



Safeguarding Policy

**Safeguarding Policy for Children, Young
People and Adults at Risk**

**Non-profit Information and Training Centre (NIOK)
Foundation**

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1 INTRODUCTION

The Safeguarding Policy of the Non-profit Information and Training Centre (NIOK) Foundation was created because of our commitment to provide an accessible and safe environment for vulnerable social groups.

Our general mission is to strengthen civil society in Hungary through the work of non-profit organizations by empowering them in terms of capacity building therefore concerned with Safeguarding Policy. To this end, NIOK Foundation has been working and developing its programs to improve the professionalism and effectiveness of non-profits and strengthen their relationship with their constituencies.

Regarding our mission we are willing to support our board of trustees, volunteers, partner organizations to build a broad range of safety measures to:

- ▶ “protect them from preventable harm
- ▶ support them to acquire knowledge and skills to keep themselves safe
- ▶ respond to concerns and disclosures in an appropriate way
- ▶ provide information about support agencies
- ▶ meet our legal and statutory obligations”¹

This framework is provided for informational and educational purposes and contains information that is suitable for our trustees and staff members.

Terms & Definitions

Target groups of the Safeguarding Policy

Definition of child: Our definition of child is based on the Convention on the Rights of the Child. A child and young person means every human being below the age of eighteen years unless, under the law applicable to the child, adulthood is attained earlier.

Definition of adult at risk (vulnerable adult): “A person, 18 and above, who by reason of disability, age or illness; the context they are in; or as a result of social and other inequalities; is

¹ <https://www.skillsandlearningace.com/safeguarding-policy/>

or may be unable to take care of or to protect him or herself against significant harm or exploitation.”

Types of potential harm

Definition of harm: When adults or other children hurt children or vulnerable adults, in any way.

In our Safeguarding Policy we identify different kinds of harm and abuse:

"Physical Abuse: The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).

Emotional abuse: Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

Neglect/Negligent Treatment: Persistent failure to meet a child’s basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.

Sexual Abuse: All forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery or internet harm. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense.” (by Save the children)

What is Safeguarding?

“Safeguarding describes how an organization/institution protects adults and children from any harm and from abuse or from neglect. It does include preventive measures as well as concrete procedures for recruitment, staff awareness, case management, and monitoring and evaluation.”

