

Eurochild Safeguarding Policy

Reviewed version replaces the Eurochild Child Protection Policy of May 2024

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1. Introduction and background: Why a child safeguarding policy?

1.1 About Eurochild

Eurochild is the largest network of organisations working with and for children throughout Europe, striving for a society that respects, protects and promotes the rights of all children. We represent **over 225 organisations and individuals from across 41 European countries**. Our mission is to promote the rights and well-being of children in policy and practice, through advocacy, membership exchange, and research.

Eurochild's strategy framework (2026-2029) places children's rights at the heart of all actions, ensuring they are prioritised, protected and upheld by institutions, with meaningful participation of children throughout. The United Nations Convention on the Rights of the Child (UNCRC) is the foundation of all our work.

Building on the collective strength of child rights leaders, activists, practitioners and experts, Eurochild connects and empowers its members and allies to influence policy, strengthen advocacy and challenge exclusionary narratives across Europe. To maximise impact, the organisation further strengthens its network by enhancing governance, financial resilience, advocacy and communications, while consistently involving and consulting children in shaping its work.

Our Goals:

- 1) Upholding and protecting children's rights;
- 2) Championing rights, voices and interests of all children;
- 3) Building a united movement for children's rights;
- 4) Bolstering a resilient and impactful network.

For Eurochild, child safeguarding is a priority. We adopt the definition provided by Keeping Children Safe:¹ 'Child safeguarding is the responsibility of all organisations to make sure their staff, programmes, partners and operations do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities'.²

Child safeguarding is fundamental to ensuring that children under the age of 18 can safely exercise their rights, express their views, and participate meaningfully in decisions that affect

¹ Keeping Children Safe is an international organisation recognised for its child safeguarding standards, providing trainings and audits to organisations from across the world. Eurochild has been a member of Keeping Children Safe since 2017.

² <https://www.keepingchildrensafe.global/wp-content/uploads/2024/08/KCS-ICS-Standards-EN-2024.pdf>: p.6

Eurochild advocates for children's rights and well-being to be at the heart of policymaking. We are a network of organisations working with and for children throughout Europe, striving for a society that respects the rights of children. We influence policies, build internal capacities, facilitate mutual learning and exchange practice and research. The United Nations Convention on the Rights of the Child is the foundation of all our work.



them. Every child is recognised as a rights holder with non-negotiable rights to protection, dignity, participation and development. Children can truly grow into empowered agents of change when their everyday realities are free from abuse, discrimination, and harm, whether physical, sexual, emotional, or through neglect, so that their voices are heard and taken into account, and their potential fully realised.

Adults have the responsibility to ensure a safe and inclusive environment in which children are not only protected from all forms of abuse, but are also actively supported in exercising their right to express their opinions and participate in decisions that affect their lives. The safe environment depends on adults who will appropriately ensure the active inclusion of all children.

Eurochild recognises that safeguarding is part of broader integrated child protection systems, involving coordination between civil society, public authorities, child protection services, justice systems, and children themselves. Eurochild is committed to strengthening safeguarding practices and European standards on integrated child protection systems.³

Eurochild acknowledges that this policy draws on guidance from Keeping Children Safe, the Oak Foundation, and a group of experts, Eurochild staff, Management Board members, Eurochild members and Eurochild Children’s Council and the Network of Online Visionaries in Action (Nova children’s group).

Disclaimer on use of this policy

This Child Safeguarding Policy is developed for Eurochild and reflects the specific context, structures, and safeguarding procedures we operate under. While we recognise that other organisations may refer to, adapt, or reproduce parts or the entirety of this policy, including its wording, such use does not imply endorsement, validation, or review by Eurochild.

Eurochild does not assume any responsibility or liability for how this policy is adapted, interpreted, or implemented by external parties.

We strongly encourage all organisations, including our members and partners, to develop and maintain their own safeguarding policies, tailored to their operational context, and legal obligations, and to ensure that these are effectively implemented and regularly reviewed.

³ [European Commission Recommendation on integrated child protection systems](#)

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1.2 Commitment to child safeguarding

Every effort is made to keep children safe

Every possible measure is taken to ensure the safety of all children. All children have the right to freedom from all forms of violence, abuse and exploitation, as set out in the United Nations Convention on the Rights of the Child.

Eurochild adopts a **zero-tolerance approach to violence, abuse, exploitation, and neglect of children**. Safeguarding responsibilities apply to all staff (including interns), consultants, Management Board members, volunteers, members, and partners engaged in Eurochild activities.

It is therefore the responsibility of Eurochild to ensure that all its activities, policies, projects and programmes respect international agreed child safeguarding principles and standards.⁴ Eurochild expects its partners in developing projects and programmes to respect the same safeguarding principles and standards. Eurochild has appointed a Child Safeguarding Focal Person (Carine Le Borgne) within the organisation to handle child safeguarding concerns (contact details in annex 7).

Due to various conditions, such as poverty, displacement, disability, or family disruption, children face higher vulnerability to abuse, exploitation, ill-treatment and neglect at the hands of carers, project workers, and those with access to their personal information. Many children growing up in vulnerable circumstances have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse. It is especially important that organisations working with and for children are aware of this, work to trauma-responsive standards, and proactively seek to repair these harms.

Every child is recognised as a rights-holder and is respected, valued, and protected accordingly. Each child is treated with dignity as a unique and valuable individual, with their own personality, needs, interests, and right to privacy, and with full respect for their right to participate in decisions affecting them, as set out in the United Nations Convention on the Rights of the Child; in particular Articles 2 (non-discrimination), 3 (best interests of the child), 12 (right to be heard), 13 (freedom of expression), 16 (right to privacy), and 19 (protection from harm). Children are actively engaged in decisions that affect them, including the implementation, monitoring, and evaluation of child safeguarding standards. Accessible and safe mechanisms are in place through which they can express their views, ask questions, and report concerns in a secure and protected manner.

Eurochild changes the name of its Child Protection policy (dated May 2024) to Child Safeguarding policy. Eurochild acknowledges that while often interchangeably used, there are significant differences in the operationalisation of the concepts of child safeguarding and

⁴ [The International Child Safeguarding Standards - Keeping Children Safe](#)



child protection. The change in the name of the former Child Protection Policy to the Child Safeguarding Policy reflects Eurochild’s understanding of the difference between these two concepts. While it is generally recognised that children may be abused, exploited, or neglected within families and communities, the harm that can be caused to children by organisations or individuals acting on their behalf has often been insufficiently recognised, invisible, or overlooked. By introducing the child safeguarding approach, emphasis is placed on the responsibility of organisations to actively prevent risks, create a safe environment for children, and respond to any concerns related to their safety and wellbeing.

Child safeguarding⁵ is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, which means that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children’s safety within the communities in which they work are reported to the appropriate authorities.

Child protection refers to the responsibility of States Parties under Article 19 of the UNCRC to prevent and respond to all forms of abuse against children. The term “child protection authorities” includes all State actors and agents involved in child protection, as well as the laws, procedures, systems, and processes established to safeguard children. Through effective child safeguarding, organisations assist States in meeting their obligations for child protection.

Eurochild also has an Ethics Committee to provide advice and guidance to the Secretary General and the Management Board about the implementation of the Code of Ethics and about ethical issues that may arise during the implementation of the activities of Eurochild. The Code of Ethics complies with the Eurochild Child safeguarding Policy.

Eurochild guiding principles on child safeguarding⁶:

- The organisation is committed to ensuring that no child is exposed to harm or at risk of harm.
- A zero-tolerance policy is applied to all forms of violence, abuse, and neglect of children.
- All children have an equal right to protection, regardless of their personal or social circumstances.
- Everyone has a responsibility to actively contribute to the protection, well-being, and empowerment of children.
- The organisation has a clear duty of care towards all children it works with, comes into contact with, or whose lives may be affected by its activities.
- Children have the right to express their views and to actively participate in decision-making processes that affect them, in accordance with their age and evolving capacities.
- The organisation actively promotes, values, and integrates children’s participation in the planning, implementation, and evaluation of its activities.

⁵ <https://www.keepingchildrensafe.global/wp-content/uploads/2024/08/KCS-ICS-Standards-EN-2024.pdf>: p.6

⁶ Based on: [the International Child Safeguarding Standards - Keeping Children Safe](#)



- All activities and decisions are guided by the “Best interests of the child” as a fundamental principle, while respecting children’s voices.
- In cooperation with partners, the organisation assumes responsibility for promoting and ensuring compliance with minimum child safeguarding standards.

1.3 Definitions and standards

This policy includes clear definitions of key terms, including child, child protection, child safeguarding, direct and indirect contact with children, members, and child abuse and exploitation.

Some core definitions are below. For the full list of terms and definitions, see Annex 1. By adopting these definitions, we aim to promote a shared understanding of safeguarding concepts among all staff and people associated.

Child abuse:⁷ According to the World Health Organisation, “child abuse” or “maltreatment” occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Child sexual abuse:⁸ Child sexual abuse refers to any non-consensual involvement of a child in sexual activities that are inappropriate for their age, developmental stage, and understanding. It is also often referred to as the sexual exploitation of children, which entails any non-consensual or coercive use of minors for sexual purposes. What distinguishes the concept of child sexual exploitation from other forms of child sexual abuse is the underlying notion of exchange present in exploitation.

Emotional abuse/Mental violence:⁹ Emotional abuse/mental violence is any deliberate, unwanted and non-essential act, verbal and non-verbal, that harms or has a high likelihood of harming the development of a child, including long-term physiological harm and mental health consequences. It is often described as psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect. This can include conveying to children that they are worthless and unloved, inadequate, or valued only as long as they meet another person's needs. It may also involve causing children to frequently feel frightened or in

⁷The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO – 1999

⁸ Speaking up for change: Children’s and caregivers’ voices for safer online experiences’ VOICE Project Report, ECPAT International, Eurochild, Terre des Hommes Netherlands, Down to Zero, 2024.

