

CHILDREN

AND YOUNG

PEOPLE

PROTECTION

POLICY

[July 2023]



CHILDREN AND YOUNG PEOPLE PROTECTION POLICY

[July 2023]

Amendment history

Version	Date	Main features
1	March 2022	<ul style="list-style-type: none">• Written under the name '360 Degrees of Democracy'• Policy statements
1.1	July 2023	<ul style="list-style-type: none">• The name '360 Degrees of Democracy' was replaced by 'Changing Democracies'• Guidelines and operative documents were added
1.2	January 2023	<ul style="list-style-type: none">• Corrections in terminology• Corrections in responsibilities in line with the recommendations of the project officer of the EC

ACKNOWLEDGEMENTS

*This document was based on the 'Child Safeguarding Standards and how to implement them' by Keeping Children Safe. The development of this document was facilitated by *Deik- Children's Rights Research and Consultancy.

*The copyrights of this document belong to the Evens Foundation as Lead partner of the project and main sponsor for its development.

TABLE OF CONTENTS

Definitions	4
1. Introduction	7
1.1. Scope of the policy	8
1.2. Policy purpose	8
1.3. Policy principles and values	9
2. People and Responsibilities	10
2.1 Consortium Partners' Roles and Responsibilities	10
2.2. Safe Recruitment and selection	11
2.3. Code of Conduct	12
2.4. Induction	12
2.5. Training and support	12
2.6. External and subcontracting partners	13
3. Procedures	14
3.1. Indoor and outdoor activities and events involving children and young people	14
3.2. Communications, use of social media and ICT	14
3.3. Research involving children	15
3.4. Reporting and responding procedures sexual abuse	15
4. Accountability: monitoring and evaluation	18
<i>Annex 1: Signs of Abuse</i>	19
<i>Annex 2: Consortium Partners' Code of Conduct</i>	20
<i>Annex 3: Statement of Commitment to the Consortium Partners' Children and Young People Protection Policy.</i>	22
<i>Annex 4: Guidelines on Safe Recruitment</i>	23
<i>Annex 5: Guidelines to Tackle Hate Speech and Related Types of Violence</i>	24
<i>Annex 6: Guidelines on Communication and Operative Documents</i>	26
<i>Annex 7: Research Guidelines and Operative Documents.</i>	29
<i>Annex 8: Guidelines for Children and Young People Participation</i>	36
<i>Annex 9: Reporting Form of Alleged Child Abuse</i>	38
<i>Annex 10: Child and Young People Policy (Child-Friendly Format)</i>	41
Templates	41
List 1: GDPR Age of Consent in the European Union	46
List 2: Child Protection Local Responsible and Local Child Protection Authorities	47

DEFINITIONS

Child: in accordance with the UN Convention on the Rights of the Child (UN-CRC), a child is every human being under the age of 18 years old (UNCRC, Article 1).

Child abuse: child abuse or child maltreatment refers to all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation. It may result in actual or potential harm of the child's health, survival, development or dignity. It may occur in different settings.¹

Child sexual abuse: is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse (sexual touching, with or without clothes; rape or penetration) and non-contact abuse (e.g. showing pornography to a child; encouraging or forcing a child to watch or hear sexual acts; making, viewing or distributing child abuse images).²

Child sexual exploitation: is a type of sexual abuse, in which children may be coerced or groomed into exploitative situations and relationships. In exchange, children may be given things such as gifts, money, drugs, alcohol, status, affection or attention.³

Child protection policy: is a statement of intent that demonstrates a commitment to safeguard children from harm and establishes what is required to protect children from harm. It also helps to create a safe and positive environment for children and to prove that the organisation is taking its responsibility seriously.⁴

Child safeguarding: is the responsibility that organisations have to make sure that their staff, operations, and programmes do no harm to children. This implies that organisations do not expose children to the risk of harm and abuse. Moreover, safeguarding involves that any concerns that the organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities.⁵

Commercial or other exploitation: means 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 the cost of the child's physical or mental health, education, moral or social-emotional development.⁶

1 World Health Organization and International Society for Prevention of Child Abuse and Neglect. *Preventing child maltreatment: a guide to taking action and generating evidence.* (WHO, 2009), p. 7.

2 National Society for the Prevention of Cruelty to Children (NSPCC), *Definitions and signs of child abuse.* (NSPCC, 2020), p. 4.

3 (NSPCC, 2020), p. 6.

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.

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

6 WHO World Health Organization, *Report of the Consultation on Child Abuse Prevention* (WHO, 1999), p.16.

Emotional and psychological abuse: involves both isolated incidents and patterns of failure over time from a parent or caregiver to provide a developmentally appropriate and supportive environment. Some acts of emotional abuse may have a high probability of causing harm to the child’s health or his/her physical, mental, spiritual, moral or social development. Some of these acts include restriction of movement, belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment.⁷

Hate Speech: according to the United Nations Strategy and Plan of Action on Hate Speech, although there is no universal definition of hate speech under international human rights law, hate speech is “any kind of communication in speech, writing or behaviour, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, colour, descent, gender or other identity factor”.⁸

Impact: refers to the total effect, including negative and positive effects, of a hazardous event or crisis. The term also refers to human, economic and environmental impacts, and may include death, injury, disease and other negative effects on human physical, mental and social well-being.⁹

Neglect: refers to failure to provide for the development of the child in several spheres including health, education, emotional development, nutrition, shelter, and safe living conditions.¹⁰

Online violence against children and young people: also called technology-facilitated violence against children and young people. It is the use of computers, mobile phones or any other type of digital communication to access, threaten and/or harm children and young children. This includes: cyberbullying (online threats and hate speech); live-streaming abuse of children; unsolicited sexting and sexual extortion; solicitation and grooming.¹¹

Physical abuse: is the intentional use of physical force against a child. It may result or has a likelihood of resulting in – harm for the child’s health, survival, development or dignity. Physical abuse includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.¹²

Violence against children and young people: 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 is not limited to, maltreatment, bullying, youth violence, intimate partner violence, sexual violence, and emotional or psychological violence.¹³

7 *Ibid.*

8 United Nations, UN Strategy and Plan of Action on Hate Speech (UN, 2019), p. 2.

9 UNICEF, UNICEF Guidance on Risk-Informed Programming, (UNICEF: 2018), p. 9.

10 WHO (1999), p.15.

11 World Health Organization, *What is online violence against children?*, at: https://www.who.int/images/default-source/health-topics/child-maltreatment/what-is-online-violence-against-children.jpg?sfvrsn=4fb0ee97_11, accessed 15 July 2023.

12 WHO (1999), p. 10.

13 World Health Organization, *Violence against children*, at: <https://www.who.int/news-room/fact-sheets/detail/violence-against-children>, accessed 18 July 2023.

Young people: there is no universally accepted definition of young people. The transition from childhood to adulthood may vary depending on the cultural and socioeconomic context. For the purpose of this policy, it will use the range of age proposed by the UN World Programme of Action for Youth, which is from 15 to 24.¹⁴

¹⁴ United Nations, *World Programme of Action for Youth*, at: <https://www.un.org/development/desa/youth/world-programme-of-action-for-youth.html>, accessed 18 July 2023.

1. INTRODUCTION

The Changing Democracies' Consortium Partners (hereafter the Consortium Partners) was created to design and implement a project within the framework of the EU action grants in the field of European Remembrance under the 'Citizens, Equality, Rights and Value Programme' (CERV), specifically the call for proposals '[CERV-2022-CITIZENS-REM – European Remembrance](#)'. In compliance with the CERV programme requirements, the Consortium Partners have designed a Children and Young People Protection Policy based on the '[Child Safeguarding Standards and how to implement them](#)' by Keeping Children Safe.