Astrid Winkler, ECPAT Austria



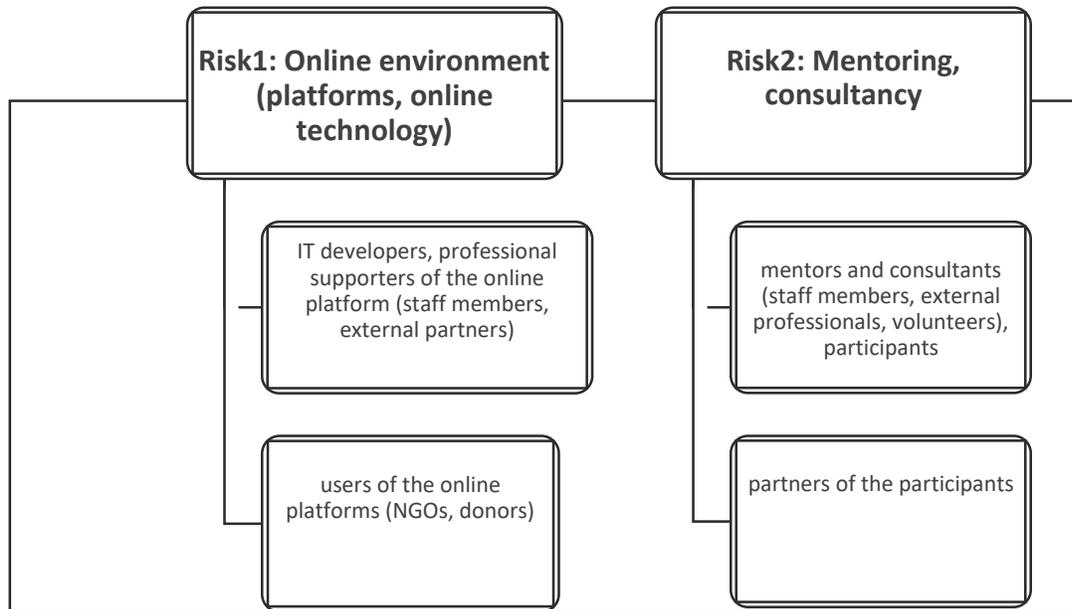
2 NIOK RISK ASSESSMENT

The Foundation doesn't work directly with children, young people and adults at risk, however, our partners may do, therefore implementing our Safeguarding Policy will be part of the contract we make with our partners.

2.1 The analyzation of potential risk based on our current activities and services

Enhancing the culture of giving and fundraising capacities of CSOs	adjukossze.hu multifunction donation platformfundraising and communication consultancy and training coursesenhancing the culture of giving: Giving Tuesday
Information on nonprofits and for nonprofits	nonprofit.hu portal and newsletter with more than 10 000 subscribers
Building Social Base and Embeddedness	mentoring and consultancy support for CSOs
Building Trust and Recognition for CSOs	Civil Society Awards The Self-regulation Body of Fundraising Organizations
Technology for Social Good	technology donations (softwares and hardwares)

1. table: Collection of activities



2. table: Types of risks

Ways of reducing risks

Online environment

- ▶ to communicate the core values of the Foundation effectively on the online platforms
- ▶ to supplement the existing Code of Ethics with the Safeguarding Policy
- ▶ to make the users of the platforms aware of the Reporting Procedure

Mentoring, consultancy process

- ▶ to implement the values of the Safeguarding in the daily work of the Foundation
- ▶ to be aware of the importance of protection even if they do not work directly with the target group
- ▶ to help understand the meaning of Safeguarding for the partners
- ▶ to make them aware of the Reporting Procedure

3 ELEMENTS OF THE SAFEGUARDING POLICY

3.1 Overview of NIOK Safeguarding

NIOK Foundation maintains a safe environment regarding the core values of the organization; therefore to protect the safety of every human being is one of our main principles.

In order to make sure that the core values of NIOK Foundation are respected, we developed a General guideline for staff members (and volunteers) of the Foundation, a Code of Conduct and a Core Statement (see Annexes).

Prevention	to maintain a safe environment which promotes our organisation’s core values to make an agreement that everybody will follow the values of the Safeguarding Policy related to the organization to sign and discuss the Code of Conduct with our staff members, partners to consider safeguarding regarding all activities of the Foundation - to achieve this, we follow our recruitment guideline
Awareness	to provide opportunities to discuss vulnerable people’s rights and protection (training, meetings) to define and communicate the relevant roles and responsibilities regarding the Safeguarding Policy clearly the Safeguarding Policy has to be part of every employee contracts and it will be part of the recruitment process
Reaction	to follow the reporting procedure to monitor the implementation of the Code of Conduct

3. table: Main elements of the procedure

3.2 General guideline for staff members of the Foundation

3.2.1 Sharing knowledge

- ▶ TRAINING - We organize training for our employees and volunteers based on the Safeguarding Policy which will help implement the policy. During the training we would like to cover the following areas:
 - How to implement the Safeguarding Policy effectively
 - Roles and responsibilities for safeguarding
 - Engaging staff members (barriers and helping factors)
 - Sharing good practices

- ▶ SHARING INFORMATIVE DOCUMENTS – Every employee and volunteer must have their own copy of the Safeguarding Policy.

- ▶ DECLARATION – Every employee, volunteer and other staff member must sign the Code of Conduct. It becomes a legal agreement between the employer and employee, as part of their general contract. By signing the contract, they agree with the principles and conditions of the Safeguarding Policy of NIOK Foundation.

3.2.2 Implementing the Safeguarding Policy in our organization

- ▶ RESPONSIBILITIES - The board of trustees is responsible for the implementation of the Safeguarding Policy under the guide of the responsible person (the Safeguarding Officer) of the Foundation.