⁹ United Nations Committee on the Rights of the Child (2011) General comment No. 13 (2011): The right of the child to freedom from all forms of violence (CRC/C/GC/13).



danger. For example, witnessing domestic violence or verbal bullying can also be defined as mental violence.

Neglect:¹⁰ Neglect or negligent treatment means the failure to meet children’s physical and psychological needs, protect them from danger, or obtain medical, birth registration or other services when those responsible for children’s care have the means, knowledge and access to services to do so.

Physical abuse:¹¹ Physical abuse is any deliberate, unwanted and non-essential act that uses physical force against the body of a child and that results in or has a high likelihood of resulting in injury, pain or psychological suffering. It involves the intentional or unintentional use of force that causes injury, and includes fatal and non-fatal violence. It may involve hitting, smacking, shaking, throwing, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

1.4 Background and policy development

This Child Safeguarding Policy outlines Eurochild's expectations on how it will prevent and respond to child safeguarding concerns, and how it will hold the organisation to account. This document reflects Eurochild’s ongoing commitment to review and update its safeguarding policy to ensure it remains fit for purpose. The policy is reviewed and updated with the involvement of Eurochild staff, Management Board members, Eurochild members and children. This version was issued in 2026 and will be reviewed in 2028. It has been signed and approved by the Eurochild Management board on 30 April 2026 and is available online on Eurochild’s website.

A child-friendly poster of Eurochild’s Child Safeguarding policy, published in 2024, was developed with the support of the Eurochild Children’s Council. A new child-friendly version of the policy will be developed in collaboration with the Eurochild Children’s Council in 2027.

Eurochild’s child safeguarding policy applies to:

- All staff (including interns); Management Board members; and volunteers;
- All those acting on behalf of Eurochild, such as members (both individuals and organisations), consultants;
- All children from the Eurochild Children’s Council and the Network of Online Visionaries in Action (Nova children’s group);
- All adults accompanying children to events and activities organised by Eurochild

¹⁰ United Nations Committee on the Rights of the Child (2011) General comment No. 13 (2011): *The right of the child to freedom from all forms of violence (CRC/C/GC/13)*.

¹¹ NSPCC. (n.d.). Physical abuse. National Society for the Prevention of Cruelty to Children.



- All participants who participate in Eurochild events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.

For clarity, the term “**all staff and people associated**” is used throughout this document to refer to all categories listed above.

We require that **Eurochild sub-grantees** comply with their own child safeguarding standards and principles in the member country. Eurochild frequently organises events in partnership with other organisations. Responsibility for safeguarding during these events and activities is a joint responsibility. All individuals involved are expected to respect and actively promote child safeguarding.

1.5 Requirement for Eurochild members

Eurochild has specific requirements for its members to commit to:

- Establish, implement, and regularly improve a child safeguarding policy, or develop one with the support of Eurochild;
- Apply the highest standards of child safeguarding in all activities carried out within the Eurochild network while developing strong and effective safeguarding practices.
- Promote and protect the rights of the child in line with the UNCRC and its optional protocols.
- Establish and implement effective child safeguarding mechanisms, including their own child safeguarding policy aligned with Eurochild’s minimum standards. The 11 criteria: written policy; informing children of child safeguarding; code of conduct; focal point person; safe recruitment; human resources; training on child safeguarding; risk assessment; responding to concerns and reporting; whistleblowers; monitoring& evaluation (see Annex 1-self-assessment criteria);
- If the project is funded by Eurochild, inform the Eurochild Child Safeguarding Focal Point without delay, and no later than within 24 hours, of any situation that may put a child at risk and/or affect the name and reputation of the network. However, if it is part of general reporting, inform within three days.
- In cases where an incident has been reported to the competent authorities, share relevant, anonymised factual information and the measures taken to address the situation, with full respect for confidentiality and compliance with the General Data Protection Regulation (GDPR);
- Membership can be excluded from the Association for failure to comply with Eurochild’s governing rules (see Eurochild Statutes Article 5.2).

Eurochild, in cooperation with member organisations, will ensure clear and timely communication regarding children’s participation in activities, including logistics, safety requirements, and the necessary parental/guardian consents. Member organisations are



responsible for communicating with the parents/guardians of the children they nominate to participate in the activities.

2. Child safeguarding across our work

2.1 People

This section aims to reduce the risk of harm or abuse by anyone acting on behalf of Eurochild. This includes staff members (including interns), Management Board members, volunteers, members (both individuals and organisations), consultants, adults accompanying children to Eurochild events and activities, and all participants in Eurochild events or meetings involving children, such as journalists, sponsors, donors, and policymakers.

2.1.1 Roles and responsibilities

Eurochild has a primary responsibility to ensure that all staff members (including interns), Management Board members, volunteers, and consultants receive induction and continuous training on Child Safeguarding. Safeguarding is a shared responsibility, supported by clear governance and accountability for effective implementation of the policy. All staff and people associated with Eurochild must familiarise themselves with this policy, including the Code of Conduct.

All staff (including interns), Management Board members, , consultants, Eurochild members and service providers must:

	Staff (including interns)	Management Board members	Consultants, Eurochild members	Service providers
Commit to and sign the Child Safeguarding Policy and Code of Conduct				
Complete mandatory annual safeguarding training				
Show an extract from their criminal record with their consent in accordance with Belgium law				
Be recruited through safe recruitment procedures, including reference checks;				

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Candidates for positions at Eurochild are asked to provide two references in their applications, one reference for the intern position; all recruitment interviews include a discussion on child safeguarding				
Stay informed about safeguarding risks to children, including all forms of abuse, harm and exploitation				
Seek advice or guidance from the Child Safeguarding Focal Person whenever they are uncertain about a situation or potential safeguarding concern				
Ensure that all activities, projects, and events involving children are assessed in advance through a child safeguarding risk assessment				
Report any observed or suspected concerns regarding the safety of children no later than 24 hours to Eurochild's Child Safeguarding Focal Person and follow the reporting procedure outlined in section 3. However, if it is part of general reporting, inform within three days.				
Expect to cooperate fully and support official investigations when there are safeguarding concerns				
Comply with Eurochild's Child Safeguarding Policy				

The Child Safeguarding Focal Person and the Director of Child Rights & Capacity Building oversee the implementation of the Child Safeguarding Policy. The Management Board holds overall accountability. The Child Safeguarding Focal Person acts as the first point of contact for safeguarding concerns, maintains records, conducts induction sessions and trainings. The Secretary General liaises with relevant authorities and internal structures.



Management Board

The Management Board holds strategic responsibility for safeguarding across Eurochild. The Management Board is responsible for:

- Ensuring that Eurochild has a policy and overseeing that the policy is implemented;
- Ensuring safeguarding concerns are taken seriously and appropriate action is taken;
- Receiving and reviewing annual safeguarding reports and requiring adaptations in Eurochild programmes and projects to strengthen safeguarding standards if necessary;
- Recommending members for exclusion for failure when they are not complying with Eurochild's governing rules (see Eurochild Statutes Article 5.2). Members can only be excluded via a decision by the Eurochild General Assembly.

President

The President bears the ultimate responsibility, as delegated by the Board, for the policy's overall implementation.

The President has a specific responsibility for:

- Reviewing appeal cases from member's organisations when there is an internal disciplinary procedure, including re-examining evidence and speaking with those involved, and will issue a final written decision.

The Secretary General

The Secretary General is responsible for the overall implementation of the Eurochild Safeguarding Policy and is held accountable by the Board for its implementation.

- The Secretary General and the Senior Management Team¹² are responsible for: Ensuring that child safeguarding is not just a written policy but an active, lived practice across the organisation. Their responsibilities are both preventive and responsive, and help embed a culture of child safeguarding throughout the organisation.
- Promoting a safeguarding culture across Eurochild staff and people associated, including the Management Board and members;
- In the case of a serious child safeguarding concern, an urgent Senior Management Team meeting will be convened to discuss the next steps.

¹² In addition to the Secretary General, the team includes the Director of Child Rights & Capacity Building and the Director of Policy, Advocacy & Communications

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Secretary General's operational responsibilities include among others:

- Presenting the child safeguarding annual report to the full board and the President. This annual report is prepared by the Child Safeguarding Focal Person;
- Managing allegations involving Eurochild staff with the support of the Director of Child Rights & Capacity Building and the Child Safeguarding Focal Person;
- Ensuring that reports of alleged incidents of abuse or suspected abuse are addressed seriously and acted upon confidentially and appropriately;
- Reporting and liaising with relevant authorities, services, or child protection agencies if needed;
- Referring to an expert when an investigation is needed.

Director of Child Rights & Capacity Building

The Director of Child Rights & Capacity Building is responsible for:

- Ensuring that the Eurochild Child Safeguarding Policy is implemented;
- Overall oversight and responsibility for the work of the Child Safeguarding Focal Person (including monitoring, evaluation and review of Eurochild's Child Safeguarding policy);
- Supporting the Child Safeguarding Focal Person in managing safeguarding concerns and procedures;
- Allocating funds to cover safeguarding activities, including training, reporting mechanisms, conducting administrative investigations, survivor support and emergency responses to safeguarding concerns.

Child Safeguarding Focal Person

The Child Safeguarding Focal Person is responsible for:

- Organising and conducting induction and training sessions for staff (including interns), Management Board members, on child safeguarding, including: recognising signs of abuse, including all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse; safe interaction with children; reporting and responding procedures;
- Serving as the designated point of contact for all child safeguarding concerns or complaints, including from members and sub-grantees;





- Conducting a risk assessment before each activity involving children, identifying and mitigating potential risks, including those related to online engagement and in-person events;
- Organising a call with accompanying adults, if requested, with parents before each in-person meeting to remind them of our child safeguarding policy, and to answer any questions regarding child safeguarding concerns;
- Ensuring the child-friendly version of the safeguarding policy poster is visible in the room where children’s activities take place, and reminding participants about safeguarding rules at the beginning of each event.
- Advising staff and responding to any questions or concerns on child safeguarding;
- Liaising with other Eurochild departments to ensure that child safeguarding is properly embedded in HR, strategy, operations, reporting, and budgeting;
- Monitoring implementation of the Policy and reporting on progress at team meetings, as well as to the Secretary General and Director of Child Rights & Capacity Building;
- Participating in or leading child safeguarding audits or reviews;
- Handling information shared by children with care and confidentiality, maintaining secure and confidential records;
- Keeping records of child safeguarding incidents and lessons learned for Eurochild activities.
- Preparing the annual safeguarding report to the General Secretary for the Management Board.
- The work of the Child Safeguarding Focal Person is supervised by the Director of Child Rights & Capacity Building for training, case management and reporting. Operational continuity is ensured during leave periods or in the event of potential conflicts of interest.

