



EuroClio

Inspiring History and Citizenship Educators

Child Protection Policy



March 2022

ACKNOWLEDGEMENTS

*This document was based on the 'Child Safeguarding Standards and how to implement them' and the 'Developing Child Safeguarding Policy and Procedures. A Facilitator's Guide' by Keeping Children Safe. As well, the development of this document was supported by *Deik- Children's Rights Research and Consultancy.

Table of Contents

Definitions	3
1. Introduction	7
1.1 Policy statement.....	7
1.2 Scope of application.....	8
1.3 Purpose of the policy.....	8
2. Roles and Responsibilities.	9
2.1 Management responsibilities	9
2.2 Safer recruitment and selection.....	9
2.3 Guidelines of behaviour (Code of conduct).....	10
2.4 Induction, training and education.....	10
2.5 EuroClio's partners	10
2.6 Risk assessment and mitigation	11
2.7 Communications and Information and Communications Technology (ICT).....	11
3 Reporting and responding procedures	12
3.1 Reporting	12
3.2 Responding.....	13
4 Accountability: monitoring, evaluation of the Child Protection Policy.....	14

Definitions

Child	In accordance with the United Nations Convention on the Rights of the Child (UNCRC), a child is defined as any person under the age of 18 years old (UNCRC, Article 1).
Child abuse	According to the World Health Organization (WHO), child abuse or maltreatment includes ‘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’. ¹
Physical abuse	Refers to the actual or potential physical harm caused by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. ² The term is also understood as <i>physical violence</i> , which includes corporal punishment and all other forms of torture, cruel, inhuman or degrading treatment or punishment, as well, physical bullying and hazing by adults and by other children. ³
Emotional abuse	Involves both isolated incidents and pattern of failure over time from a parent or caregiver to provide a developmentally appropriate and supportive environment. This type of abuse includes: restriction of movement, belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment. ⁴
Neglect	Is the failure to provide for the development of the child including health, education, emotional development, nutrition, shelter, and safe living conditions. This failure includes the proper supervision and protection of harm inattention/omission of care. ⁵ Neglect may involve a parent or caregiver not: providing adequate food, clothing or shelter; supervising a child or keeping them safe from harm or danger; making sure the child receives appropriate

¹ World Health Organization, *Report of the Consultation on Child Abuse Prevention* (WHO, 1999), p.15.

² Keeping Children Safe, *Child Safeguarding Standards and how to implement them* (Keeping Children Safe,) 2014), p.5.

³ UN Committee on the Rights of the Child (CRC), *General comment No. 13, The right of the child to freedom from all forms of violence*, 18 April 2011, CRC/C/GC/13, para 22.

⁴ World Health Organization, *Report of the Consultation on Child Abuse Prevention* (WHO, 1999), p.15.

⁵ *Ibid.*

health and dental care; making sure the child receives a suitable education; and meeting the child's basic emotional needs.⁶

Child sexual abuse	Is the harm caused to a child by forcing or coercing him/her to engage in a sexual activity, whether he or she is aware of what is happening or not, and is unable to give informed consent. Child sexual abuse does not require any element of exchange, and can occur for the mere purpose of the sexual gratification of the person committing the act. Likewise, it can take the form of contact abuse (e.g. rape, kissing, masturbation) and non-contact abuse (e.g. verbal harassment, ICT-facilitated sexual abuse). ⁷
Child sexual exploitation	Is a type of child sexual abuse that requires an exchange as part of the exploitation. As exploitation also refers to taking advantage, benefit or gain, the sexual act involved in the exploitation does not necessarily involve a monetary gain. Such benefit or exchange can include food, accommodation, drugs, small gifts, attention, and affection. Children can be both victims and perpetrators of child sexual exploitation, the latter is known as <i>peer-on-peer</i> sexual exploitation. ⁸
Child exploitation	Commercial or other exploitation of a child is the use of a child in work or other activities for the benefit of others. It includes, but is not limited to, child labour and child prostitution. Such work and activities are at cost of the child's physical or mental health, education, moral or social-emotional development. ⁹
Violence against children	Includes all forms of violence against persons under 18 years old. This violence can be perpetrated by parents or caregivers, peers, romantic partners, or strangers. Violence against children includes, but not limited to, maltreatment, bullying, youth violence, intimate partner violence, sexual violence, and emotional or psychological violence. ¹⁰
Online violence involving children	Online violence is the intentional use of online digital technology to harm or discomfort others. This involves devices such as laptops, mobile phones and laptops, and activities including, calls, text messages/SMS, social networking and emailing. This type of violence can be divided into broad categories: a) online violence between children or peer-to-peer violence (cyberbullying,

