Child Protection Policy

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EuroClio
Inspiring History
and Citizenship Educators

Deik-
Children's Rights Research
and Consultancy

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Cover image

Student workshop for Who Were the Victims of the National Socialists? in Donostia-San Sebastian, Spain.

Image: EuroClio

Disclaimer

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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]

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.[2]

Child on child abuse Child on child abuse, also known as peer-on-peer abuse, refers to situations where a child is harmed, either physically, sexually, or emotionally, by another child. This type of abuse can occur in various settings, such as schools, homes, or online, and includes behaviours like bullying, harassment, physical violence, and sexual assault.[3]

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 protection policy It 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.[4]

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

[2] WHO, p. 16.

[3] FERRER & CO. *Addressing child-on-child abuse: a resource for schools and college*. (FERRER & CO, 2023), p .5.

[4] 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.

Child safeguarding	It 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.[5]
Child sexual abuse	It 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).[6]
Child sexual exploitation	It 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 *peer-on-peer* sexual exploitation.[7]
Emotional abuse	Involves both isolated incidents and patterns 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.[8]
Hate speech	It is defined as any kind of communication in speech, writing, or behaviour that attacks or uses pejorative or discriminatory language regarding a person or a group based on their identity.

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[5] Keeping Children Safe, *Child Safeguarding Standards and how to implement them* (Keeping Children Safe,) 2014), p.3.

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

[7] ECPAT, p. 25.

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

This includes factors such as religion, ethnicity, nationality, race, colour, descent, gender, or other identity factors.[9]

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.[10] 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 health and dental care; making sure the child receives a suitable education; and meeting the child's basic emotional needs.[11]
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, including hate speech, and several forms of online child sexual abuse an exploitation); b) violence against children perpetrated by adults (online child sexual abuse and exploitation, child exploitation).[12]
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.[13] The term is also understood as *physical violence*, 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.[14]
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

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[9] United Nations, UN Strategy and Plan of Action on Hate Speech (UN, 2019), p. 2.
[10] *Ibid.*

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

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

[13] Keeping Children Safe, 2014, p.5.

[14] 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.

partner violence, sexual violence, and emotional or psychological violence.[15]

Other relevant definitions

Ambassadors	Refers to those persons who have worked long-term for EuroClio in a professional or volunteer capacity and are strong supporters of EuroClio's mission.
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.
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, Project Managers, Programme Directors and Research Coordinators.
Professional Volunteers	Refers to those persons who have worked 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.
Trainees	Trainees are university students and/or recent graduates who, under supervision from the Secretariat staff, contribute to EuroClio's projects and activities.

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[15] World Health Organization, *Violence against children*, at: https://www.who.int/news-room/fact-sheets/detail/violence-against-children, accessed 3 October 2024.

Introduction

The European Association of History Educators, EuroClio, was established to protect and promote history and citizenship education as a vital component in the development of young people.

EuroClio envisions a world where all learners grow into responsible and engaged citizens through history and citizenship education that fosters mutual understanding and peace.

Our mission is to inspire and empower educators to engage students in innovative and responsible history and citizenship education.

EuroClio's work is grounded in the values of the Universal Declaration of Human Rights (UDHR) and other key international human rights instruments endorsed by the United Nations, as well as the European Convention on Human Rights (ECHR). Our initiatives also align with international standards, including the Council of Europe's Quality History Education in the 21st Century.

We believe that protecting children from all types of violence is essential to providing them with the rights, knowledge, space, support, and challenges they need. This foundation allows young people to express their views confidently and communicate effectively with others.

Commitment to a safer learning environment

As an international organisation dedicated to education, EuroClio is committed to fostering safe and respectful learning environments. We support the development of responsible and forward-thinking history, citizenship, and heritage education by promoting critical thinking, multiperspectivity, mutual respect, and the inclusion of complex issues.

This approach encourages skills such as balanced decision-making, conflict resolution, and critical analysis, as outlined in EuroClio's Manifesto on High Quality History, Heritage, and Citizenship Education: 15 Principles for the Recognition of History's Role in Youth Development.

Advocating for the right to quality education

At EuroClio, we believe that every child's right to education, alongside their fundamental human rights, is essential for their safety and future potential. Equitable access to quality education equips children with the tools to build safe, meaningful, and empowered lives.

The role of history, heritage, and citizenship education

We believe that quality education in history, heritage, and citizenship plays a unique role in preparing young people for democratic societies. Through this education, students learn to navigate diverse perspectives on the past, embrace cultural, religious, and linguistic diversity, and develop the competencies needed to thrive in multicultural and democratic communities.

1. Policy framework

1.1. Policy statement

As an international association dedicated to education, EuroClio is committed to respecting and protecting the rights of its primary beneficiaries—young people aged 13 to 18. This commitment includes safeguarding their right to protection from all forms of violence, abuse, and neglect.

To fulfil this commitment, EuroClio's work and its Child Protection Policy are underpinned in the principles and rights enshrined in the United Nations Convention on the Rights of the Child (UNCRC), including:

- All children have equal rights, without discrimination (UNCRC, Article 2).
- The best interest of the child must be a primary consideration in all decisions and actions affecting them (UNCRC, Article 3).
- Every child has the right to life, survival, and development (UNCRC, Article 6).
- All children have the right to express their views, feelings, and wishes on matters that affect them, with their perspectives taken seriously (UNCRC, Article 12).
- All children must be free to express their thoughts and opinions, and to have access to all sources of information (UNCRC, Article 13).
- Every child has the right to privacy (UNCRC, Article 16).
- All children have the right to be protected from violence, abuse and neglect (UNCRC, Article 19).
- All children have the right to education (UNCRC, Article 29).

