never communicate anything (e.g. a professional presentation, a Facebook post) that the children do not want, have not agreed to, or that could in any way negatively affect them.

Data management. We are responsible for the processing of data relating to children. We only collect and store information about children that is relevant to our activities with them. If it is no longer necessary, we will no longer store it. We are bound by confidentiality obligations regarding the circumstances and information about children and young adults, and we do not disclose their data to third parties. Exceptions to this are where the child or young person concerned has explicitly consented to their data being shared (e.g. if they are receiving child advocacy); or where there is a suspicion of child abuse. In the latter case, as part of the Child

Protection Reporting System, the team responsible for ensuring compliance with the policy (NEMECSEK team) has a reporting obligation to the competent authorities.

5. How does the policy protect me?

The Foundation aims to create an environment and community that contributes to children's happiness, development and fulfilment.

5.1. Guarantees for children

We listen to children and treat them as partners.

- We will do our best to ensure that children are familiar with the content of the policy and other documents that apply to them, the mechanisms that protect them and the rules of conduct that we expect from them. To this end, we have produced a children's version of the Child safeguarding policy, which is a shorter extract from this document. In addition, once a year, one member of the Nemecsek team gives a separate presentation to the children on the Child safeguarding policy, and members of the Child Participation Team go through the content of the policy with the children several times at the beginning of each school year.
- We respect the dignity and rights of children, and comply with the policy and other documents (e.g. voluntary contract, job description).
- We keep children properly informed, listen to their views and involve them in decisions about things that concern them.
- We give children the opportunity to report problems or ask questions, with or without their name. We always take children's comments seriously and act on them.
- We give children the opportunity to give us feedback with or without their name.
- We build partnerships with the adults around the children (e.g. parents, educational institutions, etc.).
- We communicate with the children who come into contact with us according to rules that are safe for them, agreed and transparent. We make sure that we communicate online on safe platforms that children know. We contact them by prior arrangement, using the contact details provided. We make sure that they always know who may contact them, who to contact and how to contact them (they know the relevant contact details of the staff working with them).
- We only contact children on social networking sites if it is in their best interests. In these cases, contact will always be made with the knowledge of two professionals, and via a foundation profile or foundation communication channel.
- We produce stills, audio and video recordings as part of the Foundation's projects. In doing so, we always take care to
 - not portray children in a situation that violates their human dignity
 - ask for their permission before taking the picture and inform them, according to their age and maturity, about the purpose of the picture
 - obtain the written consent of their legal representative

- make sure that children participate of their own free will, without external coercion
- not include children's personal details (name, address, date of birth, etc.); except in the case of child volunteers, whose names may be included in communications about them, in line with the principles of the policylines
- inform the children and their legal representative of the disclosure of the recording, its purpose, when it will be made public and how it can be erased

5.2. Staff guarantees

We are staffed by adults who are committed to protecting children and ensuring their rights.

- We do our utmost to ensure that we employ the right people.
- All selected applicants will be asked to provide a character reference and their references will be checked to ensure that only those who are not suspected of abuse, misconduct or boundary violations will be employed by the Foundation.
- In the case of staff who come into contact with children, the selection process includes practical exercises (in the form of a written or oral test) to measure the candidate's sensitivity and attitude towards abuse, misuse and boundary violations.
- When evaluating the application of a future staff member who will be in contact with children and/or vulnerable adults, the Foundation's psychologist colleague should be involved in addition to the project manager.
- We ensure that all employees are familiar with the policy and other documents that govern their activities (e.g. code of conduct, job descriptions, HR policy, etc.).
- We help new staff settle in and work confidently.
- We support each other's work through feedback, discussions, consultations and ongoing information.
- We support our staff's professional development and mental health.
- We give our staff the opportunity to report problems or ask questions, either anonymously or non-anonymously. We will always take your feedback seriously and act on it.
- The primary responsibility for child volunteers in the Foundation's Minor Partners programme lies with the Child Participation staff.

5.3. Guarantees regarding adults (e.g. parents, guests)

Adults around children can be good with children by cooperating with each other, respecting each other's dignity, and generally by setting a good example.

- We make every effort to ensure that adults who visit us or come into contact with us (e.g. guests, parents) are familiar with the policy and the rules of conduct we expect of them.
- We build partnerships with the adults around the children, communicate transparently and provide them with the right information.