⁶ National Society for the Prevention of Cruelty to Children (NSPCC), *Definitions and signs of child abuse*, (NSPCC, 2020), p. 3.

⁷ ECPAT, *Terminology Guidelines for the Protection of Children from Sexual Exploitation and Sexual Abuse*, (ECPAT, 2016), p. 18 and 19.

⁸ ECPAT, p. 25.

⁹ WHO, (1999), p. 16.

¹⁰ World Health Organization, *Violence against children*, at: <https://www.who.int/news-room/fact-sheets/detail/violence-against-children>, accessed 8 March 2022.

including hate speech, and several forms of online child sexual abuse and exploitation); b) violence against children perpetrated by adults (online child sexual abuse and exploitation, child exploitation).¹¹

Child participation	Participation is one of the overarching rights of the CRC. Article 12 of the CRC states that all children have the right to be heard, express their own views and opinions, and influence those decisions affecting them directly. This includes the spheres of their family, education and community.
Child safeguarding	Is the responsibility that organisations have to make sure that their staff, operations, and programmes do no harm to children. This implies that organisations do not expose children to the risk of harm and abuse. Moreover, safeguarding involves that any concerns that the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities. ¹²
Child protection policy	Is a statement of intent that demonstrates a commitment to safeguard children from harm and establishes what is required to protect children from harm. It also helps to create a safe and positive environment for children and to prove that the organisation is taking its responsibility seriously. ¹³

Other relevant definitions

EuroClio's Staff	All persons who receive a regular salary and work at EuroClio's Secretariat, which is based in The Hague, the Netherlands. This staff is composed by the Executive Director and Deputy Director, Project Managers, Programme Directors and Research Coordinators.
Trainees	Trainees are university students and/or recent graduates who, under supervision from the Secretariat staff, contribute to EuroClio's projects and activities.
Board	The Board acts as a Supervisory Board, it is tasked with the overall responsibility for governing the organisation and to ensure wide and successful implementation of its core mission.

¹¹ UNESCO, *Tackling cyberbullying and other forms of online violence involving children and young people*, (UNESCO:2021), p. 1.

¹² Keeping Children Safe, 2014, p.3.

¹³ National Society for the Prevention of Cruelty to Children (NSPCC), *Setting the standard – A common approach to child protection for international NGOs*, (NSPCC:2003), p. 9.

Ambassadors	Refers to those persons who have worked in a long-term for EuroClio in a professional or volunteer capacity, or are former staff, former Board Members, or Team Members, and are strong supporters of EuroClio's mission.
Professional Volunteers	Refers to those persons who have worked in a long-term for EuroClio in a professional or volunteer capacity and are strong supporters of EuroClio's mission.
Team Members	Refers to those persons who are subcontracted by EuroClio within the context of different projects as part of the Project Team, such as Authors, Translators, Coordinators, Workshop Hosts etc.

1. Introduction

EuroClio is the European Association of History Educators, and has been founded to safeguard and promote history and citizenship education as a key component in the education of youngsters.

EuroClio's vision is for all learners to become more responsible and contributing citizens through engaging in history and citizenship education for mutual understanding and peace.

EuroClio's mission is to inspire and empower educators to engage learners in innovative and responsible history and citizenship education.

EuroClio acknowledges the values of the Universal Declaration of Human Rights, the European Convention on Human Rights, the conventions concerning human rights as ordained by the United Nations and the recommendations by the Council of Europe and UNESCO concerning history education.

