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DELFI – ASSOCIAZIONE CULTURALE

Associazione Culturale Delfi's Child Safe Policy

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1. Purpose

This policy was written to demonstrate the strong commitment of Associazione Culturale Delfi to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the Italian Legge n. 176 /1991 and subsequent legislation, according to United Nations Convention on the Rights of the Child (legge 451/97; legge 285/97; legge 269/98; legge 476/98; legge 148/2000) and the italian D.lgs. 81/2008 in terms of work safety.

3. Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

Note: In this policy, the term "employee" is intended to cover all persons occupying any position listed above

4. Commitment to child safety

All children who come to Associazione Culturale Delfi have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe. This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

5. Children's participation

Associazione Culturale Delfi encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.



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6. Recruitment practices

Associazione Culturale Delfi takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

7. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

8. Support for employees and volunteers

Associazione Culturale Delfi seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and code of conduct.
- All employees receive regular supervision sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people.

9. Reporting and responding to suspected child abuse and neglect

Associazione Culturale Delfi will not tolerate incidents of child abuse.

All employees and volunteers understand their obligation to notify the management as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Supporting children, young people and their families

Child Protection is everyone's responsibility. Associazione Culturale Delfi recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as Social Services or Centro Donna) in areas accessed by children and their families.



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Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation

Employees and volunteers must also report to management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

10. Strategies to minimise risk

Policies and procedures may address (but are not limited to):

- Transportation
- Taking images of children
- Supervision of children
- Child safety officer
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

11. Harassment/bullying

Associazione Culturale Delfi opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with management.

12. Communication

Associazione Culturale Delfi will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.



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We also ask employees, volunteers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

13. Related policies and procedures

13.1 Adult Code of Behaviour

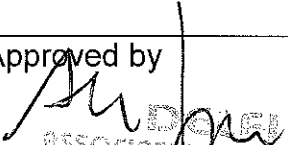
Associazione Culturale Delfi has adopted an Adult Code of Behaviour that every single adult involved in our programme and/or a position of responsibility within Delfi, should respect and put into practice at all times. All volunteers will be given a copy of this Code of Behaviour during training or volunteer orientation and must become familiar with its requirements, by reading and understanding the Code. The Code can be found at Appendix One of this policy.

13.2 Safety and Social Networking Sites

People in positions of programme responsibility must understand that they are in a position of trust at all times in relation to the children for whom they are responsible. This means that all contact with children before or after a programme should reflect the same values and behaviour.

It is important to encourage safe online or distance communication and to understand that our responsibility to children extends to any contact we have with them, be it by phone, text, chat, social network sites etc.

Whenever using social network profiles, programme staff and leaders should always bear in mind their responsibility as adults in a position of trust. Delfi expects them to keep the distance online with young people that they would keep in the 'offline' world. In Appendix 2 rules and expectations on communication with children via social media can be found.

Approved by	Date	Review date
		

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Adult Code of Behaviour

As a person in a position of programme responsibility you are in a position of trust at all times in relation to the children for whom you are responsible.

Good Practice

- DO treat everyone with dignity and respect
- DO set an example you would wish others to follow
- DO treat all children equally – show no favouritism
- DO respect a child's right to personal privacy
- DO avoid unnecessary physical contact with a child – your actions, no matter how well-intentioned, might be misinterpreted by them or someone else
- DO avoid unacceptable situations within a relationship of trust; for example, a sexual relationship with a participant, even if they are over the age of consent
- DO have separate sleeping accommodation for children and adults
- DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others – avoid spending time alone with a child in private or out of sight/hearing of others.
- DO allow children to talk about any concerns they may have
- DO encourage others to challenge any attitudes or behaviours they do not like
- DO avoid being drawn into inappropriate attention-seeking behaviour from children, such as tantrums and crushes
- DO keep other leaders informed of where you are and what you are doing
- DO take any allegations or concerns of abuse seriously and refer them immediately to the person in charge, i.e. the Programme Director or local/ national Risk Manager

Poor Practice

- DO NOT trivialise or belittle abuse or concerns
- DO NOT form an intimate relationship with a child or any other relationship that would be an abuse of trust
- DO NOT allow abusive activities between children such as initiation ceremonies or bullying
- DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual
- DO NOT make sexually suggestive remarks or threats to a child, even in fun
- DO NOT use inappropriate language, whether speaking or writing – in person or by phone, email or through use of social media
- DO NOT allow a child to use inappropriate language unchallenged
- DO NOT let allegations, suspicions, or concerns about abuse go unreported



Safety and Social Networking Sites Code

In addition to the Adult Code of Behaviour, here are some guidelines on how to behave appropriately toward children online or in other forms of communications.

- Remember you are in a position of trust and are a role model at all times.
- Conduct yourself appropriately, as you would face-to-face.
- Do not engage in one-to-one communication with children or via text messages, instant messaging or chat facilities unless it relates specifically to your Delfi responsibilities.
- Before sharing your social media accounts with a child, consider the things you like to share with your peers – would they be suitable or appropriate to share with that child?
- When using a social network account, you should always think of how any digital communication might appear to someone else. Compared with a conversation in the real world, technology increases the potential for messages to be seen out of context, misinterpreted or forwarded to others.
- Do not provide personal details about children on your website or social networking group.
- Always ensure you have parental permission to use any photographs of children and only use their first names on any caption.
- Only use appropriate photographs on your site – remember that everyone can view them.
- If you are concerned about the way a child is attempting to contact you, report it immediately to your local Risk Manager.
- If you need to email children, always copy the message to another adult.
- **WE STRONGLY RECOMMEND THAT YOU NOT USE YOUR PERSONAL SOCIAL NETWORKING ACCOUNT TO COMMUNICATE WITH CHILDREN.**