EuroClio holds a special responsibility to protect the children who engage with us—whether as experts, participants, or through any of our fundraising, communication, or advocacy campaigns. Therefore, no child should experience harm as a result of their involvement with EuroClio.

This responsibility also extends to all individuals and organisations working with or associated with EuroClio. Hence, everyone involved in EuroClio's work must be familiar with and adhere to this policy. In cases of child protection concerns or breaches of this policy, our actions and decisions will be guided by the principle of the child's best interests, while also recognising the vital role of parents, families, and other caregivers in children's lives.

1.2. Policy purpose

The primary purpose of this policy is to outline the procedures and measures necessary for EuroClio to create a safer environment for children, honouring our commitment to protect and respect their rights—including the right to be protected from violence, abuse and neglect. The EuroClio Secretariat will progressively implement this policy, adapting it and its child friendly format as needed for specific projects and activities.

Objectives:

- **Prevention and response:** establish standards and procedures to prevent and respond to potential harm to children, applicable to all individuals and organisations working for, with, or on behalf of EuroClio, including staff, trainees, volunteers, board members, ambassadors, consultants, and partner organisations.
- **Awareness and compliance:** ensure that all individuals and organisations working with EuroClio understand and adhere to child protection principles.
- **Understanding and action:** equip those involved in EuroClio's work with the knowledge to recognise signs of child abuse, understand potential risks associated with our work, and respond promptly in the child's best interest.
- **Accessible resources:** provide accessible, regularly updated documentation, workshop materials, and procedures on child protection.
- **Awareness and best practices:** raise awareness and promote best practices to protect and respect children's rights within the educational field.

1.3. Scope of application

EuroClio's Child Protection Policy applies to:

- All EuroClio Secretariat staff, Board members, trainees, and volunteers.
- Individuals acting on behalf of EuroClio, including authors, editors, animators, researchers, video producers, keynote speakers, and consultants.
- Partner organisations involved in EuroClio-led projects.
- Adults accompanying children to events and activities organised by EuroClio.
- All individuals and partner organisations participating in EuroClio events and meetings involving children, including teachers, youth workers, journalists, sponsors, donors, and policymakers.

2. Roles and responsibilities.

2.1. Management responsibilities

1. The EuroClio Executive Director is responsible for ensuring the proper and effective implementation of the Child Protection Policy and its procedures.
2. A designated Child Protection Focal Person has been appointed, responsible for the following:

   a) Ensuring that all activities and projects involving children include risk assessment procedures during both the design and delivery phases.
   b) Developing and implementing risk mitigation strategies for activities and projects involving children.
   c) Documenting and archiving all incidents, inquiries, and responses related to child abuse.
   d) Supporting the collection and secure archiving of signed Codes of Conduct.
   e) Providing support and information to EuroClio's Secretariat, trainees, Board, and volunteers on child protection issues.
   f) Organising regular training and knowledge management sessions on child protection topics.

3. EuroClio Secretariat staff will inform stakeholders about the Child Protection Policy and its procedures, raising awareness as needed.
4. EuroClio Secretariat will provide a child-friendly version of the Child Protection Policy, ensuring it is accessible and well-publicised to all children involved in EuroClio activities.
5. Both the Child Protection Policy and the child-friendly version are accessible on the EuroClio website: https://euroclio.eu/
6. EuroClio Secretariat will integrate the Child Protection Policy into all core processes and policies developed by the organisation.

2.2. Safer recruitment and selection

1. The EuroClio Secretariat emphasises EuroClio's commitment to respecting children's rights and ensuring a safe environment for all children in recruitment advertisements, interviews, and employment contracts.
2. The EuroClio Secretariat highlights EuroClio's Child Protection Policy and Code of Conduct in all recruitment advertisements, interviews, and employment contracts.
3. The EuroClio Secretariat includes questions about child safeguarding and potential risks of harm to children during interview processes.
4. The EuroClio Secretariat requires all candidates to accept, commit to, and sign both EuroClio's Code of Conduct (see Annex 1) and the Declaration of Acceptance to EuroClio's Child Protection Policy (see Annex 2) as part of their contract.

5. The EuroClio Secretariat requests the names and contact details of three references from previous employers who can speak to the candidate's experience and suitability to work with children, both directly and indirectly.
6. The EuroClio Secretariat verifies the identity of all referees provided.

2.3. Code of conduct

1. In March 2022, EuroClio integrated child safeguarding measures into its Code of Conduct (see Annex 1: EuroClio Code of Conduct).
2. The Code of Conduct applies to all individuals affiliated with or contracted by EuroClio. This includes, but is not limited to, Board and staff members (permanent and temporary), professional volunteers, ambassadors, authors, editors, mentors, workshop leaders, keynote lecturers, coordinators, experts, contractors, consultants, trainees, research trainees, and partner organisations involved in EuroClio-led projects.
3. The Code of Conduct applies to all individuals, including children, participating in EuroClio's events and activities, whether held onsite or 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 response 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 Secretariat staff, trainees, and volunteers will inform EuroClio's partner organisations about the Child Protection Policy and its procedures.
2. EuroClio's Child Protection Policy and its procedures will be included in all partnership agreements or memorandums of understanding with partners.
3. EuroClio Secretariat will inquire about child protection policies or safeguarding measures in place at new partner organisations.
4. If a partner organisation does not have a child protection policy or safeguarding measures, EuroClio Secretariat will require the organisation's

legal representative to formally accept, commit to, and sign EuroClio's Child Protection Policy (see Annex 1: EuroClio Code of Conduct and Annex 2: Declaration of Acceptance to EuroClio's Child Protection Policy).