We believe that child protection is crucial to ensuring that children under the age of 18 have the rights, information, space, challenge and support they need, so that they learn to express their views and communicate effectively and responsibly with other children and adults.

Children can only become active and responsible citizens if they are safeguarded from abuse, discrimination and harm of any kind, be it physical, sexual, emotional or neglect.

1.1 Policy statement

As an international association working in the field of education, whose ultimate beneficiaries are mostly children, EuroClio is committed to ensuring the fulfilment of children's rights including their rights to protection.

This policy is informed by a set of principles that are derived from the United Nations Convention on the Rights of the Child (UNCRC) and include:

- All children have equal rights to protection from abuse and exploitation.
- Each child has a fundamental right to life, survival and development.
- Everybody has a responsibility to support the care and protection of children.

EuroClio works to enable children to enjoy their right to education in a way that they are protected from harmful influences, abuse and exploitation. We work to ensure that in our educational policies and practices children will

- Not be discriminated against.
- Be treated with respect irrespective of gender, nationality or ethnic origin, religious or political beliefs, age, physical or mental health, sexual preference and gender identity, family, socio-economic and cultural background, or any history of conflict with the law.
- Be assured the right to express their views freely and this will be given 'due weight' in accordance with their age and level of maturity.

EuroClio has particular responsibilities to children who come into contact with us. No child must come to harm as a result of their engagement with EuroClio as an expert, a participant or as part of any EuroClio fundraising, communication or advocacy campaign.

These particular responsibilities extend to those individuals or organisations who are associated with EuroClio. Therefore, everyone working for or associated with EuroClio's work must be aware of and adhere to the provisions of this policy.

Our decisions and actions in response to Child protection concerns and breaches of this policy will be guided by the principle of 'the best interests of the child' and the recognition of the important role of parents, families and other carers in children's lives.

1.2 Scope of application

EuroClio's child protection policy applies to:

- All Staff, Board members, Trainees and volunteers
- All those acting on behalf of EuroClio, such as authors, editors, animators, researchers, video producers, keynote speakers, and consultants.
- All partner organisations who participate in projects led by EuroClio.
- All those adults accompanying children to events and activities organised by EuroClio.
- All those who participate in EuroClio events and meetings involving children, including teachers, youth workers, journalists, sponsors, donors, policy makers, etc.

The child protection policy will be introduced progressively.

1.3 Purpose of the policy

It is the goal of this Policy to ensure that EuroClio does what it can to ensure children's rights including protection.

Objectives

- To adequately prevent and/or respond to harm to children and child abuse, by providing a tool that sets standards and procedures for EuroClio.
- To raise awareness and share good practices that ensure children's rights in the field of education.
- To ensure that all EuroClio members of staff, including trainees, volunteers, board members and consultants, understand the possible harmful effects of our work on children, are able to recognize signs of child abuse and child protection issues for prompt response in the best interest of the child; and
- To ensure that every EuroClio member of staff is knowledgeable of and comply with principles of child protection. To ensure that documentations, workshop materials and procedures for the onboarding of trainees, staff and project partners are accessible, regularly updated and used.

2. Roles and Responsibilities.

2.1 Management responsibilities

1. EuroClio's Executive Director is responsible for the proper and effective implementation of the Child Protection Policy and its procedures.
2. A Child Protection Focal Person will be appointed. This person is responsible for:
 - a) Ensure that activities and projects involving children are carried out under risk assessment procedures, during both design and delivery process.
 - b) Ensure that risk mitigation strategies for activities and projects involving children are developed and properly implemented.
 - c) Ensure that all incidents, inquiries and responses on child abuse are properly documented and archived.
 - d) Support the collection and adequate archiving of signed Codes of Conduct.
 - e) Provide support and information to EuroClio's Secretariat, trainees, Board and volunteers on child protection issues.
 - f) Arrange regular training and knowledge management on child protection issues.
3. EuroClio's Secretariat staff inform and raise awareness about the Child Protection Policy and its procedures amongst stakeholders.
4. EuroClio's Secretariat has available a child-friendly version of the Child Protection Policy and its procedures, and raises awareness about its distribution and access amongst all children involved in EuroClio's activities and operations.
5. EuroClio's Secretariat has available both the Child Protection Policy and its procedures and the child-friendly version on EuroClio's website: <https://euroclio.eu/>
6. EuroClio's Secretariat will integrate the Child Protection Policy into all core processes and policies developed by the organisation.

