

## Child Protection Policy (CPP)

### Work for Social

*Work for Social is a pro bono intermediary entity. It works to promote the practice of pro bono (professional volunteering) as a tool for social change that has multiple impacts: strengthening of social entities, social awareness, empowerment for a more committed society, development of professional skills in all parties involved, among many others.*

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## 1. Introduction

This policy outlines the organization's commitment to protecting children, ensuring their safety and well-being in all activities carried out by the organization. It provides a clear framework for preventing harm and responding to concerns about children's welfare.

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## 2. Scope

This CPP applies to all employees, volunteers, trainees, and third parties associated with the organization, including subcontractors and external collaborators.

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## 3. Definitions

- **Child:** Any individual under the age of 18, as defined by the United Nations Convention on the Rights of the Child (UNCRC).
  - **Abuse:** Any action that harms or risks harming a child's physical, emotional, or psychological health, including physical abuse, sexual abuse, neglect, and exploitation.
  - **Personnel:** Includes all employees, volunteers, trainees, and external collaborators working with the organization.
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## 4. Protection Commitments

We are committed to:

- Implementing rigorous recruitment and vetting procedures to ensure child safety.
- Training all personnel on child protection standards and their responsibilities under this policy.
- Establishing and maintaining clear codes of conduct for working with children.

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## 5. Safe Recruitment Procedures

To ensure the safety of children, the following steps will be strictly implemented during recruitment:

1. **Background Checks:**
    - All personnel must provide a clean criminal record certificate.
    - References from previous employers or supervisors are required, particularly if the role involves working with children.
  2. **Interviews:**
    - Specific questions related to child safeguarding will be included to assess attitudes and understanding.
  3. **Commitment Declaration:**
    - All personnel must sign a written commitment to adhere to the CPP and code of conduct.
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## 6. Data Protection and Informed Consent

To comply with GDPR and ensure ethical practices:

1. **Informed Consent:**
    - a. Before collecting data, obtaining images, or conducting interviews involving
    - b. children, explicit consent must be obtained from parents or legal guardians.
    - c. Children, where appropriate, should also provide assent.
  2. **Data Handling:**
    - a. Personal information will be stored securely, with access limited to authorized personnel only.
    - b. Images or videos of children will not be used publicly without prior consent and must not include identifying details.
  3. **Transparency:**
    - a. All families involved in the organisation will be informed of how data will be used and their rights to access or delete information
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## 7. Code of Conduct

Personnel must:

- Treat children with respect and dignity.
- Avoid behaviors that could be interpreted as abusive, including:

- Using inappropriate or degrading language.
- Unnecessary or inappropriate physical contact.
- Unauthorized communication or interactions outside the professional context.
- Report any suspicion of abuse or breaches of the code immediately.

Specifically, when working with children:

- Never be alone with a child in a closed space without supervision.
  - Do not perform tasks involving physical contact unless absolutely necessary and with consent.
  - Do not engage in any personal relationship with a minor.
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## 8. Relevant Legislations

The organization commits to complying with:

- National legislation related to child protection in each country of operation.
  - United Nations Convention on the Rights of the Child (UNCRC).
  - Council of Europe recommendations on child protection.
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## 8. Procedures for Reporting and Managing Concerns

1. **Child Protection Officer (CPO):**
    - A designated CPO will oversee the implementation of the CPP and manage reports of abuse.
  2. **Reporting Protocol:**
    - Any suspicion or allegation must be reported to the CPO immediately using a standard reporting form.
  3. **Incident Management:**
    - Internal disciplinary actions will be taken against personnel breaching child safeguarding rules.
    - External cases will be referred to the relevant legal authorities.
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## 9. External Collaborators and Subcontractors

1. **Agreement to CPP:**
  - All external collaborators, such as photographers or consultants, must agree to follow the organisation's CPP.
2. **Supervision:**

- Activities involving children must be supervised by organisation personnel to ensure adherence to safeguarding practices.
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## **10. Childcare Services During Organisation Activities**

### **1. Availability:**

- a. Childcare services will be provided to ensure parents can participate in organisation activities without concern.

### **2. Safety Standards:**

- a. Caregivers will be thoroughly vetted, trained in child protection, and supervised at all times.
  - b. Facilities will be child-friendly, safe, and compliant with health and safety regulations.
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## **11. Training and Awareness**

### **1. Initial Training:**

- All personnel will receive an introductory training session on this CPP during onboarding.

### **2. Ongoing Training:**

- Annual refresher sessions will cover updates to the CPP and additional relevant child protection topics.

### **3. Awareness Materials:**

- Summaries of the CPP will be distributed and prominently displayed in workplaces and on the organization's website.
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## **12. Review and Revision**

### **1. Frequency:**

- The CPP will be reviewed every two years or as needed.

### **2. Documentation:**

- Each version of the CPP will include the adoption date and revision history.
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## **13. Commitment and Availability**

### **1. Approval:**

- This policy is signed by the organization's directors, demonstrating their commitment to its implementation.
2. **Accessibility:**
- The CPP will be available online on the organization's website and in print format upon request.

**Signed:**

- **Andrea Sánchez Angulo, legal representative for Work for Social**

Date: 14th, January, 2025