- Parents of children who come into closer contact with us will be informed of the framework of cooperation before the contract is signed, including the role and participation of the children, the responsibility of the legal representative, the way of contact, the rules on data management and the taking of pictures and audio recordings.
- In the case of Minor Colleagues and school community service, the school is informed about volunteering and joint work when they join.
- We give adults who contact us the opportunity to report problems or ask questions, with or without their name. We always take these reports seriously and act on them.
- We give adults who come into contact with us the opportunity to give us feedback, with or without their name.

5.4. Guarantees relating to the physical environment

We provide suitable spaces for children and do our best to ensure that the programme is safe.

- We do our utmost to ensure physical safety and prevent accidents. We pay attention to the physical and health condition of the children who come into contact with us.
- We prevent a child from going into a dangerous area or using an unsafe device. For example: using computers with filtering software.
- We strive to create a child-friendly and safe, comfortable environment (decor, bright, transparent spaces where children can easily find their way around).
- Before different trips and activities, we carry out a risk assessment: we think about the possible dangers and list the most important things to know about children (e.g. allergies, can they swim, etc.) (Annex 3).

6. Case management

The Foundation's child protection working group is the Nemecsek group. It consists of three members, a lawyer and a psychologist from the Foundation and one external collaborator.

The staff of the Nemecsek Group:

- Dr Dominika Rácz (dominika.racz@hintalovon.hu)
- Katalin Stáhly (katalin.stahly@hintalovon.hu)
- Gábor Márton (mdzsabor@gmail.com)