- ▶ REGULAR STAFF MEETING - We will have a regular staff meeting based on the Safeguarding Policy to express and discuss the experiences and dilemmas every half a year. We will respond to concerns about the suitability of employees and volunteers regarding Safeguarding Policy once they have begun their role.

- ▶ DAILY WORK – The employees, volunteers and staff members will follow the principles and guidance of the Safeguarding Policy based on the Code of Conduct.
- ▶ SAFER RECRUITMENT
 - All job interviews will include questions relating to the previous history of the applicant (criminal record certificate) and suitability to safeguarding.
 - During the job interview, we will pay attention to the following aspects:
 - identifying and rejecting applicants who are unsuitable to the Safeguarding Policy
 - responding to concerns about the suitability of applicants during the recruitment process

Every new employee will receive a copy of the Safeguarding Policy and they should sign this and show that they agree to act in accordance with the Safeguarding Policy.

3.3 Code of Conduct, Core Statement and Implementation of Code of Conduct

3.3.1 Code of Conduct

NIOK Foundation maintains a safe environment regarding the core values of the organization; therefore to protect the safety of every human being is one of our main principles.

This document defines acceptable behaviors and includes expectations related to the implementation process of the Safeguarding Policy. The purpose of the Code of Conduct is to set out the conduct expected of NIOK Foundation.

Please follow the requirements of the Safeguarding Policy:

- ▶ Treat everyone with respect, dignity and non-discrimination.
- ▶ Be observant of all local laws and respectful towards the Safeguarding Policy.
- ▶ Implement the procedures and principles of the Safeguarding Policy.
- ▶ Be aware of situations which may present risks and avoid any kind of abuse or harm.

- ▶ Take a zero-tolerance approach to harm, abuse or exploitation of any kind.
Recognize the signs of abuse or harm, and report immediately any suspicion to the Safeguarding Policy Officer based on the guidelines.
- ▶ Plan activities in advance to ensure a safe environment.
- ▶ Use appropriate and respectful language at all times.
- ▶ Maintain a professional relationship with children and vulnerable adults.
- ▶ Maintain appropriate boundaries and relationships with children and vulnerable adults.
- ▶ Assume individual and organisational responsibility for safeguarding.
- ▶ Participate in the trainings to fulfil the obligations of the Safeguarding policy.

All staff, members, volunteers ensure that their behaviour meets the standards of this code of conduct at all times.

3.3.2 Core Statement

The Core statement of NIOK Foundation bases on the international and national human rights agreements, with special regard to:

- ▶ the UN Convention on the Rights of the Child,
- ▶ the Convention on the Rights of Persons with Disabilities (CRPD),
- ▶ the UN's Universal Declaration of Human Rights,
- ▶ the Fundamental Law of Hungary,
- ▶ the Hungarian Social Media Protection Act.

The main principles of the Safeguarding Policy are based on the Convention on the Rights of the Child and the CRPD Convention as the international, common guideline for every European Party:

‘ensure to the maximum extent possible the survival and development of the child’ (Article 6)

‘to preserve his or her identity, including nationality, name and family relations’ (Article 8)

‘the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative’ (Article 10)

‘to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child’ (A19)

‘a mentally or physically disabled child should enjoy a full and decent life’ (A23)

‘the right of every child to a standard of living adequate for the child's physical, mental, spiritual, moral and social development’ (A27)

‘in community with other members of his or her group, to enjoy his or her own culture’(A30)

‘the right of the child to rest and leisure’ (A31)

‘to protect the child from all forms of sexual exploitation and sexual abuse’(A34) UN Convention on the Rights of the Children

The Foundation expects all staff and volunteers to be guided by the general principles of the Convention on the Rights of Persons with Disabilities (Article 3):

‘Respect for inherent dignity, individual autonomy including the freedom to make one’s own choices, and independence of persons;

Non-discrimination;

Full and effective participation and inclusion in society;

Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;

Equality of opportunity;

Accessibility;

Equality between men and women;

Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities’

Beside the framework of recognised values, we also laid down a framework of co-working with children and vulnerable adults, which covers three main areas:

- ▶ Non-discrimination (A_2)
- ▶ Best interest of the child (A_3)
- ▶ The right to be heard (A_12)

The core values of the Safeguarding Policy supplement the general democratic values of NIOK Foundation:

- ▶ sustainability,
- ▶ efficiency,
- ▶ high standards,
- ▶ accountability,
- ▶ transparency.