2.6. Risk assessment and mitigation

1. EuroClio is committed to designing and delivering activities, products, projects, and operations that uphold children's rights and ensure their safety.
2. The EuroClio Secretariat develops risk assessments and Children's Rights Impact Assessments (CRIA) to guide the design and implementation of activities, products, projects, and operations involving or affecting children.
3. The EuroClio Secretariat implements, monitors, and evaluates measures for risk prevention and mitigation in all activities, projects, and operations that involve or impact children.
4. The assessment of these strategies is integrated into the monitoring, evaluation, and learning system of EuroClio's Child Protection Policy.

3. Procedures

3.1. Preventing, responding to, and reporting child sexual abuse

3.1.1. Prevention and principles

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 for dealing with the reporting procedure in case any concern or allegation emerges.

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: Recognising Signs of Abuse).
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.

3.1.2. Reporting procedures

1. Responsibility to report: all witnessed, suspected or alleged violations of EuroClio's Child protection Policy should be seriously considered, at all times, and should be immediately reported to the Child Protection Focal Person (Eugenie Khatschatrian at eugenie@euroclio.eu) or a 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) A first report about concerns or allegations can be made in person or via phone, but it should be ultimately done by using the 'Suspected Child Abuse Reporting Form' (see Annex 4: Suspected Child Abuse Reporting Form).
    c) All concerns or allegations should be reported immediately with a maximum of 24 hours since the incident.
    d) Email the report directly to Eugenie Khatschatrian (EuroClio's Child Protection Focal Person) at eugenie@euroclio.eu

3. External concerns or allegations:

    a) External concerns or allegations are related to child abuse incidents out of EuroClio's activities, products, and operations.
    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 where EuroClio's activities or projects are taking place.
    c) In case the incident is not reported to local authorities, EuroClio's Secretary will apply internal procedures.

3.1.3. Responding procedure

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 EuroClio can lead to disciplinary actions including the termination of work contract or partnership agreement.
   f) False allegations will be 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.

3.2. Reporting and responding procedures for hate speech against children

3.2.1. Principles

1. **Safe learning environment:** EuroClio's Secretary is committed to protecting children's rights to ensure a safe and supportive environment for them. All those involved with EuroClio's Secretary's projects and activities must ensure that they provide a safe learning environment for all.

2. **Forms of violence:** violence against children can take many forms: physical, sexual, verbal, or emotional, both online and offline.
3. **Protection against all forms of violence and harm:** in line with article 19 of the UNCRC, EuroClio's Secretary is committed to safeguarding children from all forms of harm and violence, including hate speech.
4. **Non-discrimination:** in accordance with article 2 of the UNCRC, EuroClio's Secretary prioritises protecting children from any type of discrimination. Therefore, discrimination based on race, ethnic origin, religion, political or other opinions, or any other kind, should not be allowed and tolerated by all EuroClio's Secretary, external partners and experts and children participating in EuroClio's projects.
5. **Protecting freedom of expression:** following article 13 of the UNCRC article, EuroClio's Secretary is committed to respect and protect children's right to have freedom of expression, including to seek, receive, and share information and ideas of all kinds, across all borders, either orally, in writing, in print, through art, or via any other media of the child's choice. EuroClio's Secretary protects this right by combating hate speech.

3.2.2. Prevention and risk assessment:

EuroClio's Secretary and external partners and experts must conduct a risk assessment to identify potential harms to children, both offline and online including bullying, hate speech, and sexual abuse and exploitation.

1. **Identify risks:** consider how hate speech and violence might hurt children. These risks can include emotional distress, psychological harm, social exclusion, academic disruption, or even physical harm.
2. **Assess the context:** understand the age, developmental stage, cultural background, and specific vulnerabilities of the involved young participants.
3. **Recognise higher-risk groups:** some children might be easier targets for hate speech because of their race, religion, who they like, or their gender.
4. **Consider online trends:** analyse the rules and reporting features of the online platforms regarding hate speech. Keep an eye on online platforms during and after events to identify and address any incidents. Below you will find reporting and safety resources from popular online platforms:

    - Facebook
    - Instagram
    - Kik
    - Snapchat
    - TikTok
    - Tumblr
    - WeChat

- [WhatsApp](#)
- [X (formerly Twitter)](#)
- [YouTube](#)

3.2.3. Mitigating measures

1. **Awareness sessions:** provide information sessions about hate speech, its impact, and the importance of respectful communication during implementation of projects and activities.
2. **Universal values:** explain that EuroClio mission and work are underpinned in human rights as universal values, and all involved with EuroClio's projects and activities are expected to adhere to them.
3. **Balance freedom and safety:** respect the right to freedom of opinion and expression while taking steps to combat hate speech during projects, activities and events.
4. **Promote understanding:** help young participants understand the consequences of hate speech and the value of promoting diversity, inclusion, and empathy.
5. **Encourage reporting:** urge children to report any incidents of hate speech or violence they encounter during the projects or activities. Encourage them to become familiar with the reporting tools available on social media platforms, as discussed in the previous session, to help remove harmful content.
6. **Feedback and complaints:** provide spaces for children to report hate speech incidents and give direct feedback during events and activities.
7. **Community support:** seek support from parents, guardians, caregivers, school authorities, and the wider community to prevent and manage violence.

3.2.4. Reporting procedures

1. **Initial assessment:**

    a) Assess the immediate safety and well-being of the affected child.
    b) If the child is in immediate danger, take necessary actions to ensure their safety, including contacting law enforcement if required.

