

**“Carano 4 Children” non-profit foundation**

**Code of Conduct and Child Safeguarding Policy**

**version 2.0 - September 2023**

This document contains the Code of Conduct and the Child Safeguarding Policy of the non-profit Foundation “Carano 4 Children” replacing the previous version dated November 2020.



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## Introduction

The non-profit foundation “Carano 4 Children” has the mission to help children in need, in particular orphans and abandoned children, to develop their creativity and skills via art & science, and to stimulate children to develop their potential in art & science. The foundation has been created in Brussels (Belgium) on 12<sup>th</sup> March 2018 in memory of Luigi Carano and Erika Ciancaleoni, two married top aeronautical engineers from Italy with incredible talent in art and science.

The foundation has launched, in cooperation with several partners, the non-profit initiative “Leonardo 4 Children” which includes awards across Europe for children, teenagers and young talents to develop their skills in art & science, and to help children in need to overcome their post-traumatic stress with education in art & science. The initiative includes workshops and concerts to promote the talent of children and to raise funds in favour of children in need via partner organisations.

The policy applies to all “Carano 4 Children” staff, board members, consultants, advisors, volunteers and contractors. Carano 4 Children commits to only partner with organisations which can provide their own equally robust Code of Conduct and Child Safeguarding Policy, or, be able to demonstrate that they are in agreement with this policy and practice, with their staff, board members, consultants, advisors, volunteers and contractors compliant to the same standards.

**“Maxima debetur puero reverentia”<sup>1</sup>**

## Definitions

For the purposes of this policy, the following definitions are used throughout the document:

- ‘CAC’ = Carano 4 Children foundation;
- ‘Child’ is defined as any person under the age of 18 years, in line with the “United Nations Convention on the Rights of the Child” (1989)<sup>2</sup>
- ‘Child safeguarding’ is the responsibility that organisations have to ensure their staff, operations and programmes “do no harm” to children and that any concerns the organisation has about children’s safety within the communities in which they work are reported to the appropriate authorities<sup>3</sup>
- ‘Child maltreatment’<sup>3</sup> is the abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power
- ‘Foundation’ refers to the “Carano 4 Children” non-profit foundation, legally established in rue Belliard 202 – 1040, Brussels, Belgium since 12<sup>th</sup> March 2018 with enterprise number - BE0692.603.358.
- ‘Secretarial’ refers to the paid staff, interns and Director of the Foundation.

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<sup>1</sup> The greatest respect is owed to the [boy] child.

<sup>2</sup> UNHCR Article 1 (1990). <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx> Accessed 9/04/2020

<sup>3</sup> <https://www.who.int/news-room/fact-sheets/detail/child-maltreatment>



## Principles and values

All Carano 4 Children activities are carried out on the basis of the following key principles:

### Programme Impact

1. The Foundation's activities focus on positive and clear impact for the benefit of children. The

Foundation focuses on two main groups:

- (i) to help children in need - primarily orphans, abandoned children, children in hospitals, children in refugee camps - to overcome post-traumatic stress with education in art & science;
- (ii) to enable children – primarily across Europe - to develop their potential in art & science, with adequate stimuli, focus on Science Technology Engineering Arts and Mathematics (STEAM) skills, and providing them adequate visibility and recognition.

2. The beneficiary projects are selected via open and transparent calls, focused on addressing well-identified needs, implementation is made in cooperation with selected partners active on the field and adopting a child safeguarding policy in line with best practices.

3. The Foundation promotes international and multilateral policies – such as the UN Convention on the Rights of the Child – and EU values and principles – such as rule of law, human rights, transparency, governance, equality, solidarity, universal education.

### Partnerships

4. The initiatives promoted by the Foundation including “Leonardo 4 Children” are supported by patronages of international organisations and public entities, and supported by an Advisory Board including selected professionals.

5. The Foundation seeks cooperation with partners of high standards and reputation, which are able to maximise the impact, develop synergies and are active in promoting art & science education and help children in need. The beneficiary partners are involved in the organisation of events and in fund-raising activities. The cooperation is defined in specific Memoranda of Understanding, to include Safeguarding elements, which are signed before the beneficiary project is launched. The Foundation expects that all its partners are fully committed to Child Safeguarding. Minimum standards that are expected are those stated in the Carano 4 Children Code of Conduct with procedures in place for the Safeguarding Focal Point to be able to verify that this statement is correct and that such assurances can be relied on.