The Changing Democracies Consortium aims to contribute to building a shared European memory sphere where histories and memories of fascism and communism, resistance, transitions, war and peace can be told and explored from a European perspective in order to enhance democratic and peace-oriented values and skills in the present and the future.

For this purpose, Changing Democracies seeks to reach persons who have never lived without democracy and with the stories of people who did. Within this broad audience, the project also targets children (particularly from 13 to 18 years old) and young people (from 15 to 24 years old).

By including children and young people, the Changing Democracies Consortium also aims to contribute to the development of the field of history and citizenship education. This contribution is made by exploring how exactly children and young people engage in the learning of citizenship and peace skills and attitudes, and how such knowledge can be translated in the learning from the violent past to democracy and peace.

In this context, the Changing Democracies Consortium is also underpinned by the Universal Declaration of Human Rights (UDHR), the International Covenant on Civil and Political Rights (ICCPR), International Covenant on Economic, Social and Cultural Rights (ICESCR), the United Nations Convention on the Rights of the Child (UNCRC) and its Protocols. As well as, the Charter of Fundamental Rights of the European Union.

The Changing Democracies Consortium Partners believe that protecting children and young people from harm, abuse and discrimination is essential to ensure their participation and meaningful engagement to build peace in their societies. By using a storytelling approach, we want children and adolescents to exercise their right to express their views and participate in the matters that affect their lives, including memories related to conflict, violence, and peace. Partners support children and young people's role as active citizens and agents of peace. This support is also made by promoting the aims of their right to education including the learning of citizenship and peace skills and attitudes.

1.1. Scope of the policy

The Consortium Partners' Children and Young People Protection Policy applies to:

- All children (persons under 18 years old) and young people (persons from 15 to 24 years old) that participate in and/or are impacted by Changing Democracies' activities, products, operations, and other related outcomes. Although some young persons that participate in the project are legally over the age of majority, they are still at risk of several forms of abuse. Therefore, the duty of care also applies to this population.
- All lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners that are signatories to this policy, either in a paid or unpaid capacity.
- All those working on behalf of Changing Democracies, including experts, advisors, subcontractors, journalists, film makers, teachers, artists, researchers, volunteers and visitors.
- All subcontracting partner organisations that facilitate the implementation of Changing Democracies.

1.2. Policy purpose

The aim of this Children and Young People Protection Policy is two-fold: confirm the Consortium Partners' commitment to respect and protect children's and young people's rights, and establish the procedures and measures to protect them from the possible risks of harm caused by Changing Democracies' activities, products, operations, and other related outcomes.

Objectives:

- To ensure that all persons involved in the design and implementation of the project, including lead partners organisations, local partners organisations, project managers, project officers, experts, advisors, subcontractors, volunteers and visitors are engaged in the protection of children and young people while working for, on behalf of, or in partnership with the Changing Democracies' Consortium Partners that are signatories to this policy, either in a paid or unpaid capacity.
- To ensure that all lead partners organisations, local partners organisations, project managers, experts, advisors, subcontractors, and volunteers are protected from unfair processes regarding any allegations made about them.
- To ensure that all working for, on behalf of, or in partnership with the Changing Democracies' Consortium Partners that are signatories to this policy have knowledge of and comply with the Children and Young People Protection Policy and its procedures.

1.3. Policy principles and values

This Children and Young People Protection Policy is based on the following underpinning principles that guide its implementation:

- **Respect and protection of children's rights and young people's rights:** the UNCRC applies to persons under the age of 18 years old. However, in some contexts people transitioning from childhood into adulthood often encounter barriers to enjoy and exercise their human rights. These human rights apply to everyone, irrespective of age, gender identity, sexual orientation, nationality, ethnic origin or other characteristics. Changing Democracies is underpinned by the International Human Rights Law. Moreover, it is committed to ensure the specific protection of both children and young people in order to enable their access and enjoyment of their rights. The children's rights and young people's rights more directly connected to Changing Democracies aims are: right to education, right to participate, right to freedom of thought, conscience and religion, and right to freedom of opinion and expression.
- **Protection from violence, abuse and neglect:** in accordance with article 19 of the UNCRC, all children and young people under the age of 18 years old have the right to be protected from violence, abuse and neglect. Likewise, under the UDHR, all people have fundamental rights, dignity, worth and equal rights, including young people aged from 18 to 24 years old.
- **Duty of care:** all those working for, on behalf of, or in partnership with Changing Democracies' Consortium Partners own our duty of care and responsibility to ensure that all reasonable measures and procedures are in place to ensure the safety and protection of children, young people or any vulnerable adult from possible risk of harm caused by Changing Democracies' activities, products, operations, and other related outcomes.
- **Participation:** children's and young people's participation and engagement enrich democratic processes and are essential elements to build sustainable peace. Participation of children's and young people's should be meaningful, safe and ethical. Decisions made about children and young people's involvement in Changing Democracies' activities and products, and other related outcomes should consider their views and establish adequate safeguarding measures to enable their participation (See: Annex 8).
- **Safety:** the design and delivery of all Changing Democracies' activities and products and operations should be carried out by conducting a previous risk of harm assessment. Upon the assessment, safety and risk mitigation strategies and measures should be developed.
- **Implementation and accountability:** this Children's and Young People's Protection Policy has been developed and agreed by the Consortium Partners in order to express their commitment to children and young people rights, and to establish the adequate measures to ensure their protection and participation during the implementation of Changing Democracies. This Policy, its procedures, guidelines and other related operational documents will be accessible on the concerned consortium partners' websites (see Annex 11) and on the project's website. Review and improvement of this Policy should be accountable for children, young persons, and all persons and partner organisations working for, on behalf of, or in partnership with the Changing Democracies' Consortium Partners.

2. PEOPLE AND RESPONSIBILITIES

2.1. Roles and Responsibilities

- All lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners should comply with this policy and the Consortium Partners' Code of Conduct (See: Annex 2).
- All lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners should be alert to the signs of abuse (See: Annex 1), act immediately if they become aware of any safeguarding concerns and allegations, and support those who complain about the possible breaches of this policy.
- All lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners should inform all persons and partner organisations working for or on behalf of Changing Democracies about the Consortium Partners' commitment to respect and protect children's rights and young people's rights. As well, to inform about the Children and Young People Protection Policy and the Consortium Partners' Code of Conduct, and request their compliance with the documents.

2.1.1. Project Management Board

- The Project Management Board will oversee the effective implementation of the Children and Young People Protection Policy and its procedures by the Project Coordinator.
- It will support assessments and investigations concerning possible breaches of this policy.
- Ensuring this policy is reviewed at least two times during the implementation of Changing Democracies.
- If necessary, ensure regular training on children and young people protection for all members of the Consortium.
- Providing support and information about children and young people safeguarding and protection to all lead partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners.

2.1.2. Consortium Partners

- Each signatory is responsible for ensuring the effective implementation of the Children and Young People Protection Policy and its procedures. Each consortium partner holds ultimate accountability for this policy.
- Each signatory has available both the Children and Young People Protection Policy and its procedures and the child-friendly version on their website

- Each signatory will designate a Child Protection Focal Point. This person is responsible for:
 - Supporting the collection and adequate archiving of signed Statement of Commitment to Consortium Partners' Children and Young People Protection Policy (See: Annex 3) and the Consortium Partners' Code of Conduct (See: Annex 2).
 - Ensuring that all incidents, inquiries and responses on children and young people abuse are properly documented and archived.
 - Ensuring referrals to the relevant authorities promptly.
 - Supporting the monitoring and evaluation of the Children and Young People Protection Policy and its procedures and reporting to the Project Management Board about process and results.