Child Participation Staff

Child Participation staff is responsible for:

- Designing, implementing, and continuously improving activities that enable children to participate in the planning, monitoring, and evaluation of programs;
- Ensuring a safe, supportive, and inclusive environment that protects children from all forms of harm, including risks arising from peer interactions;
- Ensuring that all interactions with children follow safeguarding protocols and respect their rights and dignity (for example: inform policy-makers about our child safeguarding policy when they meet with children);
- Working closely with the Child Safeguarding Focal Person to address any identified or potential risks;





- Obtaining informed consent from parents or legal guardians and children prior to any activities involving children (consent form for children's participation, medical care, travel and media);
- Checking that photos/videos/images posted by Eurochild have the appropriate consent forms signed, consent can be withdrawn at any time, and Eurochild acts on it.
- Supporting children to understand their rights, including the right to be safe, the right to be heard, and the right to report concerns;
- Encouraging children to express freely their views in a safe, supportive and non-coercive environment to the Child Safeguarding Focal Person and anyone from the Child Participation staff;
- Informing accompanying adults about their roles and responsibilities before each in-person meeting with children;
- Ensuring that the evaluation of child participation activities includes specific questions related to safeguarding during the activities;
- Provide feedback to children on how their views have been considered and how they have influenced decisions.

Governance, Membership & Human Resources Staff

Governance, Membership & Human Resources staff is responsible for:

- Implementing Eurochild's safe recruitment standards in accordance with Belgian Law; include these standards in job advertisements;
- Ensuring that all recruitment interviews include a discussion on child safeguarding;
- Ensuring Eurochild staff and Management Board members read, sign and adhere to Eurochild child safeguarding policy;
- Promoting and maintaining safeguarding procedures in annual appraisal meetings;
- Ensuring that safeguarding induction is part of the onboarding process for all new staff;
- Checking that our members have a child safeguarding policy;
- Informing the management board candidate about their role and responsibility in child safeguarding;
- Supporting disciplinary processes related to staff/members on safeguarding issues.



Communication staff

The communication staff is responsible for:

- Ensuring all communications involving children uphold safeguarding principles, including dignity, accuracy, privacy;
- Supporting the Child Participation team by ensuring informed consent is obtained from children and/or their parents or legal guardians before using images, videos, names, or personal stories, and by double-checking that all requirements are in place;
- Storing and using images and personal data in line with data protection and child safeguarding standards;
- Ensuring all external communications, media releases, and public statements involving children are reviewed through a safeguarding lens;
- Coordinating with the Child Safeguarding Focal Person before engaging with media on issues related to children or safeguarding incidents.

Advocacy and policy staff

Advocacy staff is responsible for:

- Confirming with the Child Participation Team that appropriate consent has been obtained from children and their parents or legal guardians before children are involved in advocacy activities, including consultations, events, communications, or publications.
- Working closely with the Child Safeguarding Focal Person to address risks and respond to safeguarding concerns within 24 hours.
- Assessing and mitigating safeguarding risks associated with advocacy actions, public campaigns, consultations, research, and policy engagement, including risks related to visibility, retaliation, or misuse of children's stories or data.

Programme and partnership staff

Programme and partnership staff play a key role in embedding safeguarding into Eurochild's programmes and projects. Programme and partnership staff are responsible for:

- Liaising with the Child Safeguarding Focal Person to ensure partners' safeguarding arrangements are in line with Eurochild's safeguarding standards;
- Considering Eurochild's approach to child safeguarding throughout the project cycle, including project proposals, activities, and risk assessments;



- Liaising with the Child Safeguarding Focal person if there are any concerns from sub-grantees.

Finance staff

Finance staff is responsible for:

Ensuring that all financial practices support Eurochild's Child Safeguarding Policy, minimising risk, and addressing within 24 hours any safeguarding concerns in collaboration with the Child Safeguarding Focal Person.

2.1.2 Safe recruitment

All Eurochild staff (including staff), consultants present and future, have a responsibility to protect the children they work with and uphold the values and ethics of the organisation. In line with the Child Safeguarding Policy, the following procedures have been developed for staff in order to mitigate the risk of harm being caused to children by the staff employed by the organisation and according to **Belgian law**¹³:

- Candidates for positions at Eurochild will be asked to provide two references in their applications (one reference for internship positions)
- Eurochild will ask candidates to show an extract from the criminal record with their consent in accordance with Belgium law.

A child safeguarding discussion will be held between the line manager and the candidate to clarify their role and responsibilities regarding child safeguarding. An induction on child safeguarding will be conducted within three weeks of starting the position by the Eurochild Child Safeguarding Focal Point.

Once a final candidate is successfully identified for employment and a contract is offered, the following must be carried out **BEFORE** they sign their contract:

1. Both references must be contacted to get a character reference for the future staff member. This includes asking the references orally to provide insights into their character and qualities that make the candidate well-suited to work with children. This is the responsibility of those staff members interviewing and recruiting the new staff member.
2. A statement of commitment to Eurochild's child safeguarding policy, Eurochild Code of Ethics, and Eurochild Code of Conduct must be signed (Annex 3).

¹³ Eurochild is complying with Belgian Law regarding employment law and safe recruitment, in case there are any changes in the Law the policy will be adapted accordingly.



2.2.3 Code of Conduct

Eurochild Code of Conduct defines appropriate and inappropriate behaviour in all child-related activities. It sets clear expectations for how staff and people associated should interact with children, and how children should treat one another, helping to create a safe and respectful environment. By outlining prohibited behaviours such as physical punishment, inappropriate touching, favouritism, verbal abuse, bullying or intimidation, discrimination based on race, gender, or background, neglect of duty of care, misuse of authority, harassment (including sexual harassment), invasion of privacy, coercion or manipulation, and any form of exploitation. The Code of Conduct establishes clear boundaries that help protect individuals from harm, promote fairness, and create a safe, respectful environment for everyone involved.

Having a clear and comprehensive Code of Conduct helps ensure that no one who might want to perpetrate harm has contact with children and ensures that staff do not inadvertently cause harm to children or otherwise be unaware of the standards they are required to adhere to.

It also plays a vital role in preventing abuse, exploitation, and neglect by deterring harmful behaviour, helping to identify red flags early, and encouraging responsible conduct. In addition, the Code of Conduct ensures accountability by clearly stating consequences for misconduct, promoting personal responsibility, and encouraging individuals to speak out when they observe inappropriate behaviour.

This Code of Conduct sets out ethical standards for adults' behavior towards children and for children towards each other. Staff and associated people must maintain clear professional boundaries in their interactions with children and avoid any behaviour that could be inappropriate, ambiguous, or lead to an abuse of trust. This Code of Conduct also applies to digital communication with children, including the use of social media, online meetings, and other digital platforms. Developed with the child's best interests in mind, it needs to be applied with transparency and common sense. Eurochild seeks to ensure all participants enjoy a safe and positive experience in its activities.

Ultimately, it protects both children and the organisation by demonstrating a strong commitment to child safeguarding, reducing legal and reputational risks, and providing a clear basis for disciplinary action when rules are violated.

This Code of Conduct applies to the behaviour of staff and people associated in both professional and private spheres, in line with best practices, as we recognise that these cannot be separated. All breaches of the Code of Conduct must be reported to the Child Safeguarding Focal Person, and appropriate action will be taken (see Section 3.2).



As a summary, the disciplinary process is as follows for the staff (including interns):

1. Initial conversation
2. Written warning
3. Termination of the contract: Eurochild Employment Rules articles 10 and 11

The disciplinary process is as follows for the members:

1. Initial conversation
2. Written warning
3. Suspension during investigation
4. Recommendations for termination of membership

Eurochild Children and Adults Code of Conduct

Safeguarding measures and reporting

1. **Understand what child abuse** is and recognise signs or risk of abuse (including online abuse);
2. **Know who Eurochild's Child Safeguarding Focal Person** is and how to reach them;
3. **Be alert to abuse** (including peer abuse) and **report to the Child Safeguarding Focal Person** or a trusted adult if someone breaches this code of conduct. Provide extra supervision to protect younger or more vulnerable children;
4. **Do not ignore or tolerate breaches of this Code of Conduct** by anyone participating in the event (including Eurochild staff and Eurochild Board members);
5. **Abuse is never acceptable**, any form of physical, verbal, or emotional harm will not be tolerated, such as hitting, shaming, humiliating, bullying, teasing, belittling, or degrading behaviour;
6. **Follow the reporting procedure** and do not attempt to investigate concerns yourself; your role is only to report.

Appropriate conduct & boundaries

7. **Maintain respectful** relationships with all participants, especially with children, at all times;
8. **Do not initiate physical contact** (e.g. touching, hugging, kissing, holding hands) without consent;



9. **Be aware of how your words and actions** towards children might be perceived by others;
10. **Do not engage in, suggest, or encourage sexually provocative behaviour**, inappropriate relationships, or emotional or romantic attachments involving children;
11. **Do not engage in any sexual activity with children**, including current or former child participants of Eurochild activities. Sexual activity includes any sexual act or attempt, unwanted comments or advances, or acts involving coercion, manipulation, or exploitation, online or offline;

Safety and wellbeing

12. **Protect the health, safety, dignity, and well-being** of yourself and others.
13. **In case of emergency**, follow the instructions of Eurochild staff and facilitators to help keep everyone safe;
14. **Speak up if you feel uncomfortable, unsafe**, or if you see something that worries you. The Child Safeguarding Focal Person or a trusted adult are always available to guide you;
15. **You have the right to set your own boundaries**. It is okay to say "no" if something makes you feel uncomfortable;
16. **Never be alone with a child**, unless you are personally acquainted with this child (parent, guardian and accompanying adult when they travel with the child);
17. **All Eurochild events are alcohol and drug-free zones for all participants**;
18. **Smoking is not allowed in event spaces**. If you need to smoke, **please use designated areas away from children**.