2.2 Safer recruitment and selection

1. EuroClio's Secretariat underlines EuroClio's commitment to respect children's rights and ensure a safe environment for all children in all recruitment's adverts, interviews and employment contracts.
2. EuroClio's Secretariat mentions EuroClio's Child Protection Policy and Code of Conduct in all recruitment's adverts, interviews and employment contracts.
3. EuroClio's Secretariat includes questions about risk of harm to children and child safeguarding during interview processes.
4. EuroClio's Secretariat requires in all its contracts the acceptance, commitment and signing of both the Child Protection Policy and the Code of Conduct. (See Annex 1).

5. EuroClio's Secretariat requests the name and contact details of three references from previous employees who can also inform about the candidate's experience and suitability to work with children directly and indirectly.
6. EuroClio's Secretariat verifies the identity of the referees.

2.3 Guidelines of behaviour (Code of conduct)

1. In March 2022, child safeguarding measures were included in EuroClio's Code of Conduct (See Annex 1: EuroClio's Code of Conduct).
2. More child safeguarding measures will be included following the monitoring, evaluation and lessons learned from the Child Protection Policy and its procedures.
3. The Code of Conduct applies to all persons who are affiliated with/contracted by EuroClio. This includes, but is not limited to, the Board and Staff members, both permanent and temporary, Professional Volunteers, Ambassadors, Authors, Editors, Mentors, Workshop Leaders, Keynote Lecturers, Coordinators, Experts, Contractors, Consultants, Trainees, Research Trainees, and Partner Organisations who are working in projects led by EuroClio.
4. The Code of Conduct applies to all persons, including children involve in EuroClio's events and activities, both onsite and online.

2.4 Induction, training and education

1. At the beginning of the induction/orientation stage, EuroClio's Secretariat staff, trainees and volunteers will receive information about the Child Protection Policy and its procedures, EuroClio's Code of Conduct, guidelines of behaviour, and related documents.
2. The induction/orientation stage will include a workshop about children's rights, several types of abuse and violence against children, child protection and EuroClio's respond mechanism.
3. EuroClio's Secretariat staff, trainees and volunteers will receive regular education and training on child protection issues.
4. The Child Protection Focal Person is responsible for the regular training on child protection issues.

2.5 EuroClio's partners

1. EuroClio's Secretariat staff, trainees and volunteers inform to EuroClio's partner organisations about EuroClio's Child Protection Policy and its procedures.
2. EuroClio's Secretariat will include EuroClio's Child Protection Policy and its procedures in all partnership agreements or memorandum of understanding with partners.
3. EuroClio's Secretariat will ask to new partner organisations about their own child protection policy or child safeguarding measures.

4. In case the partner organisation does not have a child protection policy or child safeguarding measures in place, EuroClio's Secretariat will require the acceptance, commitment and signing of EuroClio's Child Protection Policy by the legal representative of the partner organisation.
5. EuroClio's Secretariat will develop guidelines on agreements with partners and child safeguarding measures.

2.6 Risk assessment and mitigation

1. EuroClio is committed to design and deliver activities, products, projects and operations that respect children's rights and protect their safety.
2. EuroClio's Secretariat develops risk assessment and Children's Rights Impact Assessment (CRIA) strategies for both design and delivery of activities, products, projects and operations that involve or impact upon children.
3. EuroClio's Secretariat implements, monitors and evaluates risk prevention and mitigation measures for activities, projects and operations that involve or impact upon children.
4. EuroClio's Secretariat includes the assessment of such strategies within the monitoring, evaluation and learning system of its Child Protection Policy.