2.1.3. Work packages leaders and local partners

All work package leaders and local partners should:

- Ensure that activities and products involving children and young people are carried out under risk assessment procedures, during both design and delivery process.
- Ensure that risk mitigation strategies for activities and products involving children and young people are developed and properly implemented.
- Ensure that all children, young people and their parents or caregivers they work with are aware about the Children and Young People Protection Policy and its child-friendly version, and the reporting procedures when concerns and allegations on children and young person's abuse arise.

2.2. Safe Recruitment and selection

- In all subcontracting processes of experts, consultants, researchers, etc. and/or seconded staff, etc. the Project Coordinator/Consortium Partner/Work Package Leader/Local Partner organisations should mention the Children and Young People Protection Policy and the Consortium Partners' Code of Conduct; ask pertinent questions about child safety, and request references when is needed.
- If most of the responsibilities of the subcontracting role require direct work with children, the Project Coordinator/Consortium Partner/Work Package Leader/Local Partner will request local legal records checks.
- As part of the subcontracting procedure, the Project Coordinator/Consortium Partner/Work Package Leader/Local Partner will require in all subcontracting contracts/agreements the acceptance, commitment and signing of both the Children and Young People Protection Policy and the Consortium Partners' Code of Conduct (See: Annex 2).
- The Project Coordinator/Consortium Partner/Work Package Leader/Local Partner must follow the Guidelines on Safe Recruitment (See: Annex 4).

2.3. Code of Conduct

- As part of the design of the Children and Young People Protection Policy, the Partners' Consortium established the Consortium Partners' Code of Conduct (See: Annex 2).
- The Consortium Partners' Code of Conduct applies to all lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners, either in a paid or unpaid capacity. All those working on behalf of Changing Democracies, including experts, advisors, subcontractors, journalists, filmmakers, teachers, artists, researchers, volunteers and visitors. As well, all partner subcontracting organisations that facilitate the implementation of Changing Democracies.
- All signed Codes of Conduct will be collected and archived by the Child Protection Focal Points.

2.4. Induction

- At the beginning of the project all consortium partners, local partners organisations, project managers, project officers, staff and experts directly related to the Consortium Partners will attend an induction section in which they will receive training and information about children's rights and young people's rights, types of abuse, and children and young people safeguarding measures.
- The induction section also includes practical guidance about the Children and Young People Protection Policy, its procedures, and the Consortium Partners' Code of Conduct.

2.5. Training and support

- All persons and organisations working for, working with, and working in partnership with the signatories of this policy either in a paid or unpaid capacity will receive regular information on children and young children's rights, children and young people abuse and protection issues.
- The Child Protection Focal Point will provide advice and support when concerns and allegations concerning children and young people abuse arise.
- The Child Protection Focal Point will provide advice and support when doubts and concerns on children and young people safeguarding issues arise.
- The Child Protection Focal Point is responsible for the regular training on children and young people protection issues.

2.6. External and subcontracting partners

- The Project Coordinator/Consortium Partners/Work Package Leaders/Local Partner should ensure that all external partners related to Changing Democracies are informed and in compliance with the Children and Young People Protection Policy and its procedures.
- When working with or through subcontracted partners and/or agencies, the Project Coordinator/Consortium Partners/Work Package Leaders/Local Partner will include the Children and Young People Protection Policy as part of the partnership agreement or memorandum of understanding with these partners.

3. PROCEDURES

3.1. Indoor and outdoor activities and events involving children and young people

- Prior to the activity or event, the Consortium Partners/Work Package Leader/Local Partner should carry out a risk assessment of possible risks of harm to children and young people, and implement the required safeguarding measures, including roles and responsibilities of those involved.
- All the persons and organisations directly working in the activity or event should accept and adhere to both the Consortium Partners' Children and Young People Protection Policy and its Code of Conduct.
- The Consortium Partners/Work Package Leader/Local partner must ensure that all children and young people and their parents/caregivers are informed and aware of the Children and Young People Protection Policy and its child-friendly version, and about the reporting procedures when concerns and allegations on children and young people's abuse arise.
- Children, young people, and their parents/caregivers must receive detailed information about the event or activity.
- If any audio or visual material will be collected during the event or activity, local organisers must obtain informed consent from children (age dependent), young people participants and their parents (See: Annex 6).
- All the personal information provided from children, young people and their parents/caregivers must be kept confidential.
- One-on-one situations with children and young people should always be avoided. At least two adults should be present.

3.2. Communications, use of social media and ICT

- The signatories are committed to respect and protect children's rights and young people's rights in both offline and online environments.
- The dignity, integrity and privacy of children and young people must be respected and protected at all times.
- Given the nature and aims of Changing Democracies, all Consortium Partners/Work Package Leaders/Local Partners/Experts responsible for communications, social media and ICT activities and products must conduct a risk assessment to identify possible risks of hate speech and harmful, discriminatory and violent narratives (See: Annex 5).
- Children and young people safeguarding measures will be linked to Changing Democracies' communication and dissemination strategy.
- All Consortium Partners/Work Package Leaders/Local partners/Experts responsible for communications must follow the Guidelines on Communication and Operative Documents (See: Annex 6).

3.3. Research involving children

- Children (from 13 to 18 years old) and young people (from 15 to 24 years old) are part of the Changing Democracies audience. Within this group, the project seeks to explore how exactly children and young people engage in the learning of citizenship and peace skills and attitudes, and how such knowledge can be translated in the learning from the violent past to support democracy and peace.
- In accordance with UNCRC and other international human rights instruments, the Consortium Partners are committed to prioritise the dignity of children and young people, and to respect their rights throughout the research process.
- The Work Package Leader and researchers must ensure that research aims to maximise benefits for children both as individuals and as a social group.
- The Work Package Leader and researchers must respect the voluntary participation of children and young people during the research process.
- The Work Package Leader and researchers and those responsible for the research must follow the Research Guidelines and Operative Documents (See: Annex 7).

3.4. Reporting and responding procedures in case of sexual abuse

- All persons, partner organisations working for and/or working with the signatories of this policy should be alert to the possible signs of child abuse (See: Annex 1), and immediately report any concern or allegation in this regard.
- Failure to submit a report will be considered as a breach of the Consortium Partners' Children and Young People Protection Policy and Code Conduct.
- All lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the signatories should inform children, young persons and their parents/caregivers about the reporting procedures and whom to contact.
- The signatories will take all concerns and allegations on children and young people abuse seriously.
- All reports will be handled expediently and confidentially by the Child Protection Focal Point or Consortium Partner/Local Partner directly involved in the circumstance.
- All parties will be treated fairly and humanely.
- The best interest of the child should be a primary consideration regardless of the outcomes of any investigation.
- The rights and integrity of any accused person will also be upheld during the investigation process.
- Guidelines and forms for reporting and responding procedures will be developed upon the beginning of the project.

3.4.1. Reporting procedure

- Concerns or allegations about persons or partners directly involved in Changing Democracies:
 - Any child, young person, parent, caregiver, person or partner organisation working for/working with the concerned Consortium Partners can report a concern or allegation of child abuse.
 - To report use the Reporting Form of Alleged Child Abuse (See: Annex 9).
 - All concerns or allegations should be reported immediately and emailed directly to the Child Protection Focal Point of the consortium partner concerned and copied to the Work Package Leader/Local Partner, within a maximum of 24 hours since the incident.
 - Safeguarding measures will be established for direct reports from children and young persons.
- External concerns or allegations:
 - External concerns or allegations refer to those incidents that may take place outside the Consortium Partners' and Changing Democracies' activities, products and operations.
 - The Partners' Consortium is not an investigative authority and has no expertise in child protection issues.
 - If required, Work Package Leaders/Local Partners should inform local authorities and child protection services.