2. **Online hate speech:** prompt the affected child to report the incident using the reporting tools available on social media platforms to help remove harmful content. Additionally, inform teachers, parents, or guardians and monitor the actions taken by the online platforms.

3. **Support for the affected child:**

    a) Provide access to counselling and emotional support services.

b) Offer a safe space for the child to talk about the incident and their feelings.

c) Keep the child and their parents/guardians informed about the progress and outcomes of the investigation.

4. **Child-on-child abuse:** ensure that the rights of the suspected child are fully protected, including their safety and privacy. Inform school authorities as well as the child's parents, caregivers, or guardians.

5. **Nonviolent and respectful intervention:** combating hate speech should be always immediate, non-violent and focused on correcting the behaviour by calling up the respect for values and principles. All forms of violence against children are not allowed including humiliation or punishment.

6. **Internal reports:**

   a) **Definition:** internal concerns or allegations refer to incidents that directly involve 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, Partner Organisations and who are working in projects led by EuroClio and children directly involved in EuroClio's projects and activities.

   b) **Who can report:** any child, parent, caregiver, person, or partner organisation working for or with the EuroClio's Secretary, who witnesses or becomes aware of hate speech against a child during the implementation of any EuroClio's projects and activities.

   c) **How to report:** a first report about concerns or allegations can be made in person or via phone, but it should be ultimately done by using the 'Reporting Form for Suspected Hate Speech Against Children' (See Annex 5: Reporting Form for Suspected Hate Speech Against

   d) Children).

   - All concerns or allegations should be reported immediately with a maximum of 24 hours since the incident.
   - Email the report directly to the Child Protection Focal Person at eugenie@euroclio.eu (Eugenie Khatschatrian - EuroClio's Child Protection Focal Person)
   - Copy the email to the member of the Consortium involved in the activity where the concern or allegation regarding hate speech took place.

7. **External concerns or allegations**

a) **Definition:** external concerns or allegations refer to incidents that may occur outside c's activities, products, and operations.

b) **How to report:** EuroClio's Secretary is not an investigative authority and lacks expertise in specialised child protection issues including hate speech against children. If required, EuroClio's Secretary, staff members or related external partners or experts should inform the local authorities and child protection services where the incident took place.

3.2.5. Responding procedure

1. Internal concerns or allegations

   a) EuroClio's Secretary should inform the involved child and their parents or caregivers about the situation and the support being provided.
   b) The person or partner organisation against whom an allegation is made will be kept fully informed throughout the process.
   c) In case of a child, all the procedures should be done in a child friendly manner, with the support of school and local authorities. Also, parents or caregivers should be also informed and receive support.
   d) EuroClio's Secretary will assess and investigate the situation.
   e) If necessary, EuroClio's Secretary should inform local authorities and child protection services, follow up on their actions, and inform the Child Protection Focal Person for further decisions in accordance with this policy.
   f) If the situation does not need to be reported to local authorities and child protection agencies, EuroClio's Secretary and the Project Management Boardwill make further decisions in accordance with this policy.
   g) In the case of a child, both school EuroClio's Secretary will determine whether the child will continue in the project.

2. External concerns or allegations

   a) EuroClio's Secretary, with the support of the Child Protection Focal Person, should internally report any external situation.
   b) If the situation is not reported to the local authorities, EuroClio's Secretary will make decisions according to this policy.

3.3. Communications, use of social media and ICT

3.3.1. Principles

1. **Respect for children's rights:** EuroClio is dedicated to respecting and protecting children's rights in both offline and online settings.
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. **Children as right holders:** children should be portrayed in ways that respect their rights and viewing them as citizens and rights holders.
4. **Respect and dignity:** EuroClio's Secretariat ensures that in all communication and ICT's activities, projects and operations children are portrayed positively, with their rights and voices at the forefront.
5. **Respect for privacy and confidentiality:** all personal information and data collected from children will be kept confidential and secure. Informed consent must be requested to young participants or their parents or guardians.
   In all activities, projects and operations involving children and/or impacting upon children will apply EuroClio's Privacy & General Data Protection Regulation (GDPR)[16] Policy.
6. **Empowerment through voice:** children have the right to be heard. It is essential to encourage them to express their views and opinions on matters that affect them.
7. **Risk assessment:** a risk assessment must be conducted to identify potential risks of hate speech and harmful, discriminatory, and violent narratives in all communications, social media, and online activities and products.

3.3.2. Informed consent:

1. **For data protection and consent of minors** EuroClio projects and activities will adhere to the General Data Protection Regulation (GDPR) and EuroClio policy regarding this regulation. For projects and activities in non-EU countries the domestic legislation concerning data protection must apply.
2. **For younger children (under the local age of consent):** consent is needed from both parents or guardians (See Annex 7: Media Consent Form for Parents/Legal Guardians/Caregivers) and the child (See Annex 6: Media Consent Form for Children).
3. **For children (above the local age of consent):** only the child's consent is required (See Annex 6).
4. **Clear communication:** ensure both the child and their parents or caregivers understand they are interacting with media professionals. The purpose and intended use of interviews and materials must be clearly explained.

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[16] 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).

5. **Addressing concerns:** if a child seems overwhelmed or uncomfortable, address their concerns before proceeding with the consent.
6. **Consent can be withdrawn:** both the child and their parents or caregivers have the right to withdraw consent at any time.

3.3.3. Gathering content with care:

1. **Safety first:** prioritise child safety by avoiding situations that could put them at risk during content gathering or future use of the material. Avoid harmful stereotypes and stigmatisation that could lead to harm, abuse, discrimination, or exclusion.
2. **Respectful representation:** avoid gathering content that could shame, humiliate, degrade, emotionally abuse, discriminate against, or exploit children. Strive to portray them with dignity and respect.
3. **Positive experiences:** aim to create a safe and positive environment where children can learn and grow through the content gathering process of their own information.
4. **Empowering narratives:** focus on powerful stories built on the views and opinions of children.
5. **Authenticity matters:** avoid fabrication or unrelated requests. Encourage children to share their own experiences and perspectives.

