

General standards of a child protection/safeguarding policy (based on Keeping Children Safe)

General

- The policy has been signed and approved by the management of the institution/organisation.
- The purpose and scope of the policy are defined in the introduction.
- There are definitions of child endangerment.
- The legal requirements of the respective state regarding child protection are taken into account.
- The policy is committed to the principles of the UN Convention on the Rights of the Child of 1989.

Prevention

- The policy applies to all employees and all other persons working for the organisation (committee members, volunteers, etc.).
- There are requirements for the recruitment process for new staff (e.g. extended certificate of good conduct, self-declaration, references).
- Regular training courses on child protection/safeguarding are organised for staff.
- There is a mandatory code of conduct that all employees and all other people who work for the organisation sign.
- A person responsible for implementing and monitoring the policy is appointed.

Reporting channels for suspected cases

- The protection and well-being of the child/the person concerned are at the centre.
- The reporting channels and procedures for reporting a suspected case are described.
- There is an obligation to document suspicious activity reports and complaints.
- Official contact persons are appointed at various hierarchical levels (men and women).
- Confidentiality is guaranteed.

Case management

- The protection and well-being of the child/the person concerned are at the centre.
- The procedures are described.
- The members of the ad hoc team and the responsibilities for case processing are defined.
- The involvement of other experts is planned.
- Co-operation with the police and authorities follows local legislation.
- In the case of ecclesiastical institutions, the requirements of church law are followed.

If required

- There are adapted measures for children with disabilities.
- There are rules for public relations, fundraising, use of social media, photos.
- There are rules for guests in the organisation.

In addition

- A risk analysis was carried out before the policy was drawn up.
- The policy takes local and cultural circumstances into account and is adapted to the specific circumstances of the organisation.
- The views of children/young people were taken into account when drawing up the policy.
- The policy is available in the local language. There may be a child-friendly version and a version for people with disabilities.
- The policy is based on the guidelines of the superordinate institution (e.g. the Bishops' Conference).

Implementation

- The policy is known to the children and all other persons (employees, volunteers, parents, visitors).
- The reporting channels and contact persons are known to the children and other persons, e.g. through regular information events, posters, homepage.