2.7 Communications and Information and Communications Technology (ICT)

1. EuroClio is committed to the protection and respect of children's rights in both offline and online environments.
2. The child's best interests must always be the primary consideration in the design and delivery of all communication and ICT activities, projects and operations.
3. EuroClio's Secretariat ensures that in all communication and ICT's activities, projects and operations will be respected children's dignity, integrity and privacy, at all times.
4. EuroClio is committed to children's right to education and right to participate and to promote their empowerment while protecting them from risks of harm in the digital environment.
5. EuroClio's Secretariat will develop media and ICT guidelines to assess, mitigate and respond to the possible risks of harm to children from EuroClio's ICT activities, project and operations. Such risks of harm include but is not limited to: bullying, hate speech, radicalisation, ICT facilitated sexual abuse and exploitation.
6. EuroClio will make sure that upon the request by children, parents/caregivers, volunteer teachers, ambassadors, schools and partner organisations their videos will be deleted from all social media accounts administered by the organisation, at all times.

7. EuroClio ensures that all personal information is kept confidential. In all activities, projects and operations involving children and/or impacting upon children will apply EuroClio's Privacy & General Data Protection Regulation (GDPR) Policy.¹⁴
8. EuroClio ensures that all images/videos are shared and published only under the consent and agreement with children and their caregivers.
9. EuroClio will implement all the required measures to ensure that the use of official and personal media (by EuroClio's Secretariat staff, trainees, volunteers, ambassadors, consultants, partners and others related to EuroClio's work) is in line with EuroClio's Child Protection Policy.

3 Reporting and responding procedures

1. EuroClio's Secretariat staff, trainees and volunteers should inform to children directly involved in EuroClio's activities and projects in a child-friendly manner about:
 - a) EuroClio's Child Protection Policy and its procedures.
 - b) EuroClio's Code of Conduct.
 - c) Child-friendly format of EuroClio's Child Protection Policy.
 - d) The reporting procedure.
 - e) The existence and contact of EuroClio's Child Protection Focal Person or project manager who will be responsible of dealing with the reporting procedure in case any concern or allegation emerge.
2. As a preventive measure, in all one-on-one situations with a child, at least two adults should be present.
3. Child abuse forms are difficult to identify. However, EuroClio's Secretariat staff, trainees and volunteers should be alert to possible signs and/or situations that may suggest child abuse (See Annex 3).
4. All appropriate measures to protect the child/children from the harmful situation should be taken. In case it is needed, support and assistance from local authorities and child protection agencies should be arranged.
5. In all cases, the best interest of the child and safety are the most important considerations.
6. All information regarding the concerns or allegations should be processed in a confidential way, and only be shared on a strictly 'need to know' basis.

3.1 Reporting

1. All witnessed, suspected or alleged violations of EuroClio's Child protection Policy should be seriously considered, at all times, and should be immediately reported the Child Protection

¹⁴ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Focal Person or project manager. In case that is not possible a report or complain should be done by reaching the e-mail address: complaints@euroclio.eu

2. Internal concerns or allegations:

- a) Internal concerns or allegations are related to EuroClio's Board and Staff members, both permanent and temporary, Professional Volunteers, Ambassadors, Authors, Editors, Mentors, Workshop Leaders, Keynote Lecturers, Coordinators, Experts, Contractors, Consultants, Trainees, Research Trainees, and Partner Organisations who are working in projects led by EuroClio.
- b) The reports to the Child Protection Focal Person or project manager should include: date and location of the incident and accurate facts. Opinions and presumptions should be avoided.
- c) Direct concerns or allegations by children should seriously consider their views and opinions about the incident. Safeguarding measures to protect them should be in place.

3. External concerns or allegations:

- a) External concerns or allegations are related to child abuse incidents out of EuroClio.
- b) EuroClio is not an investigative authority and a child protection agency. Therefore, external incidents will be immediately reported by the Child Protection Focal Person or project manager who will contact the local authorities and child protection agencies.
- c) In case the incident is not reported to local authorities, EuroClio's Secretary will apply internal procedures.