Respect, inclusion & diversity

19. **Treat everyone like you would like to be treated**: with respect, kindness and fairness regardless of background, ability, identity or opinion in order to promote equality and non-discrimination;
20. **Do not act in ways that make others feel uncomfortable**, excluded or at risk;
21. **Respect differences**. Everyone brings different background, experiences, and perspectives, and these should be respected and valued;
22. **Everyone has the right to express their opinion** without fear of judgement or negative consequences. Contributions should be constructive and respects others.

Positive participation

23. **Not everyone speaks English as a first language**, and some participants may have different levels of hearing. Use clear, accessible language and speak at a comfortable pace;
24. **Everyone can participate in their own way**: speaking, writing, drawing, or in another way that suits them best. It is okay not to speak if another method feels more comfortable;
25. **Make space for everyone to speak up and participate**. Share the floor, take turns, and let others finish speaking before you respond;



26. **Listen with attention and respect others' opinions**, even when you disagree;
27. **If a disagreement arises, try to resolve it calmly**. Children can ask a trusted adult or staff member for support if needed;
28. **Look out for one another and help create a safe**, welcoming and enjoyable environment for all;
29. **Be calm, positive, and encouraging** in interaction with participants, including children.

Privacy, consent & data protection

30. **Respect the confidentiality of everyone's personal information**, especially that of children.
31. **Ask written consent** before taking photos or videos of others. For children, consent must also be obtained from their parent or guardian.
32. **You have the right to withdraw your consent** for photos, videos, or other materials at any time by contacting Eurochild. Be aware that it may be difficult to remove all copies once they have been shared online.
33. **Do not share personal details** (like phone numbers, last names, addresses, e-mails, school names, or social media accounts...) without permission. For adults, do not misuse children's contact details.
34. **Use phones and devices responsibly** and only at appropriate times.
35. **Do not use images of children** taken during Eurochild activities for personal purposes, including sharing on personal social media accounts.
36. **Do not follow children on personal social media platforms** (Facebook, Instagram, X, TikTok...) unless they are a relative. Connecting on LinkedIn, as a professional network, is permitted.

This part is only for children and their accompanying adults during an in-person meeting:

Children

1. **Respecting other children and respect other children's bodily autonomy**, including (understanding how to behave respectfully towards others, with a focus on personal boundaries, safety, and bodily autonomy. Everyone has the right to feel safe and comfortable in his/her own body).
2. **When sharing a room**, respect your roommate: do not touch their belongings or invite others in without their agreement.
3. **Respect others' rest time and personal space** (e.g. keeping quiet in the evenings).
4. **Take care of shared spaces and materials**, and use shared resources (water, electricity, materials) responsibly.
5. **Dress in a way that is comfortable**, respectful, and represents who you are.





6. **Room-sharing arrangements** for children during overnight stays must be agreed with parents or guardians in advance.
7. **Be respectful towards others children** in your use of social media, ask for oral consent before taking photos, videos, or recordings of others children and adults.

Accompanying adults

1. **Never allow a child to stay overnight** in an adult's room or share a bed with an adult, unless they are the child's parent or guardian.
2. **Be alert to peer abuse, bullying, and high-risk situations** (e.g. older and younger children unsupervised). Provide extra supervision to younger or more vulnerable children.
3. **Inform children and relevant individuals** about Eurochild's reporting procedures.
4. **Ensure at least two staff members** are present during meetings with children.
5. **Do not allow children to engage** in unsupervised high-risk situations.
6. **Ensure Eurochild received all consent forms** before any in-person event (activities, medical, travel, media consent)
7. **Take proactive measures to prevent any inappropriate behaviour or incidents**, and report any concerns, complaints, or violations you witness, no later than 24 hours to Eurochild Child Safeguarding Focal Person.

Eurochild Code of Conduct for online events

During preparation sessions and at the start of an online meeting, the Child Safeguarding Focal Person/Child Participation Team shares the online Code of Conduct with all children and adults involved.

Do's

1. **Treat everyone** with respect, kindness, and fairness;
2. **Use clear, accessible language** and make space for everyone to participate in the way that suits them best;
3. **Help others and support** those who may need more time or assistance to participate.
4. **Keep personal information private** (like phone numbers, last names, addresses, e-mails school's names, or social media accounts...), yours and others';
5. **Ask for consent from all participants** before taking screenshots, photos, or recordings;
6. **Ensure your camera background** is appropriate if you choose to use it;
7. **Speak up if you feel unsafe** or see something that worries you. The Child Safeguarding Focal Person is here to help you. You can also use the chat;
8. **Report abusive behaviour or inappropriate content online** to the Child Safeguarding Focal Person or a trusted adult.



Dont's

1. **Do not bully, mock, insult, exclude, or harm** others in any way;
2. **Do not interrupt** others or dominate the conversation;
3. **Do not send offensive, disturbing,** or inappropriate content or links;
4. **Do not engage in private online messaging** with children during meeting nor contact children via personal social media, especially as an adult;
5. **Do not be alone with a child** in a private virtual space such as a breakout room;
6. **Do not pretend to be someone else** or use another person's identity.

2.2.4 Training and awareness

All staff (including interns), volunteers, and members of the Management Board must complete training on the implementation of the Child Safeguarding Policy, delivered by the Child Safeguarding Focal Person. This includes:

- Safeguarding induction at the start of their role (ideally within 3 weeks of taking up the position). These sessions focus on recognising signs of abuse, promoting safe interactions with children, and understanding reporting procedures, best practices and also Eurochild Child Safeguarding Policy duties and obligations.
- Regular refresher training appropriate to their responsibilities is provided to staff and discussed at the annual appraisal meeting of every staff member.
- An annual training is provided to the Management Board Members.
- Guidance on acceptable and unacceptable behaviour, reporting procedures, and knowledge of Eurochild Privacy Policies and the General Data Protection Regulation rules: <https://eurochild.org/privacy/>

2.2 Programmes

This section addresses risks of harm or abuse to children arising from the design and delivery of programmes, including the development of child-safe projects and programmes.

2.2.1 Risk assessment

A child safeguarding risk assessment for Eurochild refers to the specific factors that are considered when planning activities or events involving children. It is a key prevention strategy used to identify, mitigate, and reduce potential risks of harm or abuse to children. By examining all aspects of an organisation's service from a safeguarding perspective, the assessment helps determine whether any practices may place children at risk. It also enables the organisation to track and monitor how its actions could negatively affect the people it aims to support, ensuring continuous improvement in safeguarding practices (Template for a Risk Assessment is included in Annex 4).



Risk assessments must consider safeguarding risks arising from power dynamics, digital participation, cross-border activities, and involvement of children in vulnerable situations such as migration, disability, or alternative care.

Eurochild Safeguarding risks encountered in the organisation context are grouped in four main categories:

1. **People:** harm or abuse caused by staff, volunteers, associates, partners, accompanying adults, consultants, etc.
2. **Programmes:** children put at risk of harm or abuse by others because of the design/delivery of programmes, including travel and accommodation, etc.
3. **Operations:** children are put at risk of harm with their images/stories, personal information, use of social media, online engagement, etc.
4. **General context:** political situation, health and safety...)

After each event, the staff involved, together with the Child Safeguarding Focal Person, review the risk assessment, evaluate the post-activity outcomes, and identified lessons learned. Risk assessments are perceived as ongoing processes and are subject to revision whenever the content, target groups or type of activities of programmes and projects change.

Children will be actively involved in the design and periodic review of safeguarding measures and risk assessments to ensure that the mitigation strategies are relevant, practical, and effective from a child's perspective.

2.3 Operations

This section addresses the risks to children related to the use of their images, stories, and personal information, as well as the use of social media, ensuring good practice in all media-related activities.

2.3.1 Safeguarding in communication

The Child Safeguarding Policy sets out the principles that Eurochild applies when communicating externally about its work and the work of its members. It outlines general principles to ensure that children are kept safe at all times, as well as specific guidelines that must be followed by Eurochild staff, photographers, film crews, and journalists attending Eurochild events and activities. As laws, protocols, and cultural norms may differ between countries, these must be understood and respected as appropriate. All child safeguarding measures set out in the Child Safeguarding Policy apply equally to Eurochild's media and communication activities, including the use of social media at individual and professional level. Special attention is given to safety in the digital environment, including the protection of personal data, prevention of misuse of content, and management of online risks.



Eurochild principles

The rights, privacy and dignity of the child must be respected at all times and the best interests of the child maintained as the paramount concern of our communications. Eurochild will never use discriminatory or degrading language and visuals.

In Eurochild communications, the following principles will apply:

Dignity

The child's dignity must be preserved at all times. Languages and visuals must not degrade, victimize or shame the child. In all videos, photographs, and illustrations, children must be depicted wearing appropriate attire and in non-sexualised, age-appropriate poses at all times. No images of children will be posted or re-shared, in which children are identifiable and experience suffering (e.g. in conflict zones) or where children are involved in discussing sensitive topics such as (sexual) abuse.

Accuracy

The portrayal of children must not be manipulated or sensationalised in any way, for example, highlighting poverty or vulnerability. Images and stories should provide a balanced depiction of the child's life and circumstances, balancing negatives with empowering images or showing the progress that children are making. Communications should avoid making generalisations, reinforcing stereotypes or labelling children because of their background or situation, which do not accurately reflect the nature of the situation. Pictures should not be taken and used out of context.

