

PRESENTAZIONE

CHILD PROTECTION POLICY of COOPERATIVE LEONARDO

Our mission.

Cooperative Leonardo intends to do everything in its power to prevent, report and respond about risks of abuse and exploitation, a harm girls, boys and adolescents. All the staff, its representatives and staff of organizations Partners will always have to demonstrate the highest standards of behavior towards girls and boys, as indicated in this Policy. These standards apply to both private and private life to the professional one of the staff and anyone else who carries out activities in the organization.

In its work, Cooperative Leonardo follows the principles established by the National and International conventions. The organization promotes effective actions aimed to ensure children wellbeing and protection, focusing on the prevention of physical and mental abuses and all forms of violence against children. In particular, the NOS Child Protection Policy is grounded on:

- UN Child Rights Convention (Art. 19 and 24);
- General Comment No. 13 (2011) of the UN Committee on the Rights of the Child – the right of the child to freedom from all forms of violence;
- Keeping children safe coalition Child Protection Standards

All workers, volunteers, partners and stakeholders of the Leonardo Cooperative will always respect the Child Protection Policy and demonstrate the highest standards of behaviour towards of the children and adolescents. Every worker, collaborator and volunteer is obliged to inspect and sign the child protection policy at the time of signing the employment contract.

These standards apply both during the professional life of the practitioners and anyone else doing business in the organization.

Our commitments to girls, boys and adolescents

As a group of people and partner organizations working to build a movement global in favor of the rights of boys and girls, Cooperative Leonardo assumes the following commitments towards them:

- **Raising awareness:** we are committed to ensuring that Cooperative Leonardo, its employee's volunteers and staff of Partner organizations are aware of the related issues abuse and sexual exploitation and the risks for minors connected to them. The minors and their families will be made aware of the rules of conduct that they can expect from staff and representatives and how they can possibly make a report of alleged abuse.

- **Prevention:** we are committed to ensuring that Cooperative Leonardo, his Volunteers and staff from Partner organizations minimize risks in order to prevent any damage to minors. An environment where children's rights are always to be created protected and possible abuses prevented.
- **Reporting:** we are committed to ensuring that Cooperative Leonardo, its employees volunteers and staff from Partner organizations are clear when reporting is needed a suspicion of possible abuse and what actions to take.
- **Answer:** We are committed to ensuring effective intervention in response to any report from abuse by supporting, protecting and protecting the child involved.

Procedures for the protection of girls, children and adolescents.

Cooperative Leonardo defines the General Procedure for the reporting and management of suspected mistreatment, abuse or exploitation of girls, boys or adolescents. In particular, it states that:

- The Board of Directors elects internally the contact person for the application of this Policy.
- The Technical Director takes care of the mapping of managed services for the protection of minors: information relating to policies, procedures and practices, contact persons and services.
- The Technical Director ensures that, based on the information provided by the mapping, procedures for managing the report are produced and implemented of possible cases of abuse and subsequent actions to be taken.
- Policy violations must all be reported, centrally, to the Policy manager, in his role as Protection Officer of boys, girls and teenagers. Each coordinator of services for minors has the task of reporting any abuse, abuse the internal contact person, as Head of the same General Procedure, is informed of the reports received from the subjects involved in the management of the case reported.
- Every six months, the internal contact person prepares a report on the implementation of the Policy, presented to the Technical Director.

The staff and volunteers of the Leonardo cooperative when signing a employment contract or the definition of one's assignment receive and fully understand:

- this Policy;
- the General Procedure, including all indications relating to contacts for reports.

All Partners and organizations that have a contractual relationship with the Leonardo Cooperative which provides for direct contact with children, must have included in the their contracts the obligation to:

- respect this Policy in all its forms and know how to proceed in case of need reporting an alleged abuse / mistreatment of children
- any alleged violation of the Policy must be reported and follow the related General Procedure;
- any violation of the Policy constitutes a disciplinary offense that can be sanctioned, in the most serious cases, also with the withdrawal from the contract.

All staff, volunteers and staff of Partner organizations must:

- promote an environment of openness to listening, in relation to issues that concern the protection of children;
- ensure the sharing and diffusion of the common sense of responsibility regarding the protection of girls, boys and adolescents;
- encourage children to present problems and concerns
- make parents or guardians of children aware of children's rights;
- be clear to parents and guardians about the professional attitude they will be able to expect from staff as well as from representatives and Partner and clarify in detail what can be done in case of problems related to abuse / mistreatment of children.