3.2 Responding

1. Internal concerns or allegations:

- a) The child's parents or caregivers should be informed about the incident and all the actions taken to ensure the child's safety.
- b) If the concern or allegation does not need to be reported to local authorities and child protection agencies, EuroClio's internal policies and procedures will apply.
- c) All internal investigations and procedures should be fair and should acknowledge the right to appeal the decision.
- d) Any contract or partnership agreement will be suspended, pending the outcome of the investigation.
- e) Breaches in the policy by persons/partner organisations working for/working with the Partners Consortium can lead to disciplinary actions including the termination of work contract or partnership agreement.
- f) False allegations will subject to disciplinary actions, up to and including termination of employment contract.
- g) If it is needed to report to local authorities and child protection agencies, the Child Protection Focal Person or project manager will report to the authorities where the incident took place, follow-up on the actions taken by the authorities, and decide on internal decisions and actions.

2. External concerns or allegations
 - a) Unless they are the abusers, the child's parents or caregivers should be informed about the incident and all the actions taken to ensure the child's safety.
 - b) Internal report of the incident should be done by the Child Protection Focal Person.
 - c) In case the incident is not reported to local authorities, EuroClio's Secretary will apply internal procedures.

4 Accountability: monitoring, evaluation of the Child Protection Policy.

1. EuroClio's Executive Director and the Child Protection Focal Person are responsible for the implementation, monitoring and evaluation of the Child Protection Policy.
2. EuroClio's Secretariat will regularly monitor and review the Child Protection Policy and its procedures.
3. EuroClio's Secretariat develops a monitoring, evaluation and learning system to assess whether the child protection measures are being implemented and effective. The system will include surveys with staff, trainees and volunteers. As well, written feed-back from volunteers and children involved in EuroClio's activities.
4. With the support of the Child Protection Focal Person, EuroClio's Secretariat conducts internal audit on its Child Protection Policy.
5. The Child Protection Policy and its procedures will be reviewed every three years by an external evaluator.
6. Assessment results and lessons learnt will be regularly reported by EuroClio's Executive Director to the Board, and included in EuroClio's annual reports and EuroClio's Annual Conference Programme.
7. EuroClio's Secretariat will inform to key stakeholders about the updates and modifications of the Child Protection Policy and its procedures.
8. The Child Protection Policy is also presented in a child-friendly format. This format is developed considering age, gender and contexts of those children involved or/and affected by EuroClio's activities and operations.
9. EuroClio's Secretariat ensures that staff, Board members, volunteers, ambassadors, partners and other related stakeholders have access to the Child Protection Policy.
10. EuroClio's Secretariat ensures that the Child Protection is mentioned in all work contracts and partnership agreements.

Annex 1: EuroClio's Code of Conduct

Code of Conduct for people working for or with EuroClio (Last review: March 2020)

Why this Code of Conduct?

The European Association of History Educators (EuroClio) aims to support the development of responsible history, heritage and citizenship education by the promotion of acquainted values, critical awareness, mutual respect, peace, stability and democracy. It acknowledges the values of the Universal Declaration of Human Rights (UDHR), the United Nations Convention on the Rights of the Child (UNCRC), the Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights), and the conventions concerning human rights as ordained by the United Nations. These values are reflected in the Manifesto, which amongst others, stresses the importance of questioning traditional patterns such as social, generational, sexual, national, ethnic and racial, linguistic and religious backgrounds.

This code of conduct is part of our ambition to ensure a safe, welcoming, inspirational and professional environment for everybody working for and with EuroClio, and for those involved in/impacted by EuroClio's activities and operations.

To whom and when does it apply?

This code applies to people who are affiliated or contracted with EuroClio. This includes, but is not limited to, the Board and Staff members, both permanent and temporary, Professional Volunteers, Ambassadors, Authors, Editors, Mentors, Workshop Leaders, Keynote Lecturers, Coordinators, Experts, Contractors, Consultants, Trainees, Research Trainees, and Partner Organisations who are working in projects led by EuroClio.