Privacy

Any information that could be used to identify a child or put them at risk will not be used. Eurochild will be sure:

- To only use first names of children, age and country: be careful not to reveal details about the place where they live, their school and other information which would lead to their place of residence. If needed for child safeguarding, the names of children will be changed.
- Information about a child/children's life and photographs of children (including information stored on the computer) are kept in secure files. Access to these is limited to those who need to use them during the course of their work.
- The recordings and images should focus on an activity and, where possible, feature groups of children rather than individuals.
- Eurochild is committed to representing a broad range of children of various gender expressions, ages, abilities and ethnic groups in its publications, videos and social media. Eurochild will ensure diversity of children to be presented in its communication material, reflecting the countries and communities in which Eurochild works.



- Staff and people associated must not use photographs, videos, or any images of children taken during professional activities for personal purposes, including sharing on social media, to ensure the safety, privacy, and dignity of all children.
- Data protection standards are upheld. The storage, use, and deletion of images and stories must comply with the General Data Protection Regulation (GDPR) and relevant national legislation.

Complaints procedure

Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child safeguarding concern, see section 3.1.

In order to make sure that all children are protected in all situations, it is important to obtain written consent of the parent/carer or legal guardian of children that clearly states if they agree that images or statements of children can be publicly used or not (Annex 5: media consent form). The media consent forms will be kept by Eurochild, but the child or parent/guardian can withdraw their consent at any time.

Obtaining prior informed consent from parents and legal guardians does not mean that there is no requirement to obtain verbal consent of children at the time of taking photographs/video/interviews. All communication related to logistics, children's participation, and consent is carried out through the member organisation that nominates the children. Eurochild does not contact parents/guardians directly, except when necessary for child safeguarding purposes or in emergency situations. The member organisation is responsible for contacting parents/guardians and collecting the required consent forms.

Special rules for journalists, photographers and film crews

Special care must be taken when organising visits for external photographers, filming crews, journalists or visitors within the scope of Eurochild projects, activities and publications:

- Journalists, photographers/film crews must be fully briefed about Eurochild's Child Safeguarding Policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment to adhere to this policy.
- Make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They have to be accompanied by Eurochild staff at all times.
- Children, parents and legal guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by Eurochild or the national/local organisation they are involved with.
- Copies of images, film and story should be sent to the (member) organisation to be passed on to the children.
- To protect the confidentiality and privacy of the children, Eurochild must be notified as to how the photographer or filmmaker intends to use the images or stories.



Eurochild reserves the right to refuse to use it if it is felt that, in doing so, we are not acting in accordance with our Child Safeguarding Policy and our media and communication principles.

- If an image or any material is to be used by another organisation, it must be credited to Eurochild/Photographer's Name © with an appropriate caption.

2.3.2: Informed consent form

An informed consent form reinforces an organisation's commitment to children's rights by serving as a key safeguard to ensure those rights are respected and protected in all activities. It ensures that parents or legal guardians, as well as children themselves, are fully informed and able to give consent regarding participation in programmes, events, or data collection. They should also be reassured that locations and other identifying information that might lead to the location of residence of children will be changed. They will be asked whether they give consent that their first name, age and country are shared with the information or image/film.

By clearly communicating the purpose, scope, and nature of a child's involvement, the consent form promotes transparency and ethical practice. At the same time, it protects the organisation by providing legal and ethical assurance through documented informed consent and demonstrated accountability in child safeguarding practices. Obtaining prior written consent does not remove the requirement to obtain verbal consent at the time photographs, video, or interviews are taken. Consent can be withdrawn by the child or parent/guardian at any time. To be aware, it may be difficult to remove all copies once they have been shared online. Eurochild Consent form templates (activities/International travel/medical care) are available in Annex 5. The consent form will be kept by Eurochild for no longer than 5 years.

Eurochild also ensures that any non-network partner supplier or service provider that is used by Eurochild and which may have contacts with children in connection with the services it delivers, such as designers developing a child-friendly document with children, or a journalist doing a video with the children, has appropriate child safeguarding measures and practices in place. Eurochild sends them an agreement to the service provider, which includes the obligation to comply with Eurochild's Child Safeguarding Policy .

3. Procedures and accountability

This procedure applies to:

- All staff (including interns) ; Management Board members; and volunteers;
- All those acting on behalf of Eurochild, such as members (both individuals and organisations member organisations), consultants;
- All children from the Eurochild Children’s Council and the Network of Online Visionaries in Action (Nova children’s group);
- All adults accompanying children to events and activities organised by Eurochild
- All participants who participate in Eurochild events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.

Whistleblowers: The safety and welfare of children is the paramount consideration. Any person covered by this Policy who raises a concern in good faith, based on a genuine and legitimate concern for a child’s welfare, will not be subject to reprisal, retaliation, or disciplinary action.

Eurochild guarantees non-retaliation for anyone reporting concerns, as well as for witnesses and survivors, ensuring their safety and protection. Safeguarding incidents and suspicion will be addressed by the Child Safeguarding Focal Person with equal importance and confidentiality. All reports will be taken seriously and handled safely.

Key principles:

- Confidentiality
- Taking all complaints seriously and addressing them seriously
- Protection from reprisals (Whistleblowers)
- Protection of survivors

Children participating in Eurochild activities are informed, in an understandable and accessible way, about:

- Their right to be safe;
- Eurochild Child Safeguarding Policy
- The Code of Conduct
- The Child Safeguarding Focal Person
- How to raise concerns or complaints

Guidance on receiving a report from a child:

- Listen to and accept what the child says, but do not press for information;
- Do not guarantee confidentiality to a child. We cannot commit to keeping a concern secret, but we assure the child that it will only be shared with relevant people;



- Let the child know what you are going to do next and that you will let them know what happens;
- Do not investigate and do not inform, question, or confront the alleged abuser;
- Take the alleged abuse seriously, regardless of presumed validity;
- Record carefully what you have heard on the reporting form.

3.1 Reporting safeguarding concerns

This procedure is to report safeguarding concerns during Eurochild-organised activities.

Step 1: Identify the concern

When a concern arises, first determine the nature and seriousness of the issue.

A. High-risk concern

This includes situations where:

- A child **has been harmed, is at risk of harm, or discloses harm**
- There is **inappropriate behaviour of a sexual, physical, emotional, or neglectful nature**
- You suspect abuse by a Eurochild staff member or people associated

Ask yourself:

- Do I suspect, know, or have I heard that a child is being harmed or at risk of harm?
- Does this situation involve a serious breach of the safeguarding policy or the Code of Conduct (e.g. unsafe contact, abuse, etc...)?

*If the answer is **yes**, proceed to Step 2. If unsure, you must report your concerns to the Eurochild Child Safeguarding Focal Person for guidance.*

B. Low- risk concern

This includes situations where:

- Behaviour is **inappropriate but does not pose immediate harm;**
- There is a **failure to follow procedures** (e.g. lack of supervision, inappropriate language, not respecting boundaries);
- There are **minor boundary crossings** that require correction and guidance.



Ask yourself:

- Has someone failed to follow the Child Safeguarding Policy or Code of Conduct?
- Does the behaviour risk escalating if not addressed?

*If the answer is **yes**, proceed to Step 2. If unsure, you must report your concerns to the Eurochild Child Safeguarding Focal Person for guidance. Patterns of behaviour may indicate wider risks.*

Step 2: Report the Concern

For BOTH safeguarding concerns and operational breaches:

- Do **not investigate** the concern yourself. Your role is to report, not to gather evidence.
- Report any concern **within 24 hours** to the Eurochild Child Safeguarding Focal Person.
- Complete the **child safeguarding reporting template (Annex 6)** and submit it within 24 hours.

Additional actions for safeguarding concerns (actual harm)

- In urgent cases, ensure the child is **referred for immediate medical attention** (see Annex 7).
- Reporting to authorities is the responsibility of the **Secretary General**, but may involve:
 - Director of Child Rights & Capacity Building
 - Child Safeguarding Focal Person
- If the Focal Person is unavailable or involved, contact:
 - Director of Child Rights & Capacity Building
 - Secretary General

Child-friendly reporting

Eurochild ensures that children participating in its activities:

- Are informed about how to report concerns
- Have access to safe, accessible, and child-friendly reporting mechanisms
- Have access to a box during events for anonymous reporting
- Feel supported and listened to when raising concerns

- Receive feedback on what has been done with their report and follow-up measures taken

3.2 Responding to safeguarding concerns

Eurochild responds to all safeguarding concerns in a confidential, consistent and child-centred manner, guided by the “Best interests of the child”. This includes:

- Immediate action to protect the affected child as well as the alleged perpetrator (in case the safeguarding incident happened between peers);
- Referral to statutory authorities where required or when a suspected crime has been committed;
- Documentation of incidents and actions taken;
- Support for affected children (survivors, witnesses, perpetrators);
- Staff Support- Employees and volunteers involved in investigations or working with traumatised children will be offered professional psychological support or supervision to prevent secondary trauma.

In all cases, Eurochild ensures concerns are reported to the appropriate authorities, the organisation or relevant internal structures.

Concerns may relate to:

1. Internal cases involving Eurochild staff (including interns) with Eurochild: Low-risk concern inappropriate behaviour, but does not pose immediate harm a failure to follow procedure):

- Initial conversation
- Written warning
- Termination of the contract: Eurochild Employment Rules article 10 and 11

2. Internal cases involving Eurochild staff (including interns): High-risk concern: allegations of criminal behaviours (physical abuse, sexual abuse ...)

- An urgent Senior Management Team meeting will be convened to discuss the next steps.
- **Any acts of a criminal nature will be reported** immediately to the police and/or Children’s Welfare Services in Belgium and may result in criminal proceedings.
- **Eurochild Secretary General will immediately suspend** any employee, volunteer, intern, board member, consultant, or adviser who is alleged to have breached the





Child Safeguarding Policy while an investigation is carried out. If the allegation is proven, disciplinary action will be taken, and any suspected offences will be reported to the police.