6.1. Basic assumptions

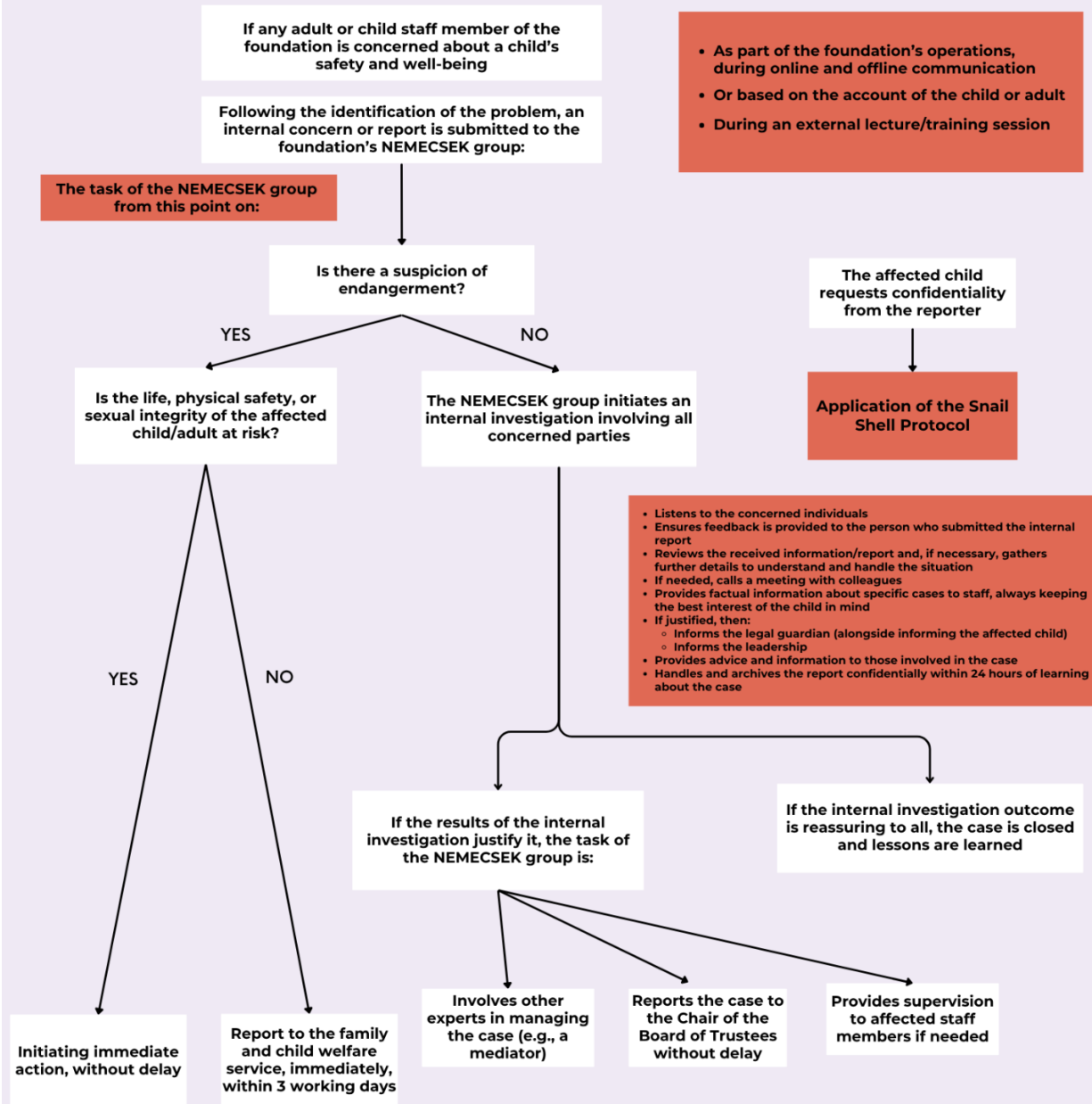
In all child abuse cases

- report the suspicion to the Nemecsek Group as soon as possible, but no later than three working days,
- take the report seriously,

- the case must be investigated on the basis of the report,
- as a result of the investigation, the necessary measures must be taken (e.g. informing parents, informing the Board of Trustees, notifying the child protection services),
- ensure feedback (to the child concerned, the reporting person, the community, the perpetrator and, where it is in the best interests of the children, the parents),
- help those affected come to terms with what has happened.

6.2. Steps for reporting and case management

Steps of reporting and case management



The observer can make a complaint orally or in writing:

- You can **speak to** any Foundation staff member, but you should also report to the head of the programme in question or directly to the members of the Nemecsek group.
- You can submit a **written** report **to adults** via the following Google form, which is only accessible to members of the Nemecsek group: <https://forms.gle/JBf7Xex3iXKNPvt79>.
- **In writing**, there is a separate reporting [interface](#) **for children** (staff and volunteers with children).
It is also possible to submit an anonymous report via the form.
- If the whistleblower does not have an account or internet connection, or wishes to use this form of reporting, he/she can also report in person or via the *Child Protection Reporting Form* (Annex 1), which can be sent to the Foundation by post.
- The "unspoken thoughts" box is available in the Foundation's office, where you can also leave a paper report.

The Nemecsek Group in all cases:

- takes the necessary steps to avoid further risk
 - provides feedback to the person who made the internal report
 - provides advice and information to those affected by the case
 - keeps the report confidential and archives it within 24 hours of being informed of the incident
 - it will also discuss the next steps with the staff concerned within 72 hours
-
- If the situation/best interests of the child concerned justifies:
 - informs the child's legal representative
 - convenes a case meeting to examine what action needs to be taken, what professionals (lawyer, psychologist, psychiatrist, doctor), external organisations need to be involved or formal proceedings need to be opened
 - initiates case discussions with other members of the child protection system
 - involve the Chair of the Board of Trustees in the internal investigation if an report concerns a member of the team responsible for compliance with the policylines
 - provides supervision/conversation sessions for the staff concerned to help them process

The Chair of the Board of Trustees, if necessary:

- considers whether any of the rules need to be amended
- assesses whether changes to staff training plans are needed

- initiates appropriate proceedings to hold the staff member concerned accountable
 - examines what action may be taken in respect of employees under labour law: disciplinary proceedings, termination of employment, suspension, etc.
 - examines what action can be taken with regard to volunteers: immediate suspension, termination of voluntary contract, etc.
- The investigation, suspension or dissolution does not imply a presumption of guilt, but rather is intended to ensure the safety of all parties while the investigation is ongoing.
- There are consequences in all cases where a staff member fails to report a mandatory report, reports in bad faith or is involved in a child abuse case. The consequences will always depend on the seriousness of the case and the legal situation.

Snail shell protocol

In essence, the trusting adult should not share the secret entrusted to him or her with anyone else, nor ask the person concerned to share it, until the child has reached a stage in his or her own mental processes where he or she can give permission to do so. Of course, if the child's physical integrity or sexual integrity is at risk, action must be taken immediately.

This is the process that the child should be policyd through, talk to them to understand who should be involved in dealing with the situation and why it is important to talk to them about what is happening.

It is important that the child has enough information and time to understand and prepare for what may or will happen after sharing their story – what options they have to handle the situation, what conversations or procedures they may have to have.

Who the child has told

- Listen carefully to the story, accept what you hear.
- Make sure that you have made the right decision to share your case.
- Inform them that the information cannot remain a complete secret.
- Also let us know what the next steps will be.
- Do everything you can to ensure the safety of the person concerned.
- Contact the child protection team immediately for a case consultation and take care not to disclose the identity of the child concerned until absolutely necessary.