The Foundation expects all employees, volunteers and partners to be committed to the fundamental principles of the Core Statement.

3.3.3 Implementing the Code of Conduct

All trustees, employees, volunteers and partner organizations of the Foundation should have an agreement that they will follow the values of the Safeguarding Policy. To this end, the Foundation created the Code of Conduct document to have a full collection of the core values of the Foundation.

The Code of Conduct document complements the following policies of NIOK Foundation:

- ▶ NIOK Culture
- ▶ Ethical Codex
- ▶ GDPR policy
- ▶ Fire safety of the workplace

The way how we implement the Code of Conduct is based on the following guidelines of the Foundation:

- ▶ Safeguarding guideline for the staff members (including volunteers) of the Foundation
- ▶ Safeguarding guideline for Partners
- ▶ We ensure that the Safeguarding Policy document will be available and visible on our website.
- ▶ We will organize training courses for the employees, volunteers, and long-term partners based on the Safeguarding Policy.
- ▶ We will make available the contact details of the local Child Protection Services and Adult Protected Services.

- ▶ All job interviews will include questions relating to the previous history and suitability of the Safeguarding.

3.4 Social Media Standards

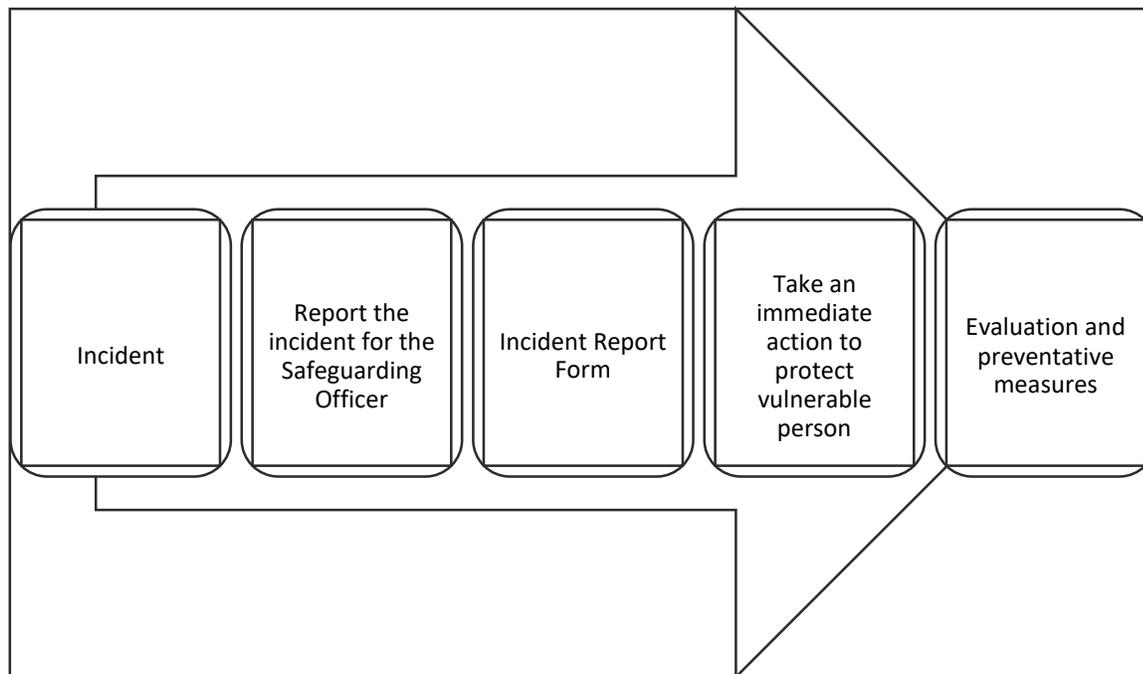
The Social Media Standards of the Safeguarding Policy are related to the Hungarian laws and context. We will inform all parties connected to the Foundation, including the board of trustees, volunteers and partner organizations about how they should create media contents and work with journalists.