3.4.2. Responding procedure

- Concerns or allegations about persons or partners directly involved to Changing Democracies:
 - Consortium Partners/Work Package Leaders/Local Partners should inform involved children and young children, and their parents/caregivers about the situation and the support provided.
 - The person or partner organisation against whom an allegation was made will be kept fully informed throughout the process.
 - The situation and information will be assessed/investigated by the Consortium Partners concerned, with the support of the Project Management Board.
 - Upon the assessment/investigation, the Project Management Board will elaborate a confidential report in compliance with the domestic legislation and this policy.
 - If required, the Consortium Partner/Work Package Leader/Local Partner should inform local authorities and child protection services; follow up local authorities' actions and inform the Project Coordinator for further decisions in compliance with this policy.
 - If the situation does not need to be reported to local authorities and child protection agencies, the Project Coordinator and the Project Management Board will make further decisions in compliance with this policy.

- External concerns or allegations:

Internal report of the situation should be done by the Consortium Partner concerned with the support of the Child Protection Focal Point.

If the situation is not reported to their local authorities, the Project Coordinator and the Project Management Board will make decisions in compliance with this policy.

3.4.3. Confidentiality

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.

3.4.4. Sanctions

- Breaches of this policy by persons/partner organisations working for/working with the signatories can lead to disciplinary actions including the termination of work contract or partnership agreement.
- Affected person/partner organisation has the right to appeal the decision.
- False and malicious allegations will face disciplinary action.

4. ACCOUNTABILITY: MONITORING AND EVALUATION

- The signatories and their respective Child Protection Focal Points are responsible for the implementation, monitoring and evaluation of the Children and Young People Protection Policy and its procedures.
- The Children and Young People Protection Policy and its procedures will be monitored on a regular basis, and it will be reviewed at least two times during the implementation of Changing Democracies. The first review will be done following the first 12 months of the project, and the second review will be done completing the 24 months of the project.
- The internal audit of the Children and Young People Protection Policy will be conducted following the first 12 months of the project.
- Assessment results and lessons learnt from the Children and Young People Protection Policy will be regularly presented and discussed by the Project Management Board.
- Assessment results and lessons learnt from the Children and Young People Protection Policy will be linked to Changing Democracies' communication, dissemination and visibility strategy if considered relevant.
- At the beginning of the project, the children and the young people-friendly version of the Children and Young People Protection Policy (See: Annex 10) will be reviewed and translated into local languages.

ANNEX 1: SIGNS OF ABUSE

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

ANNEX 2: CONSORTIUM PARTNERS' CODE OF CONDUCT

The Consortium Partners are committed to respect and protect children's rights and young people's rights, and to equally protect them from abuse and neglect. Both the Consortium Partners' Children and Young People Protection Policy and Code of Conduct aim to protect children and young people from possible risks of harm caused by Changing Democracies' activities, products, operations, and other related outcomes. As well, to protect all persons and partner organisations working with and working for the Consortium Partners by providing guidance on appropriate behaviour while working or interacting with children and young people. All persons and partner organisations working with and working for the Consortium Partners must sign both documents and adhere to the principles and standards contained therein.

- I will:**
- Act in accordance with the Consortium Partners' Children and Young People Protection Policy, its procedures, and Code of Conduct at all times.
 - Respect and protect equally the human rights of children and young people.
 - Behave respectfully, courteously and ethically towards children, young people, their families and towards all persons and partner organisations working for and working with the Consortium Partners.
 - Consider and respect the diverse backgrounds and needs of children and young people.
 - Listen to children and young people's opinions, respect and consider their views, and help create a safe and inclusive environment where they can participate equally.
 - Involve children and young people in making decisions about activities, products and processes that concern them wherever possible.
 - Identify and mitigate the possible risks of harm to children and young people caused by Changing Democracies' activities, products and operations.
 - Be alert to any possible sign of abuse of children and young people.
 - In a one-on-one interaction with a child or young person – especially when privacy and confidentiality are crucial – aim to ensure that at least one other adult is aware of the meeting and its purpose. If possible, have another adult present within sight, reassuring the child or young person of the presence of a second responsible adult.
 - Respond to any concern or allegation of children and young people abuse, and report promptly in line with the procedures outlined in the Consortium Partners' Children and Young People Protection Policy.
 - Obtain consent from children, young people and their parents/carers following the procedures established by the Consortium Partners' Children and Young People Protection Policy.

I will not:

- Use offensive, discriminating, abusive, humiliating and sexually suggestive language when speaking with children, young people and adults.
- Sexually harass, assault or abuse a child, young person or adult.
- Physically harass, assault or abuse a child, young person or adult.
- Belittle or degrade children and young people.
- Allow concerns or allegations on children and young people abuse to go unreported.
- Allow any children and young people to have my personal contact details.
- Develop inappropriate relationships with children and young people.
- Work with children while under the influence of alcohol or drugs.

I declare that:

- I have fully read and understood the Consortium Partners' Code of Conduct.
- I agree to adhere to this Code of Conduct while working for and working with the Consortium Partners.
- I understand that breaches to this Code of Conduct may lead to disciplinary actions including temporary suspension and/or termination of employment contract and/or partnership engagement.

Signed: _____

Name: _____

Date: _____

ANNEX 3: STATEMENT OF COMMITMENT TO THE CONSORTIUM PARTNERS' CHILDREN AND YOUNG PEOPLE PROTECTION POLICY

By signing below, I hereby acknowledge that I have read and understand the Consortium Partners' Children and Young People Protection Policy. I also adhere to its principles, commitments, and measures to protect children and young people, and create a safer environment for them while working for and working in partnership with the Consortium Partners and its project Changing Democracies.

I also understand that:

- I, and/or any other person and/or organisation working for and working with the Consortium Partners will initiate a reporting procedure if any concern or allegation of child or young person abuse arises, and if necessary, the Consortium Partners will report to local authorities and child protection agencies.
- Any violation of the Consortium Partners' Children and Young People Protection Policy may result in disciplinary action including temporary suspension and/or termination of employment contract and/or partnership engagement.

Signed: _____

Name: _____

Date: _____

ANNEX 4: GUIDELINES ON SAFE RECRUITMENT

1. Job advertising

- In all subcontracting processes of experts, consultants, researchers, etc. and/or seconded staff, etc. the Project Coordinator/Consortium Partners/ Work Package Leader/ Local Partner organisations should mention that job responsibilities include to meet the requirements of the Children and Young People Protection Policy and the Consortium Partners' Code of Conduct.
- All job advertisements must have a statement mentioning the Children and Young People Protection Policy and its procedures.
- For those job roles directly working with children, mention that selected candidates must provide criminal records based on the domestic law where the project activity takes place.

2. Interviews

- During interviews with candidates, specific attention should be given to the Children and Young People Protection Policy and its procedures.
- Discuss the type of impact that the job role may have on children.
- For those job roles directly working with children, ask questions about the candidate's knowledge on children's rights and child protection.
- Discuss openly the topic of child abuse and other types of violence against children.