3.3.4. Secure storage of materials:

1. **Data protection:** prioritise data security through encryption, strong passwords, and careful handling of sensitive information.
2. **Privacy matters:** children's personal information collected during interviews must be kept confidential. It can be only disclosed with appropriate consent or legal requirements.
3. **Maintaining integrity of the collected content:** take steps to ensure collected content remains unaltered and reflects the original context and message.

3.3.5. Responsible use and dissemination:

1. **Official channels only:** material should be only shared through official websites and social media accounts. Avoid unsupervised and unofficial platforms.
2. **Respecting names:** whenever possible, use young participant's actual names unless it poses a safety risk. Pseudonyms are only used with clear communication and secure record-keeping.
3. **Protecting identity:** avoid publishing details that could identify a child, such as full names, school's badges or locations, and specific landmarks.
4. **Prioritising safety:** stories, images, or videos that pose a risk to a child, their family, or community are never published, even if identities are obscured.

5. **Crediting sources:** all content or material is credited to EuroClio and involved partners.

3.4. Research involving children

3.4.1. Principles

1. In accordance with the UNCRC and other relevant international human rights instruments, EuroClio's Secretariat is committed to prioritising the dignity of child participants and respecting their rights throughout the research process.
2. EuroClio, external partners and researchers must ensure all projects and activities that include research adhere to the following recommendations:

3.4.2. Involving children

1. Relevance and benefits:

   a) Ensure that the research benefits children generally and the specific child participants of the project or activity.
   b) Clearly define the aims and expected outcomes of involving young participants in the research.

2. Stages of participation:

   a) Identify the research stages where children can contribute meaningfully, such as design, data collection, analysis, and dissemination.
   b) Specify the roles children will play at each stage.

3. Data sources and risk assessment:

   a) Use primary and secondary data sources that align with a child rights-based approach.
   b) Conduct a thorough risk assessment for all activities involving young participants, identifying potential risks and implementing safeguarding measures.

3.4.3. Designing and planning research

1. Fairness, equity and non-disclination

   a) Ensure that no child is discriminated against during the research process. (Article 2, UNCRC).
   b) Promote inclusive participation, avoiding exclusion based on language, social, economic, religious, gender, or other backgrounds.

    c) Address potential barriers to participation, such as language or location, and provide solutions.

2. Best Interest of the child

    a) Prioritise the best interests of the child in all research-related actions (Article 3, UNCRC).

3. Voluntary participation and right to participate

    a) Ensure voluntary participation based on informed consent, respecting children's right to be heard and taken seriously (Article 12, UNCRC).
    b) Communicate research details in a child-friendly manner, suitable to their age and development level.

4. Respect privacy and confidentiality.

    a) Keep children's information safe and secure. Explain how confidentiality might need to be broken in rare cases, like if a child's safety is at risk. (Article 16, UNCRC).

5. Risk assessment and mitigation

    a) Avoid harm to children, society, and researchers. Assess potential risks and implement measures to reduce them.
    b) Provide child-friendly information about the research and obtain informed consent from children and their guardians.
    c) Include support mechanisms like helplines and ensure availability during and after the research.

6. Research methods and active participation of children

    a) Include research methods for active participation of children.
    b) Use child-friendly research methods, allowing young participants to express their opinions through various channels.
    c) Formulate age-appropriate questions and test them to ensure comprehension and minimise potential distress.

3.4.4. Conducting research:

1. Privacy and confidentiality:

    a) Protect children's privacy and confidentiality throughout the research process.
    b) Ensure data security, explain limits to confidentiality, and decide on the presence of guardians during research sessions.

2. Ethical consent:

    a) Obtain voluntary, informed consent from children and their guardians, following GDPR and domestic laws (See Annex 8: Consent Form for Children in Research and Annex 9: Consent Form for Parents/Legal Guardians/Caregivers of Young Participants in Research).

    b) Provide clear, child-friendly information about the research aims, benefits, and children' rights as participants.

3. Children participation

    a) Ensure children understand their rights and they can make informed decisions about participating.

    b) Establish trust through engaging activities and allow children's choices in the interview process.

    c) Validate and involve children in reviewing and commenting on the data collected.

3.4.5. Research dissemination

1. Communicate research findings in a child-friendly format, using appropriate language and visuals.
2. Acknowledge children's contributions and consider involving them in dissemination events.
3. Promote the research findings for the broader benefit of children and society.

3.4.6. Research assessment and follow-up

1. Incorporate feedback children in follow-up actions.
2. Reflect on the research process with children, explaining the use and impact of their data.
3. Establish complaint procedures and keep participants informed about the research progress and outcomes.

3.5. Child participation

3.5.1. Principles

1. EuroClio is committed to respecting and protecting children's right to participate and express their views. In alignment with Article 12 of the UNCRC, EuroClio Secretariat, external partners and experts, and volunteers must ensure that all activities and products involving young participants adhere to these principles:

a) All children have the right to participate without any form of discrimination.
b) Every child is capable of forming their own views.
c) Every child has the right to freely express their views.
d) This includes all matters affecting their lives, such as societal issues like peace, democracy, inclusion, diversity, amongst others.
e) The views of young participants should be given due consideration according to their age and maturity.