- ▶ We follow the rights of the children and vulnerable adults.
- ▶ We take into account that without the parental or caretaker approval we shouldn't create any kind of media content.
- ▶ We are aware that we shouldn't give out any real information that could lead to the child or vulnerable person being identified (family name, location). Even if the child would like to share his/her identity it can only be given out with parental or caretaker approval.
- ▶ Our media content should prevent any type of harm related to the Safeguarding Policy.

Regarding our general programs, we will include some relevant rules (related to the Social Media Standards) in the contract of the partners of our fundraising website adjukossze.hu and the nonprofit.hu website.

3.5 Reporting Procedure

All trustees, employees, volunteers and partners of the Foundation should know the following steps of the reporting procedures:



4. table: Reporting mechanism

STEP 1: In any case of harm of abuse, please immediately report such concerns to the responsible person of the board of trustees.

Safeguarding Officer: Anikó Porkoláb a.porkolab@niok.hu

STEP 2: With the help of the Safeguarding Officer, we will make a written report about the incident within 24 hours by using the Incident Report Form.

STEP 3: We will take immediate action to protect the child or vulnerable adult under the guidance of the Safeguarding Officer.

STEP 4: All necessary legal steps will be taken according to Hungarian legislation, the local situation and the local authorities.

Relevant partners:

- ▶ Local Child Protection Services
- ▶ Adult Protection Services
- ▶ Family Support Service
- ▶ Child Welfare Service
- ▶ Care Centre
- ▶ Hospital
- ▶ Local authorities
- ▶ NGOs (related to the target group)

3.6 Monitoring and Evaluation

3.6.1 Training

The Safeguarding Officer will organize training courses for the staff and partners to ensure that each member of the Foundation understands the Safeguarding Policy and procedures.

3.6.2 Regular meeting

The Safeguarding Officer will organize regular staff meetings regarding the implementation of the Safeguarding Policy (every half a year).

3.6.3 Survey

The Safeguarding Officer will create a questionnaire survey every year related to the evaluation of the Safeguarding Policy.

3.6.4 Overview

The Safeguarding Policy will be overviewed every three years.

ANNEXES

Safeguarding Guideline for the Partner

Introduction

We would like to help our partner organizations to provide a safe environment for the beneficiaries of their programs. The framework of this guideline is made for this purpose:

- ▶ raise awareness of potential risks and vulnerabilities
- ▶ addressing the needs of those working with our Partners
- ▶ recognizing their role in creating a safe environment
- ▶ thinking about the procedures of safeguarding based on their activities

In this guideline we collected several relevant questions regarding the Safeguarding process, which we hope will help you achieve the goals above.

The structure of the guideline

STEP 1 – Risk Assessment

STEP 2 – Procedures of Safeguarding related to the common work

STEP 3 – Monitoring and follow-up

STEP 1 – Risk Assessment

First of all, we would like to get to know the way in which our partners operate related to the safety of their target groups. Therefore, we have prepared a series of questions that we would like to send to our partners in the form of an online questionnaire. To help them complete this, we'll send them a leaflet to provide information on possible harm and abuse of vulnerable adults and children.

Questions for beneficiaries:

- *Under what conditions does the organization work with children and vulnerable adults?*
 - *Please identify the ways in which your organization comes into contact with children and/or vulnerable adults (even when they may not be the primary focus)*
 - a. *Programs – in connection with activities operated by the organization*
 - b. *People – who is engaged by the organization? (staff, volunteers, partners, etc., type of staff)*
 - c. *Operations –type of communication, the way of providing information, co-working methods*
 - *Please identify the potential risks to children and vulnerable adults based on the previous three areas and summarize the key points.*
- *Do you already have a specific approach or policy in relation to providing a safe environment for your target groups?*
 - *If so, please summarize the content of these approaches and/or policies.*
 - *If not, please consider what the existing measures that support protection are.*

STEP 2 – Procedures of Safeguarding during joint work (monitoring, reporting, and procedure in the case of incident)