3. Closing job recruitment procedure

- As part of the contracting procedure, the Project Coordinator/Consortium Partners/Work Package Leader/Local Partner organisations will require in all subcontracting contracts/agreements the acceptance, commitment and signing of both the Children and Young People Protection Policy (See: Annex) 3, and the Consortium Partners' Code of Conduct (See: Annex 2).
- For those job roles directly working with children, the successful candidate must provide criminal records based on the domestic law where the project activity takes place.
- The successful candidate will be contacted by the Child Protection Focal Point to receive an introduction on children and young people's rights, children and young people abuse and protection issues. This introduction must also provide further explanation of the Children and Young People Protection Policy and its procedures.

ANNEX 5: GUIDELINES TO TACKLE HATE SPEECH AND RELATED TYPES OF VIOLENCE

- As the Changing Democracies project also aims to contribute to the development of the field of history and citizenship education, all Work Package Leaders and local partners must ensure that all activities involving children and young people offer a safe learning environment.
- Bear in mind that violence against children takes many forms. It can be physical, sexual, verbal or emotional, and it takes place in both online and offline environments.
- All Work Package Leaders/Local Partners/Experts responsible for communications, social media and ICT activities and products must conduct a risk assessment to identify possible risk of harm to children and young people including bullying, hate speech, ICT facilitated sexual abuse and exploitation. This assessment must consider the following aspects:
 - Identify the potential risks associated with hate speech and related types of violence against children and young people. This may include emotional distress, psychological harm, social exclusion, academic disruption, or even physical harm in extreme cases.
 - Assess the context and the children and young people population within it. Consider their age, developmental stage, cultural background, and specific vulnerabilities.
 - Recognise that different groups may be at higher risk due to factors such as ethnicity, religion, gender, or sexual orientation.
 - Consider the trends of online platforms and spaces in the context.
 - Analyse their policies, moderation practices, reporting mechanisms, and responses to hate speech incidents.
 - The risk analysis should consider the above listed issues and inquire: what could happen, why could it happen, and how to mitigate it.
- Once the potential risks or challenges have been identified, the following mitigating measures must be considered:
 - Bear in mind the balance between respecting the right of freedom of opinion and expression, and those measures to tackle hate of speech during the activities and events of the project.
 - Provide information and awareness sessions to participants about hate speech and similar types of harmful and violent narratives, its impact, and the importance of respectful communication.
 - During the event, explain that Changing Democracies contents are underpinned in universal values and International Human Rights and Children's Rights frameworks, and you expect participants to behave under the same values and principles.
 - Help participants to understand the consequences of hate speech and the value of promoting diversity, inclusion, and empathy during and after the event.

- Create an environment that promotes tolerance, respect, and inclusion.
- Encourage open dialogue and mutual understanding among participants.
- Emphasise the importance of listening to different perspectives and promoting positive interactions.
- Include media literacy and digital citizenship skills in the activities of the project.
- Monitor online platforms during and after the events or activities.
- Encourage participants to report any incidents they encounter.
- Seek community support from parents, guardians, schools and wider communication to prevent and manage possible cases of violence.
- Create spaces in which participants can complain/report about hate of speech and related types of violence incidents during the events and activities. Also, allow participants to provide feedback in this regard.

ANNEX 6: GUIDELINES ON COMMUNICATION AND OPERATIVE DOCUMENTS

1. Protecting children and young people's rights

- Children and young people should be portrayed in a way that does not obstruct their rights. They should be seen as citizens and rights holders.
- The child's best interests must always be the primary consideration.
- The dignity, integrity and privacy of children and young people must be respected and protected at all times.
- Children and young people must be protected from harmful and violent content.
- Children have the right to be heard. In media matters affecting their lives, they should be allowed to express their own views and opinions.

2. Informed consent

- The Changing Democracies' Partners' Consortium follows the General Data Protection Regulation (GDPR). The age of consent will depend on the allowed age in the European Union member state where the activity or the event will take place (See: List 1).
- Under this regulation, the age of consent of targeted children (from 13 to 18 years old) and young people (from 15 to 24 years old) in the project must follow these criteria:
 - For children aged 13 years and under the age of consent allowed in the EU member state where the activity is taking place, consent needs to be sought from both the parents/carers (See: Template 2) and the child (See: Template 1).
 - For children above the age of consent allowed in the EU member state where the activity is taking place, only the child's consent is needed. (See: Template 1).
- Ensure that both the child or young person and their parent/carer are aware that they are engaging in a conversation/interaction with a reporter, photographer or filmmaker. It is important to clearly communicate the purpose and intended use of the interview or any material involving the child or young person.
- If a child or young person seems to be confused or uncomfortable during the process, it is essential to address their concerns before proceeding with capturing any photographs or footage.
- Inform that consent can be withdrawn by the child or young person or their parent/carer at any time during the process.

3. Gathering content

- Prioritise child safety. Never ask children and young people to pose in ways that put them at risk of harm during content gathering or in the future use of the images.
- Avoid harmful stigmatisation and stereotypes that can put children and young people at risk of harm, abuse, discrimination and exclusion.
- Create a safe and positive atmosphere for content gathering. Make sure that this part of the process offers to the child or young person a learning and growth experience.
- Do not gather content that may shame, humiliate, degrade, emotionally abuse, discriminate against, or exploit the child or young person.
- Never portray children and young people in erotic, seductive, or provocative poses or contexts.
- Represent children and young people as active and resourceful. Whenever possible, portray children and young people as active and resourceful individuals. When relevant, include their families, parents, or caregivers in the storytelling.
- Create powerful, engaging, and compelling narratives based on the views and opinions of children and young people.
- Avoid fabrication or unrelated requests. Do not ask children and young people to tell stories or engage in activities that are not part of their own history or experiences.

4. Storage of content

- Implement adequate safety measures when transporting content from the field. This can involve encrypting data, ensuring strong passwords for laptops or devices, and taking necessary precautions to protect sensitive information.
- Safeguard any personal information collected during interviews or communication with children. Be mindful of data privacy and confidentiality, ensuring that personal details are not disclosed without appropriate consent or legal requirements.
- Take steps to maintain the integrity of the collected content and avoid any unauthorised alterations or modifications that could distort the original context or message.

5. Use and dissemination of content

- All communication and dissemination activities should be done in the project's official website and official social media accounts. Avoid using unsupervised and unofficial social media platforms.
- Respect the use of given names. Whenever possible, refer to children and young people by their given names unless it poses a risk to their safety. If the use of different names is necessary, clearly communicate this and maintain a secure record of their actual name without publishing it.

- Avoid including a child or young person's full name, school, or precise location in any publications that could lead to the identification of a child or young person. Use broad descriptions of location, such as the country or region (e.g. Belgium).
- Do not publish pictures or information that could potentially identify a child or young person's location, such as school names in the background, school badges on shirts, maps, etc.
- Never publish any story, image, or video that could put a child or young person, their family, or community at risk, even if the child's identity is covered.
- The use of images or any material must be credited to Changing Democracies.

ANNEX 7: RESEARCH GUIDELINES AND OPERATIVE DOCUMENTS

1. Pertinence of involving children during the research

- In line with the UNCRC, this project has adopted a children's rights-based approach and a participatory research approach, therefore researchers and facilitators must consider the following aspects:
 - Consider to what extent children in general may benefit from this research, and the particular child or young person who is participating in the research process.
 - Define the specific aims of involving children and young people in this research, and the expected outcomes.
 - In order to make participation more meaningful for children, consider the research stages whereby children can participate. These research stages may include: the research design, data collection, interpretation and analysis, and dissemination.
 - Define in what capacity the children and young participants will be involved in each research stage.
 - Include the primary and secondary sources of data that already have answered your research questions based on a participation and children's rights-based approach.
 - Consider that all consultations and research activities involving children or young people must undergo a child and young people protection risk assessment.
 - Once the potential risks of harm have been identified, additional safeguarding measures will be developed and implemented.