1. If it is necessary in the interest of the child concerned or to clarify the situation, the child protection team and/or the management should be informed immediately and, if they deem it appropriate, they should listen to the other party, inform the legal representatives and involve the children concerned, the relevant staff, other professionals and authorities in the management of the situation.

2. Document the incident and the actions taken (Annex 2) and forward the document to the Child Protection Team.

6.2.2. Clear responsibilities

It is essential for the protection of children and the effective handling of cases that the responsibilities are clear and transparent to all.

All staff

- Understand the Code of Conduct (Annex 1) and other documents relevant to the work.
- Comply with the policylines; act in accordance with the policylines in the event of abuse or violations of children's rights or suspected violations.
- Help children manage the situation and go to the right adult for help.
- If you suspect any abuse, you should report it to the Nemecsek team to clarify the case.
- She works with children, their relatives, colleagues and other professionals to manage cases.
- Information about children is kept confidential and shared only with the most appropriate people.
- The cases are duly documented (Annex 2).

NEMECSEK Group

The Nemecsek group can be contacted by anyone with any questions about child protection. They also have a key role in dealing with specific cases and situations: they receive the reports, then they bring them together and help to handle the specific cases with the involvement of the right adults.

The NEMECSEK group has three members, one external member and a lawyer and a psychologist from the Foundation.

- In September each year, one member of the Nemecsek team **presents the policy to the children, with a** special focus on reporting options and the case management process.
- Provides information and guidance for children and adults.
- Maintains case documentation (in compliance with GDPR rules).
- Keeps the policy up to date (chapter 6).
- In relation to a specific case
 - **listens to and takes seriously** information and reports about children, from anyone, in any form;
 - **gives feedback** to the person who reported a suspicion/abnormality;
 - keeps in touch and informs the children concerned;

- conducts a risk assessment and, within the limits of its competence, ensures the safety of the child concerned and **leads the management of the case;**
- **examines** the **information/report** received and, if necessary, gathers additional information to understand and address the situation;
- calls a meeting with staff if necessary;
- provides factual information to staff about specific cases, in the best interests of the children;
- if justified:
 - informs the legal representative
 - informs the management
- consider whether the policylines or other organisational documents need to be amended and further training for children and staff to ensure that there is no further similar incident.

Management of the Foundation

- Ensures that all staff are familiar with the policy and other organisational documents before starting work. Reference to the Child safeguarding policy is a mandatory part of the contract.
- If justified:
 - is involved in the management of the case;
 - involves appropriate staff or other professionals in the handling and processing of the case;
 - informs the legal representative;
 - initiates the appropriate internal and/or official investigation.
- Checks the documentation of cases.

7. Implementation and review of the policy

All staff and volunteers joining the Foundation will be familiar with the policy before starting their work and will complete the e-learning course included in the policy. The programme manager working directly with new staff and volunteers must ensure that this is the case.

The policy is reviewed annually, and a team of five people review and update the policy, following prior consultation. The policy is adopted by the Foundation's Board of Trustees.

The Nemecsek Group reports annually to the Board of Trustees on compliance with the policy and any changes to their content.

8. Legislation and other documents

The Foundation continuously obtains relevant information and regularly reviews its protocols, policies and practices in relation to minors in contact with the Foundation to identify and address any gaps and to comply with relevant legislative changes.

1. Integration of the policy into the Foundation's existing systems (strategic planning, recruitment, management, core documents, etc.) and processes.

2. Preparation of a children's version of the policy and present it to all child volunteers and children who come into contact with the Foundation.
3. Training of all persons to whom the Code applies.
4. Informing the organisations and partners working with the Foundation of the principles set out in the Code, which will form the basis for future joint work. Once the policy is in place, the Foundation will annually monitor and evaluate how the policy is applied in day-to-day operations and its impact on the organisation, children and external partners.

