



ökotárs
alapítvány

SAFEGUARDING POLICY

Tartalom

- PREAMBLE2
 - Definiton for vulnerable groups2
 - Definition of harm and abuse of vulnerable people (including children).....2
- GENERAL PRICIPLES5
- CODE OF CONDUCT6
- PROCEDURES to implement the Safeguard policy.....8
 - Providing publicity8
 - Signing of the Code of Conduct8
 - Incorporation to the recruiting procedures8
 - Providing assistance to the partners8
 - Complaints and treatment of complaints9
 - Monitoring and evaluation10

PREAMBLE

The Hungarian Environmental Partnership Foundation (Ökotárs) commits itself to the following principles of equal treatment and equal opportunities at its workplace and towards its partners, grantees and their target groups (especially disadvantaged and vulnerable groups) and will take support measures to help this.

As a grantmaking and developer organization, Ökotárs working with NGOs and citizen groups who may have programs for vulnerable groups. Ökotárs expect from all grantees and partners to avoid any sort of abuse, harm or discrimination and agree with the following values and principles.

Definiton for vulnerable groups

According to the European Commission¹ Ökotárs consider every groups in society (including children) as vulnerable groups which have a higher risk of poverty and social exclusion than the general population.

According to the definition by the United Nation: child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.²

Definition of harm and abuse of vulnerable people (including children)

Harm is when somebody hurt vulnerable people (children or adults) in any way or does not prevent it³.

According to the definition of ECPAT International there are different kinds of child harm and abuse.⁴

“**Child Pornography:** Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or representation of the sexual parts of a child, the dominant characteristic of which is depiction for a sexual purpose. (Source: Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography.)”

¹ European Commission (2010): The European Social Fund and Social Inclusion.
http://ec.europa.eu/employment_social/esf/docs/sf_social_inclusion_en.pdf

² United Nation: Convention on the Rights of the Child
<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

³ Based on the description of the Ministry of Health, Social and Family Affairs (now Ministry of Human Capacities) in Hungary.
http://www.3sz.hu/sites/default/files/Modszertani_fuzet_2004.pdf

⁴ ECPAT International Secretariat - Child Protection Policies and Procedures
http://www.ecpat.org/wp-content/uploads/legacy/child_protection_policies.pdf

“Sexual Abuse: It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.”

“Child Sexual Abuse: Sexual abuse of children can be defined as contacts or interactions between a child and an older or more knowledgeable child or adult (a stranger, sibling or person in a position of authority, such as a parent or caretaker) when the child is being used as an object of gratification for an older child’s or adult’s sexual needs. These contacts or interactions are carried out against the child using force, trickery, bribes, threats or pressure. [...] (Source: Definitions of Child Sexual Exploitation and Related Terms. NGO Group for the Convention on the Rights of the Child, 2000)”

“Commercial Sexual Exploitation of Children: Commercial sexual exploitation of children consists of practices that are demeaning, degrading and often life threatening to children. There are three primary and interrelated forms of commercial sexual exploitation of children: prostitution, pornography, and trafficking for sexual purposes. Other forms of sexual exploitation of children include child sex tourism, child marriages and forced marriages. (Source: Questions and Answers about the Commercial Sexual Exploitation of Children. ECPAT International, Thailand, 2001)”

“Discrimination: Biased or prejudiced in favour of, or against the children.”

“Emotional Abuse: The persistent emotional ill-treatment of a child such as to cause severe and persistent effects on the child’s emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It may involve age or developmentally inappropriate expectations being imposed in children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. (Source: Lambeth College, September 2004)“

“Neglect: The persistent failure to meet the child’s basic physical and/ or psychological needs, likely to result in the serious impairment of the child’s physical or cognitive development.”

“Physical Abuse: It may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This is commonly described using terms such as . (Source: Lambeth College, September 2004)”

“Violence: Physical, psychological (psychosocial), and sexual violence to children through abuse, neglect or exploitation, as acts of commission or omission in direct or indirect forms, that endanger or harm the child’s dignity, physical, psychological, or social status, or development. (Source: The UN Secretary General’s Study on Violence, 2005)”

It is also important to extend the definition to vulnerable adults as well.

- “Physical Abuse: The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).”
- Emotional abuse: Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.”
- “Neglect/Negligent Treatment: Persistent failure to meet a child’s” or adult’s “basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.”
- “Sexual Abuse: All forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.
- Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This includes exchange of assistance due to children benefiting from Save the Children programming. The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense.”⁵

⁵ Sources:

Child Safeguarding policies in website of ECPAT - Save the Children International Safeguarding Policy
Safeguarding Policy for Children and Vulnerable Groups 2017 by Root and Wings Foundation.

GENERAL PRICIPLES

Recognition of the best interest of the vulnerable people (included children)

During the design and implementation of its programs and trainings, Ökotárs pays special attention to protect the target groups from all forms of abuse, neglect, exploitation and violence, and is committed to upholding the rights and obligations set out in the UN Convention of the Rights of the Child.