In this next phase, we would like to determine: what kind of safeguarding approach do our partners need? There are many factors that determine what kind of Safeguarding procedure is relevant for an organization, however, in all situations, if the organization works with children,

young people, vulnerable adults, their families, they need to respond to safeguarding requirements. The way how they implement the Safeguarding approach will depend on several factors (for instance: types of the funded activities, the length of the grant, characteristics of the target group). The type of procedure required depends on a number of factors, of which we highlight the following:

- ▶ the size and scope of the funding
- ▶ the vulnerability of the target group of our beneficiaries
- ▶ the way they work with children and vulnerable adults

Supporting Procedure

1. Evaluation of the questionnaire

- We send a written analysis of our suggestions to each partner.
- We provide a short-term workshop for our partners

2. Sharing the Safeguarding Policy with our partners

We share a booklet based on our Safeguarding Policy with our partner, which contains the further elements:

- aim of Safeguarding Policy
- terms and definitions
- core statement
- potential risks
- dos and don'ts

3. Sign the Code of Conduct

All partners of the Foundation should have an agreement that they will follow the values of our Safeguarding Policy. To this end, the Foundation created the Code of Conduct document to have a full collection of the core values of the Foundation.

STEP 3 – Monitoring and follow-up

Every six months, we send out a questionnaire to our partners to follow up the implementation of the Safeguarding Policy. We provide feedback and further suggestions based on the result of the questionnaire.

Incident Report Form

Email this form to a.porkolab@niok.hu within 24 hours of making a verbal report.

Date of Report:

Place of Report:

Reported by:

Your name:

Your position:

Your phone numbers:

Your email address:

Person being protected (the victim)

Family Name:

First Name:

Date of Birth:

Gender:

Nationality:

Address and Contact Details:

Who does the child live with?

Are any other children involved?

Person who caused the problem (the offender)

Family Name:

First Name:

Age:

Gender:

Nationality:

Address and contact details:

What is this person's relationship with the child?

(If there are two or more people who caused the problem, please add details at the end of this report)

Facts (details of the incident/report)

Date of the incident:

Time of the incident:

Location of the incident:

How did you become aware of the incident?