- For any child safeguarding investigations, **the Secretary General will refer to an expert to conduct the investigation.** The outcome will be confirmed in writing to the person concerned.
- **All investigations will be conducted fairly and impartially.** In the event that a complaint is upheld, staff members (including interns) retain the right to appeal before the Belgian courts and tribunals.

In cases where the complaint concerns the Child Safeguarding Focal Person, or if the Child Safeguarding Focal Person is absent, the concerns should be reported to the Secretary General or the Director of Child Rights and Capacity Building. **Similarly, if the complaint concerns the Secretary General or the Director of Child Rights and Capacity Building**, the person may report the matter to the other official.

To be noted: the final authority for any safeguarding concerns is the Secretary General, with the Director of Child Rights and Capacity Building ensuring a backup when the Secretary General is unavailable.

- 3. If Eurochild member organisations or accompanying adults are alleged to have violated the Child Safeguarding Policy during Eurochild-organised activities**, the concern must be reported to the Eurochild Child Safeguarding Focal Person **without delay, and no later than within 24 hours.**
 - The Child Safeguarding Focal Person will investigate the matter confidentially and report to the Secretary General. Where possible, **Eurochild will work with the individual or organisation to address and change the behaviour.**
 - If the behaviour does not change or standards are not met, **the Secretary General will report the matter to the Management Board**, which may suspend cooperation or recommend suspension of membership when children are involved (See Statutes Art 5.2) Members can be only excluded via a recommendation made by the Management Board to the Eurochild General Assembly.
 - **Member organisations have the right to appeal to the Management Board decisions** in writing to the President of Eurochild **within one week.** The President will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. Eurochild's President will come to a final decision, which will be confirmed in writing. The decision from the appeals process will be final.
 - **Any criminal acts** involving Eurochild member organisations during Eurochild activities will be reported to the police.



4. External cases disclosed to Eurochild but occurring elsewhere

- For members: **if the project is funded by Eurochild**, inform the Eurochild Child Safeguarding Focal Point **without delay, and no later than within 24 hours**, of any situation that may put a child at risk and/or affect the name and reputation of the network. However, if it is **part of general reporting, inform within three days**.
- **Where a safeguarding incident has been reported to the authorities**, members should share the relevant (anonymised) factual information and the measures taken to address the situation. Such information should only concern safeguarding-related matters, and must be shared in a GDPR-compliant manner and with due respect to confidentiality.
- **A child may disclose abuse that has occurred in the home, school or elsewhere**, which is not the responsibility of Eurochild, but Eurochild must respond appropriately, ensuring that it is reported to the appropriate authorities, the organisation or relevant internal structures.
- There are also times **when suspicions of abuse may be raised by a third party with whom we work**, or a representative from another third-sector agency. In these instances, it is appropriate to advise the person to pass their concerns to the relevant agency as usual. Eurochild employees are discouraged from taking this responsibility on themselves as the information belongs to the third party, and as such, they should follow their own organisation's reporting procedures.
- **If the person is unfamiliar with what to do**, it is appropriate to support them as far as Eurochild feels confident in doing so. A spirit of partnership should be nurtured, and relevant information shared if the welfare of the person will be furthered by doing so. If in doubt, Eurochild staff should seek advice from a manager or the child safeguarding focal point.
- **If an incident, which happens at home, involves criminal behaviour** (assault, abuse, domestic violence...) involving a Eurochild staff member, the staff member will be under investigation. Any acts of a criminal nature will be reported to the police and/or Children's Welfare Services in Belgium and may result in criminal proceedings. The behaviour breaches the organisation's Code of Conduct, even if it occurred outside the work environment.

3.3 Monitoring, evaluation and policy review

Eurochild monitors and evaluates the implementation of this policy to ensure that Eurochild is accountable, first to children, to the communities it serves, its staff and other stakeholders, donors and society in general. Eurochild is committed to learning from experience, which will contribute to informing policy reviews and changes to the Child Safeguarding Policy.

Monitoring and evaluation will be done by checking how the standards from the Child Safeguarding Policy are implemented and whether safeguards are effective and

Eurochild advocates for children's rights and well-being to be at the heart of policymaking. We are a network of organisations working with and for children throughout Europe, striving for a society that respects the rights of children. We influence policies, build internal capacities, facilitate mutual learning and exchange practice and research. The United Nations Convention on the Rights of the Child is the foundation of all our work.



efficient, and also to address any challenges that arise or areas where staff ask for more guidance. Eurochild Children’s Council will evaluate the accessibility of reporting mechanisms and the child-friendly version of the policy, proposing improvements based on children’s direct experiences.

Steps:

- **Ongoing monitoring** by the Child Safeguarding Focal Person and overseen by the Secretary General and the Director of Child Rights & Capacity Building.
- **Annual reporting** to the Management Board by the Secretariat General with the support of the Child Safeguarding Focal Person on progress and lessons learned.
- **Internal review** of the Child Safeguarding Policy **every two years** will be submitted to the Management Board for consideration and approval.

Signed by the President and approved by the Management Board on 30 April 2026, Brussels.

List of Annexes

Annex 1: Child Safeguarding Self-Assessment for Eurochild members

The criteria below are developed for Eurochild members to assess their compliance with Eurochild’s child safeguarding policy through 11 criteria. Members will return the assessment to the Eurochild Child Safeguarding Focal Person: Carine Le Borgne (carine.leborgne@eurochild.org).

Practical checks to assess implementation:

0-2 (0=not implemented, 1=partially implemented, 2=implemented)

Max score: 100%= 22 points- 80% = 17.6 points; 60% = 13 points

The criteria below are developed for Eurochild members to assess their compliance with Eurochild’s child safeguarding policy. They should have a minimum of 60% compliance.

Criteria and scoring

Policy	Practical checks to assess implementation 0-2 (0=not implemented, 1=partially implemented, 2=implemented)	Means of verification: describe in a few words your means of verification or download or hyperlink documents when it's possible (e.g template of the risk assessment, Job advertisement reflecting the organisation’s child safeguarding policy, training modules...)	Score
1. Written policy	Written policy to which all staff, board, associates (partners, consultants, volunteers, interns,...) are required to adhere. The UN Convention on the Rights of the Child is the basis of the child safeguarding policy. The policy is posted on the organisation's website.		



<p>2. Informing children of child safeguarding</p>	<p>Evidence of how this is done includes ensuring that children are systematically made aware of their right to be safe from abuse. They are provided with child-friendly documents, posters explaining the child safeguarding policy, briefings, resources, or training (e.g., before, during, and after events), including clear information on where to go for help and how to report any concerns about abuse.</p>		
<p>3. Code of conduct</p>	<p>Written Code of Conduct stipulating appropriate and improper behaviours of all staff, children participating in the activities and other representatives (associates, board members, consultants, volunteers, interns,...)</p>		
<p>4. Focal point person</p>	<p>A child safeguarding person is designated, including the contact details, clearly defined responsibilities, a role description, and details of the training the person has completed.</p>		
<p>5. Safe recruitment</p>	<p>A description of pre-recruitment background checks (taking into account the national legislative context, e.g. availability or not of criminal record extracts, formal police background checks, reference checks or other measures used in the absence of formal state procedures).</p>		
<p>6. Human resources</p>	<p>A randomised request for one or more or all staff contracts, job descriptions and recent vacancy notices reflecting the organisation’s child safeguarding policy.</p>		

<p>7. Training on child safeguarding</p>	<p>A description of induction and refresher trainings relevant to the organisation and its context on child safeguarding (evidence provided by a training log, attendance sheets and training content, other...)</p>		
<p>8. Risk assessment</p>	<p>Evidence that risk assessment mechanisms are in line with Eurochild requirements: provide an example of your safeguarding risk assessment.</p>		
<p>9. Responding to concerns and reporting</p>	<p>A description of the organisation’s mechanisms and procedures: an example of a report template, an anonymised extract of a safeguarding report, and a description of how everyone involved with the organisation knows how to respond to and report on a concern.</p>		
<p>10. Whistleblowers</p>	<p>Evidence that the policy includes a provision that any person covered by this Policy who raises a concern in good faith, based on a genuine and legitimate concern for a child’s welfare, will not be subject to reprisal, retaliation, or disciplinary action.</p>		
<p>11. Monitoring and evaluation</p>	<p>-Evidence of an annual reports include a section on child safeguarding, evidence of case reviews, leading actions, etc...</p> <p>-Staff meeting agendas regularly include child safeguarding. Meeting records demonstrate that child safeguarding is consistently discussed at both board and staff meetings.</p> <p>- Reference to the next internal review year</p>		

Total score	Max score: 100%= 22 points- 80% = 17.6 points; 60% = 13 points		
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Annex 2: Definitions and standards

Bullying: Bullying can be defined as intentional and aggressive behaviour occurring repeatedly against a victim where there is a real or perceived power imbalance, and where the victim feels vulnerable and powerless to defend themselves. The unwanted behaviour can be physical, including hitting, kicking, and destroying property; verbal, such as teasing, insulting, and threatening; or relational, through the spreading of rumours and exclusion from a group.

Child: A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child (1989).

Child abuse and exploitation:¹⁴ According to the World Health Organisation, “child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power’.

Child protection refers to the responsibility of States Parties under Article 19 of the UNCRC to prevent and respond to all forms of abuse against children. The term “child protection authorities” includes all State actors and agents involved in child protection, as well as the laws, procedures, systems, and processes established to safeguard children. Through effective child safeguarding, organisations assist States in meeting their obligations for child protection.

Child Safeguarding:¹⁵ Child safeguarding is the responsibility that organisations have to make sure their staff, operations and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the

¹⁴ The WHO definition of Child Abuse as defined by the Report of the Consultation on Child Abuse Prevention WHO – 1999.

¹⁵ <https://www.keepingchildrensafe.global/wp-content/uploads/2024/08/KCS-ICS-Standards-EN-2024.pdf>: p.6



organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.