Legislation

- UN Convention on the Rights of the Child (proclaimed by Act LXIV of 1991)
- Act XXXI of 1997 on the Protection of Children and Guardianship Administration
- Act V of 2013 on the Civil Code (Civil Code Act)
- Act C of 2012 on the Criminal Code (Criminal Code Act), in particular with regard to the provisions of the Criminal Code
- Act I of 2012 on the Labour Code (Labour Code Act)
- Methodological policy on the rules for the operation and functioning of the detection and reporting system operated by the Family and Child Welfare Service (3rd revised edition)
- Protocol on the processes of the detection and reporting system operated by the Family and Child Welfare Service (3rd revised edition)
- Sector-neutral uniform principles and methodology for the identification and elimination of child abuse in the context of the Child Protection Detection and Reporting System (2014 "Methodological policy on Child Abuse" - 3rd edition)
- Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information
- Act CXC of 2011 on National Public Education

Annexes

Annex 1: Code of conduct and communication

- I respect children's rights, backgrounds, cultures and beliefs.
- I have a responsibility to behave appropriately.
- I strive to promote the well-being and best interests of children through all my words and actions.
- I take children's views into account in matters that concern them, taking into account their age and maturity.
- I will follow the rules in the policylines; I will take all reports or suspicions of abuse seriously and follow the principles and steps for dealing with incidents.
- I respect children's privacy and do not gossip about information that comes to my attention about children's private lives.
- I avoid being alone with a child as much as possible (unless my job or the child's interests require it).

I declare that I will never:

- use corporal punishment. I have zero tolerance for all forms of violence and abuse against children.

For example, I don't hit him, I don't shake him, I don't lock him up, I don't pull his clothes, I don't squeeze him.

- provoke or harass the child in any way. I will not humiliate him or violate his rights. I will not diminish the child's self-confidence.

For example: not "stalking" him with online messages, humiliating him in front of others, or making hurtful comments about him.

- use language or behaviour that may intimidate, embarrass or humiliate the child.

I will refrain from inappropriate physical contact with children.

For example: no sexual references, no sexual jokes, no courtship, no compliments. I only touch a child when his physical or emotional well-being warrants it, and I do so in a way that does not violate his right to bodily integrity and sense of safety.

- have sexual contact with a child, young adult or relative of a child or young adult associated with the Foundation.

For example: I do not make sexual advances towards children or relatives, I refuse their advances or initiatives.

- initiate or allow sexually provocative games involving children.

For example, I will not play or allow toys that may involve intimate, embarrassing touching or that may put a child in a humiliating, vulnerable position. Examples include "spin the bottle", "strip poker".

- share or show pornographic footage with children.

For example: not sending him naked photos of myself or others, not watching pornographic videos in his company, not giving him "tips" about pornographic sites.

- initiate or participate in activities that are illegal, dangerous or abusive for children.

For example, I don't steal from him, I don't give him drugs, I don't ask him to do anything illegal.

- discriminate against children. I accept all children as equal and treat their cases without discrimination.

For example: I will not make negative comments about anyone's origin, disability or other characteristics. I give every child the opportunity to participate in an activity that they want to – for example, if someone needs more time to complete a task, I give it to them.

- take pictures, video or audio recordings of children for my own use.

For example, I don't take a photo of it to show it to my friends, or because it's exciting or sexually arousing for me.

- publish any images, video or audio recordings in which a child can be identified on any platform without the permission of the management and the child and his legal

representative. I will not publish any footage that may negatively affect children in any way, even if no one can be identified.

Annex 2: Child protection reporting form

When the report is recorded, the child should be given the opportunity to tell what happened to him or her in a coherent way, without being asked. The interview should take into account the child's age, mental and emotional state and needs.

Name of the child Contact details: Contact details of a relative: Which programme the child participated in:	Date of the incident:
Name and position of the reporter, contact details:	
Circumstances of the incident: (what, when and where observed; was anyone with the child and if so, who; nature and character of the injury or behaviour; what the child said; what the reporting party said; witnesses; were other adults involved, if so, what they said)	

What steps have been taken (what steps and by whom; are there any proposals to deal with the case)?

Date:

Signature of the notifier:

Annex 3: Risk analysis questionnaire for external programmes (e.g. summer camps)

Name of the child who is camping:

Date of birth:

Social security number:

Name of contact guardian:

Contact guardian's telephone number:

Contact guardian's email address:

Can the camper swim safely?

Does the carer allow the camper to go to the beach under supervision?

Does the camper have a permanent illness?

If so, what?

Does the camper currently have or have a history of high blood pressure?

Does the camper take medication regularly?

If so, what is he taking and what for?

Has the camper had any serious injuries (fractures, bruises) or illnesses in the last six months that prevented him/her from participating in certain activities?

If so, what was it, what to watch out for and what to protect against?

Last tetanus vaccination date:

Does the camper have allergies?

If so, what?

During the camps, participants are provided with three meals a day. If you have any health conditions that need to be taken into account when planning the menu, please describe them here. In extra special let's make an agreement.

Does your child have a Hungary pass?

Other important information we need to know about the child attending the camp?