2. Designing and planning research

2.1. Best interest of the child

- In line with article 3 of the UNCRC, the best interest of the child should be a primary consideration in all actions affecting children.
- Although the implementation of this principle involves different challenges, in the context of this research, the Work Package Leader and researchers must respect children's right to have their best interest assessed and considered as a primary consideration in all actions or decisions that concern them.

2.2. Voluntary participation and right to participate

- In accordance with article 12 of the UNCRC children's right to participate is a fundamental right and a principle. This right also includes the right to an opinion and for it to be listened to and taken seriously.

- Under this overarching principle and following the aims and methodology of Changing Democracies, all participants including children and young people will participate voluntarily on the bases of ethical information.
- The Work Package Leader and researchers must ensure that participants know their rights, including their right to participate and to decide whether or not to participate.
- The Work Package Leader and researchers must ensure that communication and information about the research is provided in a child-friendly manner according to the children and young people's development level, age and context.

2.3. Fairness and equity

- Enable the participation of all children and young people, and avoid systematic exclusion based on their language, social, educational, economic, religious, gender or sexual identity, ethnic or cultural backgrounds, disabilities or any other circumstances.
- Justify if the research may exclude or include specific groups of children and young persons based on the age, gender, language, social, educational, economic, religious, gender or sexual identity, ethnic or cultural backgrounds, disabilities or any other circumstances. Such research choices must be explained in the research design, implementation and dissemination phases.
- Ensure that benefits and risks of the research are equally considered among all children and young people participating in this research.
- Consider possible barriers to participation including: language, level of literacy, location of the research venue, access to public transport, financial situation of the children and their parents/careers, time availability and possible caring responsibilities. They also must consider how to eliminate such barriers and provide possible solutions.
- Consider if a particular participant or group of participants may prefer an interviewer of a specific gender, age or ethnic background.

2.4. Risk assessment and mitigating measures

- The Work Package Leader and researchers must avoid harm to the participants, the society, and themselves. Although risks of harm cannot be entirely mitigated, the Work Package Leader and researchers must assess the possible risks of harm and implement measures to reduce the risks.
- All consultations and research activities involving children or young people must undergo a child and young people protection risk assessment. This assessment must consider the following aspects:
 - The local context where the research will be conducted.
 - Factors such as age, developmental stage, previous experiences of children and young people participating in the research.
 - Any potential emotional or psychological impact that the research may have on the participants.

- Vulnerable participants that may find the research topics participating in research stressful.
 - The research can awaken old traumatic feelings and memories.
 - Some participants may become upset while discussing sensitive or difficult issues.
 - The participant may be concerned about sharing information.
- The risk analysis should consider the above listed issues and inquire: *what could happen, why could it happen, and how to mitigate it.*
 - Once the potential risks or challenges have been identified, the following mitigating measures must be considered.
 - Provide child-friendly information explaining the purpose of the research, the benefits of the research for children and young people in general, how the participants will be involved, how their inputs will be used, and what are the expected research outcomes.
 - Request informed and voluntary consent from the participants, and their parents and caregivers.
 - Ensure that all children and young people and their parents/caregivers are informed and aware of the Children and Young People Protection Policy and its child-friendly version, and the reporting procedures when concerns and allegations on children and young person's abuse arise.
 - Take steps to minimise distress during data collection. Incorporate breaks, pauses, or gaps between episodes of data collection to allow children and young people to manage any emotional or psychological impact.
 - Position sensitive questions appropriately in questionnaires or interview guides or explanations to mitigate potential distress.
 - Include helpline numbers or contact details of support organisations that can assist participants in case of emotional or psychological distress (See: List 2).
 - Ensure that the services are available and accessible during and after the research.
 - Consider scheduling interviews and research activities during weekdays.
 - Evaluate the impact of the research venue on children and young people's emotional well-being. Choose a location that is comfortable, safe, and conducive to open communication.
 - If during the consultation or research, a child or young person expresses their concerns about their safety or the safety of another child or young person, researchers must follow the reporting procedure and contact the Work Package Leader and the Child Protection Focal Person. As well, researchers must explain to the child or young person about the procedure and the confidentiality of the information.
 - Conduct ongoing risk assessment for researchers involved in the research process:
 - Identify potential risks, such as distress or physical injury, and develop measures to mitigate them.

- If researchers need to interview a child or young person one-on-one, a supervising adult must be present at the same space where the interview is being conducted.
- Provide adequate support, both internal and external, to researchers before, during, and after data collection.
- Regularly review and update risk mitigation strategies based on the evolving needs and circumstances of the research.

2.5. Research methods and active participation of children

- Respect children's right to express their opinion by listening to them and taking their views seriously. For this purpose, consider different channels by which they can express themselves including talking, drawing, writing, recording videos, among other ways.
- Consider incorporating drawing and writing activities, such as a 'Draw and write' approach, to enable younger children to express themselves more fully.
- Choose child-friendly research methods. This may involve using engaging and interactive techniques, age-appropriate activities, and creative tools that enable children to comfortably express their thoughts and experiences.
- Formulate age-appropriate questions. When designing surveys or interview questions, consider the child's characteristics, including their age and surrounding context. Use language, vocabulary, and concepts that are understandable and familiar to the children and young people.
- Test the research or interview questions to ensure that they are easily understood by the children and young people who will be involved. Simplify complex concepts, use plain language, and consider piloting the questions with a small group of children to identify any potential difficulties or potential risks of harm.
- Be responsive to the specific needs of children and young people by selecting research methods that can be adapted to different situations, individual needs, and age groups.

3. Implementing research

3.1. Privacy and confidentiality:

- Respect children's and young people's right to privacy throughout the research process and ensure that all forms of their personal information remain confidential and protected.
- Emphasise the importance of maintaining confidentiality among the research team members. Ensure that all team members understand their responsibility to protect children's and young people's personal information and respect their privacy.

- Implement robust strategies to keep data safe and securely store. For this purpose, avoid using easily compromised storage methods such as flash drives or cloud services. Instead, use secure environments with restricted access to ensure that files are only accessible to authorised individuals, and anonymize participant identities by replacing names with numbers or codes.
- Communicate to children and their parents or guardians the limits to confidentiality in the research process. Explain any circumstances where confidentiality may need to be breached, particularly in cases of safety concerns.
- Pay attention to privacy considerations in the research setting. Create a comfortable and safe environment that respects the privacy of children during the research process.
- Decide whether parents, guardians, carers or persons with authority will be allowed to be present during research sessions with children. Consider the possible impact on children's involvement and the information they may share. Weigh the benefits and potential limitations.
- Decide how you will respond if a child or a young person requests the presence of others during research activities. Consider the reasons behind the request and assess whether the request aligns with ethical considerations and the research objectives.
- If additional information beyond the initial consent is needed, obtain a separate consent. Clearly explain the purpose and uses of the additional data collection.
- Consider the possibility of returning data to children and young persons who participated in the research. If that is the case, determine the most suitable and age-appropriate manner for returning the data, ensuring that confidentiality is maintained throughout the process.
- Except for the final research products and subsequent publications, avoid sharing participant's data with third parties or using it for purposes other than the research project.
- When sharing research findings, take measures to ensure that participants' personal information and identities are not disclosed. Carefully anonymize and identify the data before publication or dissemination. Remove or alter any identifying details, such as names, locations, or specific characteristics that could potentially lead to the identification of participants.
- Develop a plan for the safe destruction of all participant's information and data that is no longer needed. Establish a timeframe to destroy this information after concluding the research project.