Child Sexual Abuse Material (CSAM):¹⁶ Child Sexual Abuse Material is any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.¹⁷ This can include photographs, negatives, slides, magazines, books, drawings, movies, videos and images on online devices. It also includes child sexual abuse material generated by means of technology, meaning the production, through digital media of any kind, of child sexual abuse material and other wholly or partly artificially or digitally created sexualised images of children.¹⁸

Child sexual abuse:¹⁹ Child sexual abuse refers to any non-consensual involvement of a child in sexual activities that are inappropriate for their age, developmental stage, and understanding. It is also often referred to as the sexual exploitation of children, which entails any non-consensual or coercive use of minors for sexual purposes. What distinguishes the concept of child sexual exploitation from other forms of child sexual abuse is the underlying notion of exchange present in exploitation.

Commercial exploitation:²⁰ Exploiting a child through emotional or physical labour, work, or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour or online commercial exploitation. A child who is being abused may experience more than one type of cruelty. Discrimination, harassment, and bullying are also abusive and can harm a child, physically and emotionally.

Cyberbullying:²¹ Cyberbullying refers to behaviour carried out through digital technologies, with the primary intention or effect of repeatedly or continuously humiliating, socially excluding, abusing, harassing or harming in particular children or young people.

Emotional abuse/mental violence:²² Emotional abuse/mental violence is any deliberate, unwanted and non-essential act, verbal and non-verbal, that harms or has a high likelihood

¹⁶ "Child pornography" is often the term used in law and that term is rightly contested. As laws are currently being reviewed, we expect this term to become obsolete and CSAM to be used everywhere.

¹⁷ International Centre for Missing & Exploited Children. (2022). *Glossary of Terms*

¹⁸ Greijer, S., & Doek, J. (2025) *Terminology guidelines for the protection of children from sexual exploitation and sexual abuse (2nd ed.)*. ECPAT International.

¹⁹ 'Speaking up for change: Children's and caregivers' voices for safer online experiences' VOICE Project Report, ECPAT International, Eurochild, Terre des Hommes Netherlands, Down to Zero, 2024.

²⁰ *Glossary - Keeping Children Safe*

²¹ The EC Action Plan against Cyberbullying "Safer online, stronger together" COM (2026)71 final of 10.2.2026

²² United Nations Children's Fund. (2023). *International classification of violence against children*. UNICEF.



of harming the development of a child, including long-term physiological harm and mental health consequences. It is often described as psychological maltreatment, mental abuse, verbal abuse and emotional abuse or neglect. This can include conveying to children that they are worthless and unloved, inadequate, or valued only as long as they meet another person's needs. It may also involve causing children to frequently feel frightened or in danger. For example, witnessing domestic violence or verbal bullying can also be defined as mental violence.

Grooming:²³ Refers to the action of gaining the trust of or influence over a child, now often via the internet, as preparation for sexual abuse, exploitation, or trafficking.

Neglect:²⁴ Neglect or negligent treatment means the failure to meet children's physical and psychological needs, protect them from danger, or failure to obtain medical, birth registration or other services when those responsible for children's care have the means, knowledge and access to services to do so.

Physical abuse:²⁵ Physical violence is any deliberate, unwanted and non-essential act that uses physical force against the body of a child and that results in or has a high likelihood of resulting in injury, pain or psychological suffering. It involves the intentional or unintentional use of force that causes injury, and includes fatal and non-fatal violence. It may involve hitting, smacking, shaking, throwing, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Sexual exploitation of children:²⁶ A form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, alcohol, drugs, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and/or subjecting them to drugs and alcohol. The abusive relationship between the victim and the perpetrator involves an imbalance of power where the victim's options are limited.

Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a child or young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of

²³ [Speaking-up-for-change-Childrens-and-caregivers-voices-for-safer-online-experiences.pdf](#), page 82

²⁴ *United Nations Committee on the Rights of the Child (2011) General comment No. 13 (2011): The right of the child to freedom from all forms of violence (CRC/C/GC/13).*

²⁵ NSPCC. (n.d.). *Physical abuse. National Society for the Prevention of Cruelty to Children.*

²⁶ [Glossary - Keeping Children Safe](#)



perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple perpetrators or people.

Online child sexual exploitation refers to abuse that takes place through digital technologies, including grooming, coercion into producing sexual images, live streaming abuse, or distribution of sexual images of children.

Structural violence:²⁷ Structural or indirect violence refers to a form of harm embedded in the structures of society and manifests itself as unequal power, indirectly causing harm embedded in the social, political, and economic systems, laws, institutions, and social norms that govern society. It manifests through unequal power dynamics and systemic discrimination, including based on gender, ethnicity, disability, migration status, or parental status. This type of violence limits children’s ability to realise their rights and reach their full potential. Structural violence prevents children from meeting their basic needs, accessing opportunities, and living with dignity, leading to unequal life outcomes and perpetuating cycles of injustice and suffering across generations. Poverty is both a major risk factor for direct forms of violence against children and a pervasive form of indirect violence in and of itself.

Violence:²⁸ Was defined by the UN Secretary General’s Study on Violence as ‘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.’

Violence is a global and unfortunate daily reality for millions of children. Children of all ages, all genders, sexual identities and orientations, all cultural, religious and social contexts, and all nationalities are neglected, beaten, sexually assaulted, tortured, and even killed. Violence takes place in their homes and families, schools, institutions, workplaces, and communities. The perpetrators are often those closest to the children, their parents, guardians, teachers, care professionals, police, and security forces, and others, the individuals who are meant to protect them.

²⁷ [Violence against children in Europe](#), Eurochild Position Paper 2025; page.8

²⁸ *The UN Secretary General’s Study on Violence, 2005.*



Annex 3: Declaration for staff and associates of Eurochild

Statement of Commitment to Eurochild’s Child Safeguarding Policy

1. I confirm that I have read Eurochild Child Safeguarding Policy and agree to comply with its provisions.
2. I confirm that I understand my roles and responsibilities under this policy. If I have questions related to my roles and responsibilities under this policy, I will seek guidance from the Eurochild Child Safeguarding Focal Person.
3. I confirm that I have read the Eurochild Code of Conduct and agree to adhere to it.
4. I confirm that I have read the Eurochild Code of Ethics and agree to adhere to it.

By my signature below, I certify that the above statements are true and correct.

_____ (Name)

_____ (Job title/role)

_____ (Signature)

_____ (Date)



Form for character references

Please provide the name, address and contact details of two-character references you have known for no less than 2 years, excluding family members, and provide one character reference for an intern position.

Referee 1:	Referee 2:
Referee Name:	Referee Name:
Referee title and place of employment:	Referee title and place of employment:
Relationship to you:	Relationship to you:
Address:	Address:
Contact Number:	Contact Number:
E-mail:	E-mail:



Annex 4: Eurochild Child Safeguarding Risk Assessment Template

The child safeguarding risk assessment template should be used to list specific items to be considered when you are planning activities and events with children, both online and in-person. The template considers the risks of harm to children from an organisation's staff, programmes, partners, volunteers or operations. The specific risks to children should be identified. For example, a failure to send out consent forms could result in children attending the event without their parents' permission. The template will refer to other risks such as transportation/travel; venue and environment; identification of children with the need for special attention, etc... Each risk/concern should then be rated as high, medium or low, according to the likelihood of it occurring. The risk mitigation measures should be identified for each to manage/reduce the risk. If risks cannot be reduced and remain high, you should consider cancelling the event.

Risk levels can be broken down in the following way:

- High-Red: highly likely to happen and has a significant impact on a child
- Medium-yellow: Either highly likely to happen or significant impact on a child
- Low-Green: Less likely to happen and less of an impact on a child

When a risk level is high (Red) after mitigation, the event has to be cancelled.

Safeguarding risks encountered in organisational contexts can be grouped in four main categories:

1. People – Reduce the risk of harm or abuse by staff volunteers, associates, partners, accompanying adults, consultants, etc.

2. Programmes – children put at risk of harm or abuse by others because of the design/delivery of programmes/building child-safe projects/programmes, including travel and accommodation, etc.

3. Operations – children put at risk of harm through the use of their images/stories, personal information, use of social media/ ensuring good practice when using media; online engagement, etc.

4. General context: political situation, health and safety, etc...

Following activities involving children, the Child Safeguarding Focal Point and the team in charge of the activity will conduct a safeguarding review to identify lessons learned and update risk assessments.

Main risks to children	Relevance (High/Medium/Low)	Risk mitigation measures	Risk level after mitigation (High/Medium/Low)	Responsible person	Post-activity review/lessons learned
Example: <i>children attending the event without their parents/guardians 'permission</i>	High	<i>Staff will send the consent form to children and their parents/guardians for signature, authorising the children's participation in the activity/event. The document will explain the purpose of the activities and include a section for consent regarding photos and videos taken during the event. The completed consent forms will be collected before the start of the activity/event.</i>	Low		
Example: <i>Children miss school or exams</i>	Medium	<i>Effective planning and consultation with children, parents/guardians, and schools should be conducted where appropriate. School letters are sent to children for them to share with their schools.</i>			

Annex 5: Eurochild consent form templates for parents, legal guardians and children

Eurochild Consent form template for consulting children

Dear parents / legal guardians,

Dear children,

In collaboration with Eurochild, [insert name of your organisation] is organising a child-focused group discussion [insert name of the consultation].

Some important information about the consultation:

- **Topic:** children will be consulted on [describe the goal of the consultation].
- **Location:** the consultations will take place [insert in-person or online], in [insert the place you will be conducting the consultations].
- **Time and Date:** the consultations will take place on [insert date and time from XX to XX]
- **Number and age of children involved:** the consultation will include [insert number and age group of the children involved]
- **Child safeguarding:** Eurochild and [insert name of your organisation] are committed to creating a safe and respectful space where children can freely express their thoughts and ideas. A designated Child Safeguarding Focal Person from [insert name of the organisation], [insert her/his name], will be present during the consultation to help ensure the safety and well-being of all participants. This person will introduce a Code of Conduct before the session begins. If you feel unsafe or uncomfortable during the activity, you can speak to the Child Safeguarding Focal Person or another trusted adult.