3.5.2. Inclusive learning environment

1. Safe and inclusive environment

   a) Prioritise children's safety and assess any potential risks associated with their participation in the project.
   b) Ensure young participants are treated with respect throughout their participation in the activity or project.
   c) Create a welcoming and inclusive environment where every child feels valued and respected.
   d) Encourage participation from all young participants, regardless of their background or abilities.
   e) Address any cases of bullying, exclusion or discrimination promptly.

2. Participation is a right and choice

   a) Inform young participants of their right to choose whether or not to participate or express their views, and their right to withdraw from activities or projects at any time without facing negative consequences.

3. Clear communication

   a) Use simple, clear language to explain activities and instructions in a child- friendly manner.
   b) Ensure that all materials are in the local language, as well accessible and comprehensible to all young participants.

4. Encourage expression:

   a) Provide spaces and opportunities for all children to freely express their views and share their ideas.
   b) Use various methods for expression, such as speaking, writing, drawing, or acting.

5. Age-appropriate engagement and needs

a) Design activities that are suitable for the age and developmental stage of children.
b) Adjust the complexity of tasks to match their abilities and interests.
c) Be flexible and willing to adapt activities to meet the diverse needs of students.
d) Provide additional support or modifications as necessary to ensure everyone can fully participate.

6. Provide choices:

   a) Offer children options in activities to increase their sense of autonomy and engagement.
   b) Allow them to choose roles, topics, or methods that interest them.

7. Recognise and celebrate Participation:

   a) Acknowledge and celebrate the efforts and contributions of all children.
   b) Provide positive reinforcement to encourage continued participation.

8. Feedback and reflection:

   a) Provide spaces and opportunities for all children to give feedback on their participation in the project or activity.
   b) When appropriate, involve children in the follow-up processes of an activity or project, and inform them about how their input has influenced the activity or project's outcomes.

3.6. Indoor and outdoor activities

All indoor and outdoor activities directly organised by EuroClio must respect the following safeguarding measures:

1. **Risk assessment:** before the activity or event, EuroClio staff members must conduct a risk assessment to identify potential risks of harm to children and implement necessary safeguarding measures, outlining roles and responsibilities for all involved.
2. **Policy adherence:** everyone working directly in the preparation of the activity or event must agree to and follow this Children Protection Policy and its Child Safeguarding Code of Conduct (see Annex 1: EuroClio's Code of Conduct).
3. **Information sharing:** EuroClio staff members must ensure that all children, their parents or caregivers are informed about the Child Protection Policy and its child-friendly version (See Annex 10: EuroClio's Child Protection Policy (Child-friendly version- November 2024), as well as the procedures for reporting concerns or allegations of abuse.

4. **Event details:** children and their parents or caregivers must be given detailed information about the event or activity.

5. **Consent for media:** if any audio or visual material is collected during the event, local organisers must obtain informed consent from children (age dependent) and their parents (See Annex 5: Reporting Form for Suspected Hate Speech Against Children and Annex 6: Media Consent Form for Children).

6. **Confidentiality:** all personal information provided by children and their parents or caregivers must be kept confidential. The information must be destroyed one year after the project is completed.

7. **Supervision:** one-on-one situations with children must always be avoided. At least two adults should be present at all times.

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 an 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 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 projects, 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 Policy 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 European Convention on Human Rights (ECHR), 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-psychical 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.

• Send 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 Acceptance 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 and its procedures may result in disciplinary action including temporary suspension and/or termination of employment contract and/or partnership engagement, and where relevant, appropriate legal or other such actions.
- 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.

Recognising possible signs of child abuse is a complex task. Child abuse includes physical abuse, emotional abuse, sexual abuse and neglect. Children experiencing abuse may also experience other types of abuse at the same time. The charts below list possible signs of child abuse developed by the National Society for the Prevention of Cruelty to Children (NSPCC). This is not an exhaustive list, but will guide you to assess whether some forms of child abuse may have taken place. If you have any questions about these signs or any concerns or allegation regarding child abuse, please contact the Child Protection Focal Point or the partner manager.

Possible signs of physical abuse	**Possible signs of neglect**
- 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.	- 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	**Possible signs of sexual 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.	- 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).

ANNEX 4: Suspected Child Abuse Reporting Form

(Confidential)
Date:_____ City and country: _____

1. Reporter's information

Name:
Role/Position:
Contact information (phone/e-mail):
Relationship the child:

2. Child's Information

Name:
Date of birth:
Age:
Gender (describe as many options you consider convenient):
Address:
Contact information (phone/e-mail):

3. Details of the alleged abuse

Type of alleged abuse: (physical, emotional, sexual, neglect, other - specify)

Date and time of incident:
Location of incident:
Description of incident:
(Provide a detailed description of what happened. Include any direct quotes from the child, observations, and any relevant information).

4. Alleged perpetrator's information

Name:
Relationship to child:
Contact information (phone/e-mail):
Any known background information:

5. Witnesses (if any)

Name:
Contact information (phone/e-mail):
Relationship to the incident:
Statement/observation:

6. Immediate actions taken

Actions taken by reporter:
(E.g., contacted authorities, provided support to the child, etc.)

Date and time of actions taken:
Additional support provided:
(E.g., medical assistance, counselling, etc.)

7. Reporting to authorities

Has the incident been reported to the authorities? ☐ Yes ☐ No
If yes, specify:
Authority contacted:
Contact person:
Date and time of report:
Reference number (if any):

8. Follow-up plan

Planned actions:
(E.g., ongoing support for the child, monitoring the situation, etc.)