3.2. Ethical consent

- In accordance with the aims and methodology of Changing Democracies, all participants including children and young people will participate voluntarily on the bases of ethical information.
- The Changing Democracies' Partners' Consortium follows the General Data Protection Regulation (GDPR). The age of consent will depend on the allowed age in the European Union state member where the activity or the event will take place (See: List 1).

- Under this regulation, the age of consent of targeted children (from 13 to 18 years old) and young people (from 15 to 24 years old) in the project must follow these criteria:
 - For children aged 13 years and under the age of consent allowed in the EU member state where the activity is taking place, consent needs to be sought from both the parents/carers and the child
 - For children above the age of consent allowed in the EU member state where the activity is taking place, only the child's consent is needed.
- Provide information about the project aimed at the children and young people, their parents, guardians or carers. This information can be provided by leaflets, oral explanation, pictures or videos.
- This information must be provided in the local language and in a child-friendly manner.
- The information must provide the following aspects:
 - The aims and benefits of the research.
 - Children's rights during the research process. These rights include: voluntary participation, protection of their privacy, refusal to answer specific questions, freedom to withdraw at any stage of the research process, and provide their opinion about the research and their participation while seriously being considered.
 - Data collection tools, and how the data will be used and disseminated, acknowledgment of their participation.
 - Financial incentives if any.
- Written information or leaflets about the research must:
 - Be written in a simple and clear language.
 - Use short sentences.
 - Keep the meaning of the original information.
 - Provide examples to clarify words or situations.
 - Use colour and appropriate images.
 - Use a font of at least 12 pt.
- Consent requests may be written, verbal, video or by any other means that can be easily reached by all young participants.

3.3. Children participation

- Ensure that children are aware of their rights and have the ability to make an informed decision about participating in the research.
- Clearly explain the purpose of the research, how the collected data will be used, and assure children that their participation is voluntary.
- Take the time to establish trust with children before asking research questions. Engage in activities such as active games, storytelling, songs, and creative approaches to create a comfortable and open atmosphere.

- Allow children to have choices regarding the interview process.
- At the end of an interview, ask the child or group of children and young people to review and validate a verbal summary of what they have shared. Also, offer the opportunity to comment on data, analysis, and possible conclusions.

4. Research dissemination

- When disseminating research findings to children and young persons, it is crucial to think about how they will find out about the outcomes. Consider both written materials and personal interactions.
- Provide a child-friendly version of the research findings. Use language and visuals appropriate for their age and comprehension level. Consider using storytelling, illustrations, or interactive online tools.
- Acknowledge children and young people's contributions and emphasise their value in the research process. Also, consider including them as co-authors or contributors in relevant publications or another dissemination product.
- Involve children in official dissemination events. For this, assess whether children and young people would like to participate in the official launch of the research results. If they are interested, carefully consider the circumstances and potential risks.
- Bear in mind your responsibility to promote the findings of the research for the general benefit of children and young people and the society at large.

5. Research assessment and follow up

- Incorporate feedback from children and young people. If children, young people and their communities provide feedback on the research findings, ensure it is considered in any follow-up actions.
- Acknowledge their perspectives, suggestions, and concerns, and integrate them into future initiatives or recommendations arising from the research.
- Reflect and evaluate the research process with children and young people. Explain how their data was used and its impact. Whenever possible, arrange personal meetings to discuss the findings and their involvement.
- Establish procedures to facilitate children, young people and their parents, guardians making complaints about the research in general or about a particular researcher or situation.
- Keep the children informed about the progress, findings, and outcomes of the research. Share updates on any relevant developments, changes in recommendations or policies, and potential impacts of the new finding on their lives or communities.

ANNEX 8: GUIDELINES FOR CHILDREN AND YOUNG PEOPLE PARTICIPATION

Participation is an essential right in democracies. For the implementation of the project, the Changing Democracies Consortium Partners seek to recognise and respect the right to participate of children (from 13 to 18 years old) and young people (from 15 to 24 years old) who are part of the broad audience of the project.

In line with Article 12 of the UNCRC, all lead partners organisations, local partners organisations, project managers, project officers, staff and experts directly related to the Changing Democracies Consortium Partners will:

- Ensure that the following content and elements of the children's right to participate and express their views are considered during the activities, products and operations:
 - All children have the right to participate without discrimination of any kind.
 - Every child is capable of forming his or her own views.
 - Every child has the right to express those views freely.
 - In all matters affecting the life of the child including societal issues such as peace, democracy, environment, migration, among others.
 - Due weight to be given to views in accordance with age and maturity.
- Provide information to children about their participation during the project and their right to participate.
 - This information must be provided in the local language and in a child-friendly manner.
 - This information can be provided by leaflets, oral explanation, pictures or videos.
 - The information should include details on how they can participate, the reasons they have been given the opportunity to participate, the scope and nature of their participation, and the potential impact they can have.
- Provide written information presented in a child-friendly manner, by following these criteria:
 - Be written in a simple and clear language.
 - Use short sentences.
 - Keep the meaning of the original information.
 - Provide examples to clarify words or situations.
 - Use colour and appropriate images.
 - Use a font of at least 12 pt.

- Prioritise children’s safety and assess any potential risks of their participation during the project.
- Inform children about their right to decide whether or not to participate or express their views and their right to withdraw from activities at any time without facing any negative consequences.
- Ensure children are treated with respect throughout their participation in the project.
- Provide spaces and opportunities to all children to freely express their views and initiate ideas.
- Provide spaces and opportunities to all children to express their comments or feedback regarding their participation during the project.
- If appropriate, involve children in the follow-up processes of an activity or the project itself. Inform them about how their input has influenced any outcomes of the project.

ANNEX 9: REPORTING FORM OF ALLEGED CHILD ABUSE

Case number: 00_ Date: _____

(To be filled out by the Child Protection Focal Point)

1. Details of the person referring

- Full name:
- Job title:
- Organisation:
- Date of report:
- Phone number:
- E-mail address:
- Type of contact with the child:

2. Details of the child

- Full name:
- Gender:
- Age:
- Parents/legal guardians/carers:
- Address:
- Date of report:

3. Situation of the child

- Current location:
- Responsible person:
- Taken to hospital or any other service?
- Where?

4. Details of the alleged suspect (if there is any)

- Full name:
- Job title:
- Organisation:
- Phone number:
- E-mail address:
- Type of contact with the child:

5. Situation or concern

- Describe the concern or alleged abuse:

- Context of the circumstances (location/date/time):

- Other children/adults involved:

6. Taken actions

- By you:

- By other persons:

Your signature

Your name

Place / Date (DD/MM/YY)

ANNEX 10: CHILD AND YOUNG PEOPLE POLICY (CHILD-FRIENDLY FORMAT)

Consortium Partners' Children and Young People Protection Policy

- We are the Changing Democracies' Consortium Partners. We think that democracy is in crisis. We see that populism, authoritarianism, extremist parties are growing in Europe and beyond. We want to contribute to strengthening democracy.
- Through Changing Democracies, we want to contribute to build a shared European memory from diverse views, stories and memories of communism, dictatorships, resistance, transitions, war and peace.
- To do it, we want to reach people who never have lived without democracy, and those persons who have had.
- We want to reach a broad audience. For that reason, Changing Democracies also seeks to reach children and young people.
- A child is someone under 18 years old and a young person is someone between 15 and 24 years old.
- We are committed to respect and protect the human rights of children and young people at all times.
 - We also try to protect you from any misconduct and abuse caused by an adult, another child or young person.
 - If somebody hurt you or made you feel uncomfortable during a Changing Democracies' event or activity, please tell that immediately to a project worker.
 - Please also do it if you see somebody hurting another person or not properly behaving toward another person. The project worker will listen to and help you.
 - No photographs, videos or digital images can be taken without your consent or your parents/careers' consent.
 - You have the right to participate and to decide not to participate.
- Below you also find our contact details. You can always reach us if you have any question or concern.
- Thank you for participating in Changing Democracies! Your story and your views matter!