Ökotárs believes that safeguarding vulnerable persons is the responsibility of all people and should play a part in preventing harm, and detecting and reporting neglect and abuse. Measures need to be in place locally to protect those least able to protect themselves (e.g. those living in care settings, hospitals, homeless people, victims of trafficking, psychiatric patients, etc.).

Zero Tolerance

Ökotárs not tolerate any form of discrimination and harm, including abuse, exploitation and neglect of children and vulnerable adults as a matter of principle and will do all it can to enforce this in the working environment.

Ökotárs don't engage – directly or indirectly – staff who as a result of the appropriate employment/ moral certificate checks having been carried out is found to pose a risk to children and/or vulnerable adults.

Duty of Care

Ökotárs aiming to achieve the highest level of protection of vulnerable people, work to reduce the risks associated with delivering programme activities and train its staff on their responsibilities and obligations.

Shared responsibility to support the protection of children and vulnerable people

Ökotárs believe, that protection is everybody's duty and so requires the commitment, support and cooperation of all those covered by the scope of this policy to comply with its terms and to be held accountable for keeping children and vulnerable adults safe.

Ökotárs expects the same from all its colleagues, volunteers, interns, trainees, partners and sponsors, and it clearly communicates this values and expectation to them both in word and in writing.

This document highlights Ökotárs's policy on identifying and responding to concerns regarding the safeguarding and protection vulnerable people. This policy provides guidance for all who may come across concerns of this nature within the context of their work for Ökotárs.

These include:

- board members;
- employees;
- volunteers, trainees and interns;
- other individuals and organizations contracted with Ökotárs.

CODE OF CONDUCT

All board members; employees; volunteers, trainees and interns and other individuals and organizations (in the following: staff) contracted with Hungarian Environmental Partnership Foundation (Ökotárs) are required to comply with the conditions laid down in the **Safeguarding Policy** they signed before commencing or resumes (in the case of an existing contract) work with Ökotárs.

Any breach of the Code of Conduct, or any behaviours which are in conflict with the provisions of the Safeguarding Policy will be the cause for investigation and possible suspension/dismissal/termination of contract.

Ökotárs will cooperate fully with any investigation by the responsible authority (such as the police) in connection with any allegation of abuse or criminal offence in relation to a child made against a member of staff.

DO IT

- Follow the principles of Safeguarding Policy.
- Treat people as equal without any prejudice.
- Be aware in every situation that may present risk.
- Improve safety and manage the potential risks.
- Organize vulnerable people safe, better environment by involving related peoples, target groups in the planning process.
- Provide good examples of conduct you wish others to follow.

DON'T DO IT

- Don't exaggerate or trivialize the abuse issue.
- Don't be complicit with any form of abuse.
- Don't work alone, (i.e. unsupervised), with an individual child, when organizing, implementing or visiting programs.
- Don't say inappropriate phrases (i.e. negative, violent or sexually suggestive comments).
- Start or take part in unnecessary or inappropriate physical contact.

DECLARATION

As board member, employee, volunteer, trainee, intern, other individual or organization contracted with Ökotárs⁶ hereby I agree with the values of the Safeguarding Policy.

I agree, that

- a) in my daily work there is a high priority of the protection of vulnerable groups;
- b) all activities, including activities of supported organisations, of Ökotárs must be designed to protect vulnerable groups in their locality – as a safe project;
- c) I will reduce the risk of harm as much as possible;
- d) during the work related to Ökotárs I always create safe environment and activities for vulnerable people.
- e) I will ensure good practices when I create media contents for Ökotárs, including following our social media standards.

I declare that I have carefully read the Safeguarding Policy included the Code of Conduct and I will implement the values, principles and standards in my work.

Date

Sign

⁶ Please underline the relevant position.

PROCEDURES to implement the Safeguarding policy

The Board of the Foundation is responsible of the implementation of the Safeguarding Policy under the guide of the Director of the Foundation.

Providing publicity

Ökotárs designed the Safeguarding Policy and ensures that all board members, employees, volunteers, trainees, interns, other individuals or organizations (contracted with Ökotárs) members are fully aware of it.

Generally Ökotárs providing publicity on the www.okotars.hu webpage. But it is necessary to inform all affected people in a way, that they can certainly get it and understand. Therefore Ökotárs share the Safeguarding Policy

- with the public in the official webpage;
- with the staff in a special staff meeting connected to a training based on the Safeguarding Policy;
- with the board in a board member mailing list (and personal in the regular board meeting);
- with the partners in the next scheduled meetings.

Signing of the Code of Conduct

All board members, employees, volunteers, trainees, interns, other individuals or organizations (contracted with Ökotárs) should have an declaration/agreement that they will follow the values of the Safeguarding Policy. To this end, Ökotárs created the Code of Conduct during work with vulnerable peoples to complement the Work Policy and Regulations of Ökotárs.