Responsible person(s):
Timeline for follow-up:

9. Additional information

Any other relevant information:

10. Reporter's signature

Signature:_____

Date:_____

ANNEX 5: Reporting Form for Suspected Hate Speech Against Children

1. Reporter's information (optional for anonymous reporting)

Name:
Relationship to the child (if applicable):
Contact information (phone/email):
Date of report:

2. Child's information

Name of the child:
Age of the child:
Parent/guardian name (if known):

3. Incident details

Date of incident:
Time of incident:
Location of incident:

4. Description of the Incident

Please describe the incident in detail, including specific words or actions that constitute hate speech:

5. Perpetrator's information (if known)

Name of the perpetrator:
Relationship to the child (if any):
Contact information of the perpetrator (if known):

6. Witnesses (if any)

Name(s) of witness(es):
Contact information of witness(es):

7. Additional evidence

Please describe any additional evidence available (e.g., photos, videos, audio recordings):

8. Immediate actions taken

Were any immediate actions taken? If so, please describe:

9. Desired outcome

What outcome do you hope to see as a result of this report?

10. Confidentiality and Follow-Up

Do you wish to remain anonymous? ☐ Yes ☐ No
Do you agree to be contacted for further information? ☐ Yes ☐ No

11. Reporter's signature (if not anonymous)

Signature: _____
Date: _____

Submission Instructions:
Submit this form to Eugenie Khatschatrian, EurocClios's Child Protection Focal Person via e-mail at:
eugenie@euroclio.eu. For immediate concerns, please contact local helplines or local child protection
authorities.

ANNEX 6: Media Consent Form for Children

Activity:
Location:
Date:

Hello!

- [HERE: in a child-friendly language briefly explain the project, the topics, its goals, audiences, the role of children and what is expected during their participation and indicate the purpose of this media consent form]

Your participation:

- We value your perspective on these important [topics] and would like to include you in our project!
- This form outlines how we collect and use photos, videos, and other visual materials for our website, social media platforms, and reports.

Media consent:

- Please indicate your choices for each point by marking "**Yes**" or "**No**" next to the corresponding statement.

Your Information:

- Full Name: _____
- Age: _____

What you can choose:

Consent Activity	Yes, I Agree	No, I Don't Agree
To take group and individual photos of you for the project.	☐	☐
To interview you and record it on video.	☐	☐
To talk to the press during events and activities, and allow visual and audio coverage	☐	☐
To record and share your voice in films, photos, and audios.	☐	☐
To share your writing, art, or any material you provide to us.	☐	☐
To use only your first name to share these materials.	☐	☐

Your Rights:

- You have the right to choose whether or not to participate.
- You can withdraw your consent at any time without consequences.
- You can request additional information about the collected materials.
- This consent applies only to this project [name].

Contact Information:
(Please provide this information only if you are comfortable doing so)

- Name and family name: _____
- Date of birth:_____
- Address: _____
- Post code and place: _____
- Phone number: _____
- Email address (optional): _____

Agreement:

- I have read, understood, and agreed to all points within the Media Consent Form for Children.

_____
Your signature

_____
Your complete name

_____
Place / Date (DD/MM/YY)

ANNEX 7: Media Consent Form for Parents/Legal Guardians/Caregivers

Activity:
Location:
Date:

Project Description:

- [HERE: in a simple language briefly explain the project, its goals, topics, audiences, the role of children and what is expected during their participation and indicate the purpose of this consent form]

Child's participation:

- We would like your child to be a part of our project! This form outlines how we collect and use photos, videos, and other visual materials for our website, social media platforms, and reports.

Media Consent:

- Please read the statements below and mark "**Yes**" or "**No**" to indicate your permission.

Child's Information:

- Full Name: _____
- Age: _____

What you can choose:

Consent Activity	Yes, I Consent	No, I Do Not Consent
To take group and individual photos of your child for the project.	☐	☐
To interview your child and record the interview on a video.	☐	☐
To allow your child to talk to the press during events, with photos and videos.	☐	☐
To record and share your child's voice in films, photos, and audios.	☐	☐
To collect and share your child's writing, art, or any material they provide.	☐	☐
To use only your child's first name when sharing these materials.	☐	☐

Important Notes:

- You and your child have the right to decide whether or not to participate or express your views.
- This consent does not imply any payment or compensation for your child's participation.
- Your child's participation is entirely voluntary. You can withdraw this consent at any time without consequences.
- You have the right to request any additional information about the photographs, videos, and other visual materials.
- This consent will be used only for this project [name]. The local organisers have the duty to inform you about any additional use of these materials.

Contact Information:

(Please provide this information only if you are comfortable doing so)

- Your name and family name: _____
- Address: _____
- Post code and place:_____
- Phone number: _____
- Email address (optional): _____

Agreement:

I, the undersigned, have read, understood, and agreed to all points within the Media Consent Form for Parents/Legal Guardians/Caregivers. I give permission for my child to participate as indicated by my choices above.

_____
Your signature

_____
Your complete name

_____
Place / Date (DD/MM/YY)

ANNEX 8: Consent Form for Children in Research

[Research Activity, Location, Date]

Project description:

[HERE: in a child-friendly language briefly explain the project/research, its goals, audiences, the role of children and what is expected during their participation and indicate the purpose of this consent form]

What will you do if you join the research?

[HERE: in a child-friendly language briefly explain the main activities involved in the research. This could include interviews, games, drawing activities, etc.]

What happens to your information?

- We will keep all your information safe and private. You can choose whether or not you want your name to be mentioned or if you want to be recognised in any reports or presentations.

Is it okay to say no?

- Yes! It is completely up to you if you want to join this research project. No one will be upset if you don't want to participate.

Who can you talk to?