EuroClio seeks to protect as much as possible all participants- including children, young people and adults at risk- in the events it organises and the partners of external organisations, therefore this Code of conduct applies to all people attending EuroClio's events, both onsite and online.

Harassment and forms of discrimination

Harassment and discrimination are linked. Harassment being an expression of discrimination. Harassment is a behaviour characterized by an unwelcome conduct causing unease, offence or humiliation to another person. It is often **repetitive**, and that is why such behaviours should be

prevented or addressed in their early stages. Harassment can relate to sex, gender identity, sexual orientation, physical ability, appearance, ethnicity, national origin, age, religion and any other physical or non-physical trait.

It can be any conduct of verbal, nonverbal or physical nature, including written and electronic communications, and may occur between people of different or the same genders. The following behaviours Examples include, but are not limited to:

- Attempted or actual sexual assault, including rape.
- Unwelcome body-touching in any manner.
- Sexually suggestive communications in any format.
- Insults with gender/sexual connotation.
- Repeatedly asking a person for dates, or asking for sexual intercourses.
- Derogatory comments about someone's sexual orientation, gender identity, race, ethnicity, disability.
- Comments about physical appearance, clothes or behaviours.

Furthermore, under EuroClio's commitment to prevent child abuse and exploitation, all persons and organisations working for and with EuroClio will not:

- Engage in any sexual activity with a child (person under 18 years old). This regardless of the age of consent or custom of the local context.
- Exchange money, goods, favours, employment or services for sex.
- Hit or physically abuse children, even if it is culturally acceptable in the local context.
- Sent any private message to children who are involved or participating in EuroClio's activities, events and projects, or any other circumstances related to EuroClio's work and operations.
- Emotionally or verbally abuse children.
- Make inappropriate comments or referrals about their gender, sexual orientation, age, language, socio-economic condition, etcetera.
- Show favouritism to a child or children or exclude a child or children.
- Involve a child in any type of exploitation, illegal activity and harmful or hazardous labour.

The above-mentioned behaviours are not comprehensive nor exclusive of others, and this list does not represent the totality of sexual harassment, abuse and discrimination cases. Similar behaviours targeting other traits, such as listed above, will be sanctioned as well.

As part of our Code of conduct, all people that are involved with the work of EuroClio, should refrain from the behaviour listed in this section. These are professional standards which everybody should abide by at all times when dealing with EuroClio related-work and needed in order to work with integrity and respect toward each other.

In case violations of the code happen and harassment or violation did take place, we have the complaint procedures listed below. This complaint process applies to everyone EuroClio-related, including EuroClio partners during projects, to project contributors, or to people attending events hosted or organized by EuroClio.

Actions taken in response to complaints

A variety of actions can be taken by EuroClio in retaliation to documented misconduct, ranging from mediation between the victim and the harasser for cases of poor-chosen words, to legal action and cessation of collaboration and ban for assessed harassment and aggressions.

EuroClio has in place a Child Protection Policy. Incidents and allegations related to a child or children must follow the reporting and responding mechanism established in the Policy. (See: EuroClio's Child Protection Policy, Section 3).

EuroClio wants to make clear it will support the victim in any case, and might itself launch a separate trial in case of criminal offense and a breach of contract.

Overview of complaint procedures

- **Direct:** If deemed comfortable with it, for example in case of minor offense such as offensive or inappropriate jokes, a victim can address the offender directly to discuss the issue. EuroClio insists that the victims should do so only if they feel safe with the people involved.
- **Informal complaint system:** Two Staff Members, Alice Modena and Steven Stegers, have received training in mediation, and are the contact persons to report cases of harassment and discrimination within EuroClio.
- **Formal complaint system:** Depending on the judgement of the victim, mediation might not be possible. For such cases, an email address has been set up for anyone EuroClio-related to file a complaint: complaints@euroclio.eu. This inbox will be monitored by Alice Modena. The Executive Director and the Board will be notified of the complaints, and an enquiry will be conducted by EuroClio.
- **External:** In severe cases and cases where victims feel unsafe, EuroClio encourages victims to report serious cases to competent legal authorities and seek help. In countries of the European Union, victims fearing for their security can call emergency number 112.