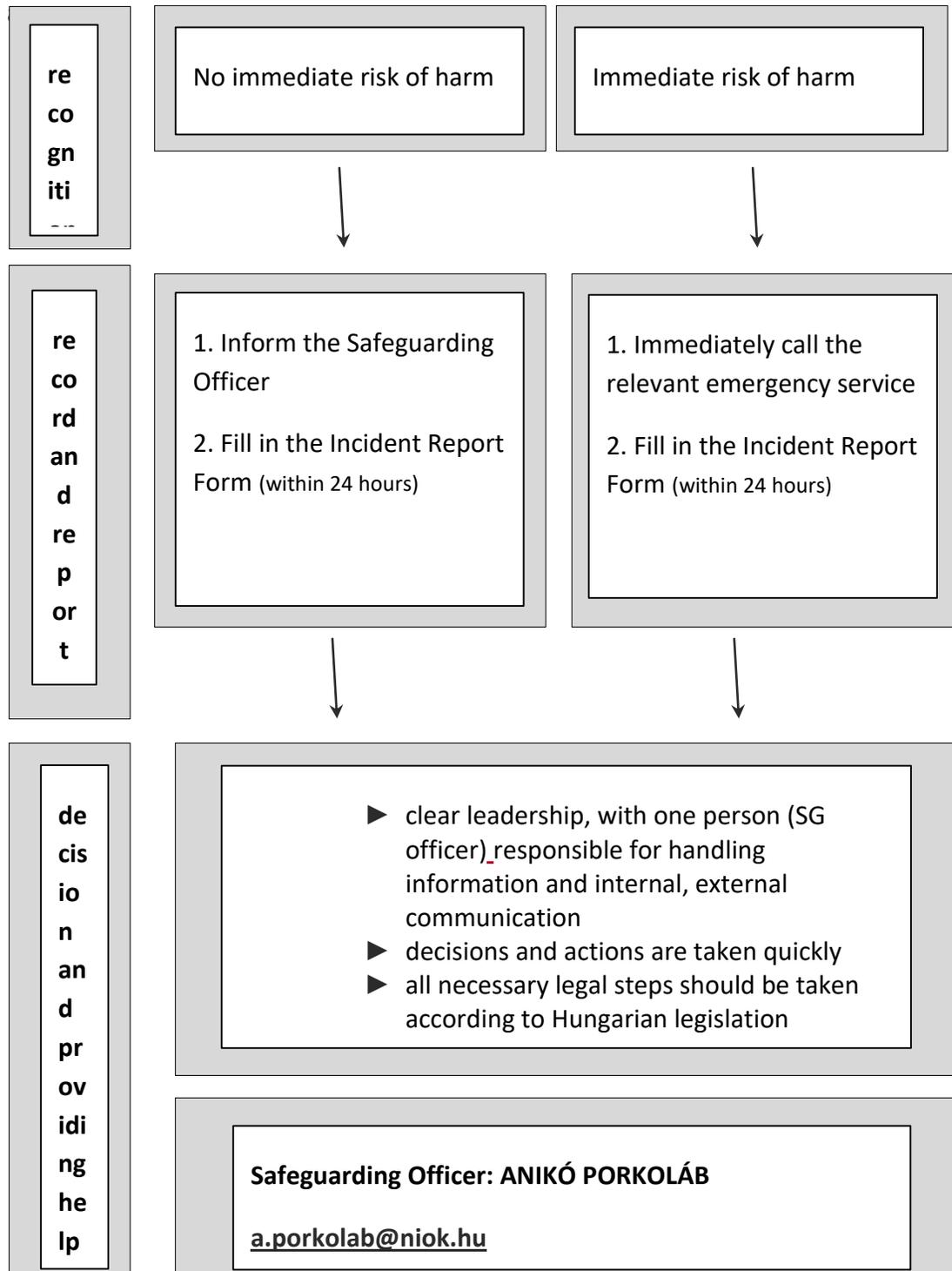
Were there any other witnesses to the incident? Yes/ No

If yes, please provide name, position and contact details:

Please describe the specific child abuse incident:

Protection: What immediate action has been taken to protect the child?

Case management



Code of Conduct

NIOK Foundation maintains a safe environment regarding the core values of the organization; therefore to **protect the safety of every human being** is one of our main principles. Please follow the requirements of the Safeguarding Policy:

- ▶ Treat everyone with respect, dignity and non-discrimination.
- ▶ Be observant of all local laws and respectful towards the Safeguarding Policy.
- ▶ Implement the procedures and principles of the Safeguarding Policy.
- ▶ Be aware of situations which may present risks and avoid any kind of abuse or harm.
- ▶ Take a zero-tolerance approach to harm, abuse or exploitation of any kind.

Recognize the signs of abuse or harm, and report immediately any suspicion to the Safeguarding Policy Officer based on the guidelines.

- ▶ Plan activities in advance to ensure a safe environment.
- ▶ Use appropriate and respectful language at all times.
- ▶ Maintain a professional relationship with children and vulnerable adults.
- ▶ Maintain appropriate boundaries and relationships with children and vulnerable adults.
- ▶ Assume individual and organisational responsibility for safeguarding.
- ▶ Participate in the trainings to fulfil the obligations of the Safeguarding policy.

Every person who signs undertakes:

- ▶ to fully agree with Foundation's Safeguarding Policy
- ▶ to be responsible for creating a protected environment
- ▶ to respond immediately to any concerns and incidents
- ▶ to respect at all times people's human dignity

Declaration

If I recognize any case of harm or abuse as defined in NIOK policy and based on Hungarian legislation, I declare that I will report such concerns to the responsible person of the Foundation and the local authorities.

*In this case the Foundation will use **the Incident Report Form** which helps to make a written report about the specific incident. Based on the special case of the current incident, the Foundation should take immediate action to protect the child or vulnerable adult. All necessary legal steps should be taken according to the local situation.*

I declare that I have carefully read the Safeguarding Policy and I will implement the values in my work.

Signed by

Date