Policy implementation criteria on the Protection of Girls, Children and teenagers

The following criteria define the minimum reference levels for an appropriate one implementation of the Policy and for the monitoring and evaluation of the implementation itself. These criteria are checked regularly and possibly updated.

a) Dissemination and awareness

Cooperative Leonardo guarantees a wide diffusion of the Policy, of the relative General Procedure and Code of Conduct. The spread must include necessarily the Save the Children Italia staff, its volunteers and staff of Partner organizations and in particular boys, girls, teenagers and those who take care of it. Dissemination is managed to ensure that the Policy and the Code of Conduct are fully understood; to this end, the use of translations in the language of the beneficiaries and the production of child-friendly materials.

b) Selection and hiring of personnel

The hiring and selection of staff, other collaborators or volunteers must reflect the commitment of Cooperative Leonardo for the protection of children, of girls and adolescents, ensuring that communications, controls are adopted and procedures to exclude anyone who is unsuitable for working with minors. Selected candidates are warned of the binding nature of this Policy, of the related General Procedure and the fact that they do apply to both professional and private life.

c) Inclusion of the policy in management systems and processes

The Policy is incorporated into every system and process of the Leonardo Cooperative already existing, or future, which has repercussions on the protection of minors, to create an environment in which the rights of boys and girls and teenagers are respected. The Policy applies both to human resources and to general management to guide the staff in their work. Failure to comply with the aspects of the Policy is considered a serious disciplinary violation.

d) Risk assessment and identification

All the activities conducted by the Leonardo Cooperative involving boys and girls or teenagers are evaluated in advance, to ensure that any risk for the protection of minors is identified and control systems are developed adequate. Minimum standards for implementing the Policy on the Protection of Children and Adolescents.

e) Training and development

The Leonardo Cooperative staff, its volunteers and the staff of Partner organizations are supported in developing skills, knowledge and experience on the protection of boys, girls and adolescents, appropriate to their role within the organization. To the coordinators who have the responsibility for following up on reports of violation of children's rights, continuous training is ensured so that they can welcome and respond to reports. The basic information of the Policy and the General Procedure they are included in initial and continuing staff training.

f) Agreements with partner organizations and training

All agreements between the Leonardo Cooperative and Partner organizations include clauses on the Policy. Partner organizations must adopt this policy or develop new ones own. Agreements with Partners must clearly highlight the agreed reporting procedures and the investigating cases related to Policy violations.

g) Information and communication technologies

In the use of information and communication technologies, such as the internet, sites web, social network sites, digital photography, the Leonardo Cooperative places the utmost attention to ensure that boys and girls adolescents are not exposed to any possible risk.

Responsibility

The Technical Director is responsible for creating an environment of work that favors the implementation and development of the principles of the Policy.

The staff of the Leonardo Cooperative, according to their duties, is responsible for creating the same environment in the place in which his project takes place.

The Technical Director is responsible for delegating responsibilities related to Policy, within the team of the Leonardo Cooperative, including coordinators of services for minors.

CODE OF CONDUCT

The staff of the Leonardo cooperative, the volunteers, the staff of Partner organizations and their representatives must never:


- 1) to strike, physically assault or physically or psychologically abuse a minor;
- 2) have attitudes towards minors who - also from a psychological point of view - can negatively influence their harmonious and socio-relational development;
- 3) act with behaviors that are a negative example for minors;
- 4) engage in sexual activity or have sexual intercourse with individuals of age less than 18 years, regardless of the definition of age or the consent methods legally recognized in the various countries. An incorrect one belief about the age of a minor is not to be considered as a defense acceptable;
- 5) have relationships with minors who can be considered in some way of exploitation, mistreatment or abuse;

- 6) act in ways that can be abusive or that can put minors at risk of exploitation, mistreatment or abuse;
- 7) use language, make suggestions or give inappropriate, offensive or advice abusive;
- 8) behaving inappropriately or sexually provocative;
- 9) establish or maintain "continuous" contacts with minor beneficiaries using personal online communication tools (e-mail, chat, social networks, etc.). Only the instruments mentioned will be used the organization is aware of;
- 10) allow one or more minors with whom you work to sleep in your home;
- 11) sleep in the same room or in the same bed with a minor with whom you work;
- 12) do for children things of a personal nature that they themselves can do;
- 13) give money or goods or other utilities to a minor outside the parameters and purposes established by the project activities or without its manager being a knowledge;
- 14) tolerate or participate in the conduct of minors who are illegal, or abusive or who put their safety at risk;
- 15) act in a way that will shame, humiliate, diminish or despise a minor, or perpetrate any other form of emotional abuse;
- 16) discriminate, treat differently or favor some minors by excluding them others.

This list is not exhaustive or exclusive. The basic principle is that action must be avoided or behaviors that may be inappropriate or potentially abusive towards you of minors. It is also important that the staff, the volunteers, the staff of Partner organizations and their representatives in contact with minors:

- 17) are vigilant in identifying situations that may involve risks for minors and know how to manage them;
- 18) report any concern, suspicion or certainty about possible abuse or mistreatment of a minor, as established in the General Procedure and in the Policy;
- 19) organize work and the workplace in such a way as to minimize the risks;
- 20) are always visible to other adults, as far as possible, while working with minors.
- 21) ensure the dissemination and maintenance of a culture of openness that allows to staff, volunteers, minors and those who take care of them to lift and easily discuss any type of topic and concern
- 22) ensure that staff members develop a sense of responsibility about their work so that inappropriate actions and behaviors o that can generate abuse against minors do not go unnoticed nor are tolerated;
- 23) communicate to minors what kind of relationship they should expect to have with the staff or with representatives and encourage them to report any type of concern;
- 24) enhance the abilities and skills of minors and discuss theirs with them rights, what is acceptable and what is not, what they can do in case any problem arises;
- 25) maintain a high personal and professional profile;
- 26) respect the rights of minors and treat them in a fair, honest and dignified way;
- 27) encourage the participation of minors in order to develop theirs too self-protection ability.

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