All complaints and remarks will be processed with care and understanding, and no legal action will be undertaken without the consent of the person reporting.

The complaints process should not disrupt the normal course of business at EuroClio. Intimidation or threats to a victim who has initiated such a procedure will result in the immediate termination of all EuroClio activities with the offender.

Annex 2: Declaration of Commitment to EuroClio's Child Protection Policy

By signing this document, I acknowledge that I have read, understood and accept the EuroClio's Child Protection Policy, its procedures and annexed documents. Likewise, I agree and compliant to EuroClio's Child Protection Policy's values, principles, procedures and practices to create a safer environment for children while working for or associated to EuroClio.

Furthermore, I understand that:

- Any violation of EuroClio's Child Protection Policy may result in disciplinary action including temporary suspension and/or termination of employment contract and/or partnership engagement.
- I, and/or any other person and/or organisation working for and with EuroClio will report, if necessary, any concern or allegation of child abuse to local authorities and child protection agencies.
- Any employment contract or partnership engagement is subject to the acceptance, commitment and signing of EuroClio's Child Protection Policy.

Name: _____
Signed: _____
Date: _____

*Please return this document to EuroClio's Secretariat once it is completed.

Annex 3: Recognising signs of abuse.

The signs of child abuse are difficult to identify. However, protecting children from all forms of abuse is a shared responsibility. Therefore, it is important to be alert to potential signs and carefully assess the response. Child abuse includes physical abuse, emotional abuse, sexual abuse and neglect. Children experiencing abuse may also experience other type of abuse at the same time. Moreover, they may be afraid to tell anybody about the abuse. The following lists of possible signs of abuse by the [National Society for the Prevention of Cruelty to Children \(NSPCC\)](#) will guide you to spot them and help you to assess the situation. If you have any concerns or allegation, please contact the Child Protection Focal Point or the partner manager.

Possible signs of physical abuse

- Bruises, burns, scalds, sprains, dislocations, bites, cuts.
- Broken or fractured bones
- Injuries in body the body in places that are not normally exposed to falls.
- Multiple injuries (such as bruising, fractures).
- Unlikely excuses for injuries.
- Chronic running away.
- Self-destructive tendencies.
- Aggression towards others.
- Fear of physical contact - shrinking back if touched.
- Distrust of adults.

Possible signs of neglect

- Poor personal hygiene.
- Poor clothing.
- Health and development problems.
- Housing and family issues.
- Stealing or hiding food.
- Constant tiredness.
- Low self-esteem.
- Being withdrawn, depressed or anxious.
- Becoming aggressive.
- Missing school.
- Drug or alcohol abuse.

Possible signs of emotional abuse

- Slow physical, mental and/or emotional development.
- Sudden speech disorders
- Lack confidence or become wary or anxious.
- Overreaction to mistakes.
- Extreme fear of any new situation.
- Chronic running away.
- Attention seeking behaviour.
- Extreme passivity or aggression.
- Drug or alcohol abuse.

Possible signs of sexual abuse

- Avoiding being alone with or frightened of people or a person they know.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Changes in their mood (feeling irritable and angry, or anything out of the ordinary).
- Anal or vaginal soreness or itching.
- Bruising or bleeding near the genital area.
- Discomfort when walking or sitting down.
- An unusual discharge.
- Sexually transmitted infections (STI).

EuroClio Contact Details

- EuroClio's Secretariat
Phone: 00 31 70 3817836
E-mail: secretariat@euroclio.eu
- EuroClio's Child Protection Focal Person:
Eugenie Khatschatrian
Phone: 00 31 70 3817836
E-mail: eugenie@euroclio.eu

This policy has been reviewed and approved by:

Steven Stegers

Executive Director



EuroClio



(23/03/2022)