TEMPLATE 1

Media Consent Form for Young Participants

[activity, location, date]

- Changing Democracies wants to contribute to build a shared European memory from diverse views, stories and memories of communism, dictatorships, resistance, transitions, war and peace.
- Your views and opinions on these issues matter, and we want to include them in our project!
- As part of our project we collect and distribute photographs, videos and other visual materials that will be used in our website, social media platforms and reports.
- For this, could you let us know **what you want** and **what you do not want**?

Your full name: _____

Your age: _____

What?	Yes, I want	No, I do not want
To take a group and individual photograph of you and use it for the project Changing Democracies.		
To be interviewed by our experts and recorded by our filmmakers.		
To talk to the press during events and activities, and allow visual and audio coverage.		
To capture and share your voice in films, photos, and audios.		
To collect and share your writing, art or any material made by you, which you decide to provide us.		
To use only your first name to share these materials.		

We also respect your rights:

- You have the right to decide whether or not to participate or express your views.
- You have the right to withdraw this consent at any time without facing any negative consequences.
- You have the right to request any additional information about the photographs, videos and other visual materials.
- This consent will be only used for the project Changing Democracies. The local organisers have the duty to inform you about any additional use of these materials.

Could you give us your contact details?

Name and family name:	
Date of birth:	
Address:	
Post Code and place:	
Phone number:	
Email address (if you have one):	

Statement of agreement:

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

Your signature

Your name

Place / Date (DD/MM/YY)

TEMPLATE 2

Media Consent Form for Parents /Legal Guardians/Carers¹

[activity, location, date]

- Changing Democracies wants to contribute to build a shared European memory from diverse views, stories and memories of communism, dictatorships, resistance, transitions, war and peace.
- Changing Democracies' audience include children (from 13 to 18 years old) and young people (from 15 to 24 years old).
- As part of our project we collect and distribute photographs, videos and other visual materials that will be used in our website, social media platforms and reports.
- We are asking your consent to allow your child to participate in our activity, and obtain and use any audio and visual material that he/she voluntarily agrees to provide.
- This consent does not imply any type of compensation or remuneration during the implementation of this project or in the future.
- To obtain this consent, could you let us know **what you want** and **what you do not want**?

Your full name: _____

Your child's full name: _____

What?	Yes, I want	No, I do not want
To take a group and individual photograph of you and use it for the project Changing Democracies.		
To be interviewed by our experts and recorded by our filmmakers.		
To talk to the press during events and activities, and allow visual and audio coverage.		

¹ For children aged 13 years and under the age of consent allowed in the EU member state where the activity or event is taking place.

To capture and share your voice in films, photos, and audios.		
To collect and share your writing, art or any material made by you, which you decide to provide us.		
To use only your first name to share these materials.		

Could you give us your contact details?

Name and family name:	
Date of birth:	
Address:	
Post Code and place:	
Phone number:	
Email address (if you have one):	

Statement of agreement:

- I understand that participation is voluntary and we can withdraw this consent at any time without facing any negative consequences.
- This consent will be only used for the project Changing Democracies. The local organisers have the duty to inform us about any additional use of these materials.
- We have the right to request any additional information about the photographs, videos and other visual materials obtained for the project.
- I have read, understood and agreed to all points within the Media Consent Form for Parents/Legal Guardians/Carers.

Your signature

Your name

Place / Date (DD/MM/YY)

LIST 1: GDPR AGE OF CONSENT IN THE EUROPEAN UNION¹

The list only contains the EU members where the Changing Democracies' partners are located.

Country	Age of consent
Belgium	13 years old
Greece	15 years old
Croatia	16 years old
Czech Republic	15 years old
Lithuania	14 years old
The Netherlands	16 years old
Poland	16 years old
Portugal	13 years old
Romania	16 years old
Spain	14 years old

¹ Only in the EU member states where the project takes place.

LIST 2: CHILD PROTECTION LOCAL RESPONSIBLE AND LOCAL CHILD PROTECTION AUTHORITIES

Organisation	Name of the main contact person for this project	E-mail address of this person	Phone number of this person	Local Child Protection Authorities
Evens Foundation (EF)	Marjolein Delvou	marjolein.delvou@evensfoundation.be	32494810539	Hulplijn geweld, misbruik en kindermishandeling 1712
EuroClio	Eugenie Khatschatrian	eugenie@euroclio.eu	31615485182	Veilig Thuis. Advies- en meldpunt huiselijk geweld en kindermishandeling, 0800-2000
Escola de Cultura de Pau (ECP)	Cécile Barbeito	cecile.barbeito@uab.cat	34651817663	El sistema català de protecció a la infància i l'adolescència
Flemish Peace Institute (FPI)	Maarten Van Alstein	maarten.vanalstein@vlaamsparlement.be	3225524591	Hulplijn geweld, misbruik en kindermishandeling 1712
Autres Directions (AD)	Tijl Akkermans	tijl@autresdirections.nl	31629401517	Veilig Thuis. Advies- en meldpunt huiselijk geweld en kindermishandeling, 0800-2000
Stefano Di Pietro, In Medias Res (IMR)	Stefano Di Pietro	stefdipietro@gmail.com	31627051443	Veilig Thuis. Advies- en meldpunt huiselijk geweld en kindermishandeling, 0800-2000
University of Porto (UP) Faculty of Fine Arts	Catarina (Cat) Martins	csmartins@fba.up.pt	351934666101	Commission for the Protection of Children and Young People - Porto Oriental (CPCJ)
Univerzita Karlova (CU)	Bohumil Melichar	bohmelichar@gmail.com	420721354979	Ministry of Labour and Social Affairs www.mpsv.cz

Mediawise Society (MS)	Neacsu Nicoleta	neacsu.nico@gmail.com	40751028222	Misiunea Autorității Naționale pentru Protecția Drepturilor Copilului și Adoptie (ANPDCA)
Association for History Education in Greece (AHEG)	Ioanna Dekatri	idekatri@gmail.com	306944534893	https://www.synigoros.gr/en/category/paidi
National History Museum of Slavonia (NHMS)	Denis Detling	denis.detling@mso.hr	385951678663	https://dijete.hr/en/home-page-ombudsman-for-children
Open Lithuania Foundation (OLF)	Sandra Gaučiūtė	sandra.gauciute@olf.tl	37067323464	Valstybės vaiko teisių apsaugos ir įvaikinimo tarnyba prie Socialinės apsaugos ir darbo ministerijos
Borderland Foundation (BF)	Ksenija Konopek	ksenija@pogranicze.sejny.pl	48875650369	Prokuratura Rejonowa w Suwałkach https://www.gov.pl/web/po-suwalki/prokuratura-rejonowa-w-suwalkach2

The Changing Democracies Consortium Partners' Children and Young People Protection Policy has been reviewed and approved by:

Name and surname: Lúcia de Almeida Matos

Legal representative of: Faculty of Fine Arts of the University of Porto

Signature: _____

Date: 9 February 2024

Contact details child protection focal point: Catarina (Cat) Martins