Below, you will find the consent form to be signed by one of the parents or legal guardians and the child. We ask you to fill in and sign this consent form to ensure that both of you understand and agree to all aspects of participating in this consultation. This consent form will be kept by Eurochild for no longer than 5 years. You can withdraw your consent at any time.

Should you have any questions or require additional information, your direct point of contact from [insert name of your organisation] is: [insert name and contact details].

Thank you for your trust and support in making children's voices heard.

Best wishes,

Eurochild and [insert name of your organisation]



Consent form to be filled in by parents or legal guardians

[Include title of the consultation/event/etc.]

Your personal information

Your first and last name: _____

Your relation to the child: _____

Information about the child

First and last name of the child: _____

Age of the child: _____

Does your child have any medical conditions and/or additional needs that we should know about? Please note them below:

Does your child have any special dietary requirements/allergies that we should know about? Please note them below (Only for in-person meetings):

[Insert name of the activity] **consent:**

Please tick the boxes to confirm that you understand that:

By completing and signing this form, you give your consent for your child to take part in [Insert name of the activity], organised by [insert name of the organisation] in collaboration with Eurochild, [insert date and time from XX to XX]

Your child's participation in the consultation is voluntary, so they can choose to withdraw from the project at any time without consequences.



Audio-record the consultations (*the recordings will be deleted once they have been translated into English at the end of the project*)

A designated Child Safeguarding Focal Person from [insert name of the organisation], [insert name] will be present during the consultation. Your child can speak to this person if anyone makes your child feel uncomfortable or if your child witnesses behaviour that violates the Code of Conduct.

If you or your child prefers, the comments of your child can be anonymised in the consultation report, so that no one will be able to identify your child as the contributor. Do you want the comments of your child to be anonymised?

Yes No

Place and date: _____

Name & Signature of child: _____

Name & Signature of parent: _____

The protection of your data and privacy is of utmost importance for us. We comply with data protection laws, including the European Regulation 2016/679 of 27 April 2016 on the protection of personal data (the "GDPR") and any other applicable national act or regulation regarding the processing of personal data or the protection of privacy. Please note that by filling in this form, you agree that your personal data will be collected and further processed for the efficient organisation and management of the event (including preparation of lists for contacts, participant lists, circulating pre-event information and meeting follow-up).

Such events may be audio or video recorded, posted as a podcast, photographed, published, and archived. By registering, you grant the organising team permission for use of images taken during the event. If you wish that your image or voice is not recorded and published, please contact the event organisers who will make every effort to accommodate your needs.



Eurochild Consent Form for the Use of Images and Audiovisual Recordings

I, the undersigned (Name and Surname) in the capacity of parent, guardian, or legal custodian of (Name and Surname), declare that I am fully aware of and give my consent for their participation in (name of the event and location) and for the taking of photographic, audio, and video recordings that may include him/her.

I grant Eurochild and its possible partners and collaborators all non-exclusive rights to use, adapt, reproduce, distribute, publish, and display the images, audio, and video recordings, or any adaptations or extracts that portray them, without limitations in context, time, or location.

All organisations involved will handle their information, images, and materials in strict compliance with safeguarding policies and procedures. We are committed to using the data only with your permission and in line with European data protection rules.

I authorise the use of the material for communication, promotion, and awareness-raising purposes related to the activities of the involved organisations. This includes, but is not limited to: Printed and online publications; Websites and social media; Press releases, articles, and other forms of media dissemination; Public screenings, events, festivals, and conferences.

I authorise the use of the material, both in full or in part, offline or online, including future use for activities not directly related to the attended meetings but falling within the institutional and promotional purposes of the involved entities.

I acknowledge that my authorisation is granted free of charge and without time limits, and no compensation will be requested for the use of the material.

The media consent forms will be kept by Eurochild, but the child or parent/guardian can withdraw their consent at any time.

Date and location: _____

Name & Signature of child: _____

Name & Signature of parent: _____



Child International Travel Consent Form

1. The parent/legal guardian

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Relationship to child: _____

Phone number: _____

Email: _____

Address: _____

I, [full name of the parent/legal guardian], am the lawful custodial [parent/legal guardian] of:

2. The child

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Passport number: _____

Country of issue: _____

3. The accompanying adult

I, [full name of the parent/legal guardian], grant my permission for my child to travel internationally with:

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Eurochild advocates for children's rights and well-being to be at the heart of policymaking. We are a network of organisations working with and for children throughout Europe, striving for a society that respects the rights of children. We influence policies, build internal capacities, facilitate mutual learning and exchange practice and research. The United Nations Convention on the Rights of the Child is the foundation of all our work.





Passport number: _____

Country of issue: _____

I, [full name of the parent/legal guardian], confirm that the above-named adult is authorised to act on my behalf in all matters related to this trip, including emergency medical care.

4. Travel information

Destination: _____

Purpose of Travel: _____

Dates of Travel (DD/MM/YYYY): From _____ to _____

5. Signature(s)

Full name: _____

Date (DD/MM/YYYY): _____

Signature(s): _____



Child Medical Care Consent Form

1. The parent/legal guardian

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Relationship to child: _____

Phone number: _____

Email: _____

2. The child

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Passport number: _____

Country of issue: _____

3. The accompanying adult

Full name: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Passport number: _____

Country of issue: _____



4. Consent for Medical Treatment

I, the undersigned, [full name of the parent/legal guardian], am the lawful custodial [parent/legal guardian] of the [full name of the child].

In the event of illness, injury, or any medical emergency during this in-person meeting, I authorise [full name of the accompanying adult] to arrange and consent to any medical treatment, including but not limited to:

- First aid treatment
- Medical examinations
- Hospitalisation
- Urgent surgical procedures
- Administration of medication as prescribed by a medical professional

5. Acknowledgement and Release

I understand that every effort will be made to contact me before administering medical care unless the situation is an emergency requiring immediate action. I release [full name of the accompanying adult] from any liability in connection with the medical treatment provided in good faith.

6. Signature(s)

Name: _____

Date (DD/MM/YYYY): _____

Signature(s): _____



Annex 6: Child Safeguarding Report Form

Child Safeguarding Report Form

If you have knowledge that a child might be harmed or be at risk of harm, please complete this form to the best of your knowledge. Please note that child safeguarding concerns must be reported (orally or in writing) directly to the Eurochild Child Safeguarding Focal Person (Carine Le Borgne) **no later than 24 hours after the safeguarding concern happened.**

Depending on the urgency, you may wish to complete this form before contacting the Child Safeguarding Focal Person or you may wish to complete the report afterwards.

The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the **Child Safeguarding Focal Person (Carine Le Borgne: carine.leborgne@eurochild.org)**, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

If the **Eurochild Child Safeguarding Focal Person** is unavailable or involved in the concern, contact the **Director of Child Rights & Capacity Building: Mieke Schuurman (Mieke.Schuurman@eurochild.org)**.

About you

Your name: _____

Your job title: _____

Organisation you work for: _____

Nature of your contact with the child: _____

Contact details:

Tel: _____

E-mail: _____



About the child

Complete the information below with the info you have, but don't ask those information directly to the child.

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's parents/guardians: _____

If medical concerns, fill in the information below:

Has any treatment been given to the child? Yes No

Treatment given by: _____

Taken to hospital? Yes No

If yes, which hospital and how was the child transported there: _____

About your concern; Details of incident

Was the incident: Observed by you Suspected Disclosed by
someone else

If the concern was shared by someone else, please state who and their relationship to the child: _____

What happened? Give cause (how and why) if known. If you include personal observations, please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

Did the child/young person or another source say anything to you [if relevant], and how did you respond to him or her: [Do not lead the child. Record actual details]





Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of the alleged perpetrator (if applicable): _____

Function and organisation of the alleged perpetrator (if applicable):

Were there any other children/people involved in the alleged incident?

Are any other children at risk of harm? _____

Action taken by you:

Any other comments or details you would like to give:

Signature: _____

Date: _____

For completion by the Child Safeguarding Focal person:

Incident/Accident investigated: Yes No



Written investigation report necessary: Yes No

Written investigation report necessary: Yes No

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here:

Annex 7: Key Contacts information

Eurochild

Child Safeguarding Focal Person

Carine Le Borgne

E-mail: carine.leborgne@eurochild.org

Director of Child Rights & Capacity Building

Mieke Schuurman

E-mail: Mieke.Schuurman@eurochild.org

Secretary General

Sabine Saliba

E-mail: Sabine.Saliba@eurochild.org

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Eurochild President

Tanya Ward

E-mail: tanya@childrensrights.ie

External Agencies

Centre for general welfare services (Centrum Algemeen Welzijnswerk): to be contacted for general advice and support on child protection questions in Brussels: www.cawbrussel.be

During working hours: +32 (0)2 2270200

Outside working hours: 106

Kind & Gezin, Belgium: www.kindengezin.be ; +32 (0)78 150100

European Emergency Number (Police, Ambulance and Fire Brigade): 112

Doctors on call: +32 (0)2 201 22 22

Médecine de garde (Belgium): 1733 (after 18:00)

Taxis Verts Bruxelles: +32 (0)2 349 49 49

Erasmus Hospital: Route de Lennik 808, 1070 Bruxelles; +32 (0) 2 555 31 11

Clinique Saint-Jean: Boulevard du Jardin Botanique/Kruidtuinlaan 32, 1000 Brussels ; +32 2 221 91 11

Hotline to report violence (Belgium): 1712

Centre to report child abuse (Belgium): +32 (0)2 4776060; kindinnood@uzbrussel.be

Keeping Children Safe Coalition: <http://www.keepingchildrensafe.org.uk>; +44 (0)20 7250 8325; info@keepingchildrensafe.org.uk