Incorporation to the recruiting procedures

All job interviews will include questions relating to the previous history and suitability of the Safeguarding Policy.

Ökotárs informs newly recruited staff, trainees and volunteers, etc. about the rules and ethical norms governing the organization's operations.

The rules included the Safeguarding Policy are handed to them before entering the work and they should sign this and show that they agree to act in accordance with the Safeguarding Policy.

Providing assistance to the partners

To the regular meetings the safeguarding topic will be scheduled, this will enable to discuss about dilemmas and questions. To ensure that the partners learn and understand the importance of the principle Ökotárs organizing additional meetings with the core partners and the Director of Ökotárs will available (between meetings) for all partners if they need further information.

Complaints and treatment of complaints

- 1) In case if board members, employees, volunteers, trainees, interns, other individuals or organizations (contracted with Ökotárs) recognize any form of harm/abuse (or the risk of them) connected to work at Ökotárs it must be sign as soon as possible. The first sign (in oral or written form) must be taken to the Chairman of the Board to the Director of Ökotárs (in the following: Responsible).

Chairman of the Board:	Hartman Mátyás (Ökotárs Alapítvány)
Post address:	1056 Budapest, Szerb u. 17-19.
E-mail address:	kuratorium@okotars.hu
Director:	Móra Veronika (Ökotárs Alapítvány)
Post address:	1056 Budapest, Szerb u. 17-19.
E-mail address:	move@okotars.hu
Phone:	+36 1/411-3500

- 2) The complaint shall not limit the complainant's ability to bring the case to legal channels using the legal means at his disposal.
- 3) The complains should be reported within 24 hours after the incident in written report via the Complians Form, which available on the foundation's website (<https://okotars.hu/en/treatment-complaint>). If it is needed the Responsible helps to make the written report.
- 4) Based on the special case of the current incident, the Responsible should take an immediate action to protect the vulnerable people. All necessary legal steps should be taken according to Hungarian legislation, the local situation and the local authorities.
- 5) Regardless of the actions that have been made so far the Responsible have to call a board meeting to clear the further steps and responsibilities. Every member of the Board will be responsible to take action for the safety environment and to clarify the circumstances.
- 6) Responsible contact the local Child Protection Services, Adult Protected Services and has a collection of the contacts of the local authorities. If it is needed the Responsible should inform them directly: Family Support Service; Child Welfare Service; Care Centre; Police; Hospital; NGOs, etc (related to the target group).
- 7) All affected people (e.g. participants of the incident, if child is involved - parent or guardian, the relevant authorities) should contacted and inform about the case (and further steps) by Responsible.
- 8) If a partner organization is affected by the reported case, the Responsible should contact and inform the partner's representative immediately. Furthermore the partner should take an immediate action to protect the vulnerable people as it is needed.

Regardless of the actions that have been made so far by the partner, the Responsible have to call a board meeting to clear the further steps. The representative of the partner should be invited to the meeting.

- 9) If child is involved to the incident, Ökotárs do not organizing hearing or any kind of further actions (not including immediate termination of harm/abuse) for the child without to contact relevant authorities and ask for professional supervision.

Monitoring and evaluation

The Board of the Foundation is responsible to monitor, evaluate and develop the Safeguarding Policy. To help this work the Director will organize regular and interim activities.

- **Regular staff meetings** (biweekly) for discuss about implementation and experiences in the daily work (every staff or board member, volunteer, intern, other contracted colleague can bring an issue or idea regarding the topic).
- **Interim annual meetings with partners** regarding the implementation of the Safeguarding policy.
 - Before the meeting(s) the staff of our partners receive an self-audit questionnaire. Our Director will summarize the results of this and will be also discussed in the meeting(s).
- **Interim staff meeting annually** in Autumn (or if any concrete harm/abuse issue emerged) for evaluate the implementation, discuss the experiences and make suggestions to the Board annual meeting.
 - Before the meeting all staff (included Board, volunteers, interns, other contracted colleagues) receive an self-audit questionnaire. Our Director will summarize the results of this and will be also discussed in the meeting (and also will be shared with the Board of Ökotárs).

Before the meeting all staff (included Board, volunteers, interns, other contracted colleagues) receive an self-audit questionnaire. The results of this will be also discussed in the meeting (and also will be shared with the Board of Ökotárs).

- **Annual meeting of the Board** of Ökotárs for discuss and review of the Safeguarding Policy. If needed the Board will give feedback to the staff and call an extraordinary Board meeting to discuss the feedback and further steps with staff.

I, the undersigned, as the person authorized to represent the Ökotárs Foundation, have signed the directive and the measures as the will of the same.

Budapest, ..., 2017

Mátyás Hartman
Chairman of the Board

Móra Veronika
Director