- If you have any questions or want to stop participating at any time, you can talk to [name of researcher] at [phone number] or [e-mail address]. You can also talk to your parents or guardian for support.

Your Information

- Your full name: _____
- Your age: _____

Your Participation: please check "Yes" or "No" for each statement:

Statement	Yes	No
I have received and understood the information about this research.	☐	☐
This information was provided by leaflets/oral explanation/pictures/videos.	☐	☐

Statement	Yes	No
My questions about the research were answered.	☐	☐
I understand that my participation is voluntary and I can stop anytime.	☐	☐
I was told how my personal information will be protected.	☐	☐
I want my name to be mentioned or to be recognised in any reports or presentations.	☐	☐
I know I can complain or give feedback at any time.	☐	☐
I will be informed about the research findings.	☐	☐
I want to participate in this research.	☐	☐

I agree, that:

- I have read, understood, and agreed to all points in this consent form.

_____
Your signature

_____
 Your complete name

_____
 Place / Date (DD/MM/YY)

Thank you for helping us with this research! Your thoughts and opinions are important to us.

Only researchers
_____ Researcher's signature
_____ Researcher's name
_____ Place / Date (DD/MM/YY)

ANNEX 9: Consent Form for Parents/Legal Guardians/Caregivers of Young Participants in Research

[Research Activity, Location, Date]

Project description:

[HERE: in a simple language briefly explain the project/research, its goals, audiences, the role of children and what is expected during their participation and indicate the purpose of this consent form]

Research activities:

[HERE: in a simple language briefly explain the main activities involved in the research. This could include interviews, games, drawing activities, etc.]

Research consent:

- Please read the statements below and mark "**Yes**" or "**No**" to indicate your permission.

Child's Information:

- Full Name: _____
- Age: _____

What you can choose:

Statement	Yes	No
I have received and understood the information about this research.	☐	☐
My questions about the research have been satisfactorily answered.	☐	☐
I understand that my child's participation is voluntary and they can stop at any time.	☐	☐
I understand how my child's personal information and data will be protected.	☐	☐
I want my child's name to be mentioned or recognised in any reports or presentations.	☐	☐
I am aware of my right to complain and give feedback at any time during the research process.	☐	☐
I will be informed about the findings of the research and its dissemination.	☐	☐
I consent to my child participating in this research.	☐	☐

Important notes:

- Participation is entirely voluntary. Your child can stop participating at any time without any negative consequences.
- All information collected from your child will be kept confidential. Personal details will not be shared with anyone outside the research team.
- We will ensure that your child feels safe and comfortable during all research Contact Information

Agreement:

I, the undersigned, have read, understood, and agreed to all points within the Consent Form for Parents/Legal Guardians/Caregivers of Young Participants in Research. I give permission for my child to participate in the research explained above.

_____
Your signature

_____
Your complete name

_____
 Place / Date (DD/MM/YY)

Thank you for considering your child's participation in our research. Your support is valuable and greatly appreciated!

Only researchers

_____
Researcher's signature

_____
Researcher's name

_____
Place / Date (DD/MM/YY)

ANNEX 10: EuroClio's Child Protection Policy (Child-friendly version- November 2024)

Who are we?

- We are, EUROCLIO, the European Association of History Educators.
- We work to safeguard and promote history and citizenship education as a key element of the education of youngsters.
- Our vision is for all learners to become more responsible and contributing citizens through engaging in history and citizenship education for mutual understanding and peace.
- To make it possible, we want to inspire and support educators to engage learners in innovative and responsible history and citizenship education.

Our promise to protect your rights

- We are committed to respecting and protecting your rights, including your right to be safe from violence, abuse, and neglect.
- We work to make sure you can enjoy your right to education without facing any harmful influences, abuse and exploitation.
- We believe that by providing fair access to quality education for everyone, we can help give you the tools you need for a safe, bright, and empowering future.

How we protect children

- We make sure that children have a safe and supportive place to learn.
- Everyone working with EuroClio—whether individuals or organizations—must respect children's rights and protect them from any kind of harm or abuse.
- Our educational policies and materials are designed to:

  - Ensure that children are treated fairly and without discrimination.

- Respect all children, no matter their gender, nationality, ethnic background, religion, political views, age, abilities, sexual orientation, gender identity, family situation, social or economic background, or past experiences.
- Encourage children to share their thoughts and opinions and make sure their voices are heard.

We will protect you. Let us know if:

- You have been hurt by someone or feel uncomfortable around someone during a EuroClio activity or event.
- You have seen a person being hurt by another during a EuroClio activity or event.
- You have felt discriminated against or disrespected by somebody or by any our educational materials.
- Please inform the project manager. This person will listen to you and help to take the next step.
- If you want more information or prefer to talk to somebody else. Please contact Eugenie Khatschatrian, she is EuroClio's Child Protection Focal Person. She will help you. You can reach her at: eugenie@euroclio.eu

History of Changes

Version	Date	Main features
1	March 2022	- Policy statements
1.1	November 2024	- General review - Guidelines and operative documents were added

EuroClio – European Association of History Educators
Bankaplein 2, 2585 EV Den Haag
The Hague, The Netherlands
00 31 70 381 7836
secretariat@euroclio.eu

EuroClio
Inspiring History
and Citizenship Educators

EuroClio Contact Details

- **EuroClio's Secretariat**
  Phone: 00 31 70 381 7836
  E-mail: secretariat@euroclio.eu

- **EuroClio's Child Protection Focal Person:**
  Eugenie Khatschatrian
  Phone: 00 31 70 381 7836
  E-mail: eugenie@euroclio.eu

This policy has been reviewed and is approved by:

Steven Stegers

Executive Director   11 November 2024