6. The Foundation may receive sponsorships or donations for specific projects, services (e.g. events) or products (e.g. books, audio-visual material), and may develop fund-raising campaigns for specific initiative with clear objectives. The Foundation welcomes cooperation with non-profit foundations and entities with a public service mission. The Foundation cooperates with private sector sponsors, ensuring there is no conflict of interest with its Board members.

7. The Foundation is committed to provide adequate visibility and recognition to all partners and sponsors.



## Transparency and management

8. All the operational activities and the accounting of the Foundation are based on non-profit principles.
9. The Foundation maintains a lean organisation with minimum operating costs. The costs of products and services are minimised, providing a cost-coverage for artists and performers, and minimising the fees to limited justified cases.
10. The Foundation publishes information on Board decisions, key accounting figures, partnerships and sponsorships, reporting beneficiary projects.
11. The Foundation responds to all queries via website requests ([www.Carano 4 Children.org](http://www.Carano4Children.org)), email ([mailto: info@carano4children.org](mailto:info@carano4children.org)) and social media (Facebook, Instagram, LinkedIn, Youtube) within 48h.

## Child participation

Child participation is one of the core principles of the UN Convention on the Rights of the Child. The Foundation works with and for children, striving to provide access to art, science and music for children who are in need. The Foundation believes that the participation of children is vital to their development. The Foundation aims to ensure children feel able and willing to speak about their concerns in an environment free from any abuse and which empowers them to become actors in their own protection without discrimination or shame. The Foundation creates a safe environment and ensures children are aware of their rights.

The Foundation aims to implement children's participation based on the nine requirements for meaningful, safe and inclusive children's participation (Save the Children 2013).

### **Participation benefits the mission of Carano4Children**

1. Participation is transparent and informative
2. Participation is voluntary
3. Participation is respectful
4. Participation is relevant
5. Participation is child-friendly
6. Participation is inclusive
7. Participation is supported by training
8. Participation is safe and sensitive to risk
9. Participation is accountable



## Child abuse or maltreatment

The U.K. based NSPCC (National Society for the Prevention of Cruelty to Children), cites child abuse or maltreatment as ‘behaviour that causes significant harm to a child. It also includes when someone knowingly fails to prevent serious harm to a child. All forms of cruelty are damaging - it can be harder to recover from the emotional impact than from the physical effects.’<sup>4</sup> **Five types of abuse**<sup>5</sup> are highlighted:

- **Physical abuse:** including hurting or injuring a child, inflicting pain, poisoning, drowning, or smothering.
- **Sexual abuse:** including direct or indirect sexual exploitation or corruption of children by involving them (or threatening to involve them) in inappropriate sexual activities.
- **Emotional abuse:** repeatedly rejecting children, humiliating them or denying their worth and rights as human beings.
- **Neglect and negligent treatment:** the persistent lack of appropriate care of children, including love, stimulation, safety, nourishment, warmth, education, and medical attention.
- **Exploitation:** this can occur in many forms, including sexual exploitation, economic exploitation (using children for labour e.g. working in the fields or selling drugs) or using children to fight (child soldiers).

## Indicators of child abuse or maltreatment

Most indicators are not in themselves proof of abuse, but must warn of the possibility and help the Foundation consider the next steps to support or investigate concerns about a particular child. A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone.

### Possible signs of physical abuse

- Unexplained recurrent injuries or burns
- Fear of suspected abuser being contacted
- Refusal to undress for gym
- Bald patches
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Fear of physical contact – shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to “make him study”).
- Self-destructive tendencies
- Aggression towards others
- Fear of medical help or examination
- Chronic running away

### Possible signs of emotional abuse

- Physical, mental and emotional development lags.
- Sudden speech disorders.
- Continual self-deprecation (“I’m stupid, ugly, worthless, etc”).

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<sup>4</sup> <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<sup>5</sup> Note: a child who is being abused may experience more than one type of cruelty. Discrimination, harassment and bullying are also abusive and can harm a child, both physically and emotionally.



- Overreaction to mistakes.
- Extreme fear of any new situation.
- Inappropriate response to pain (“I deserve this”).
- Neurotic behaviour (rocking, hair twisting, self-mutilation).
- Extremes of passivity or aggression.

#### Possible signs of neglect

- |                          |                              |
|--------------------------|------------------------------|
| • Constant hunger        | • Emaciation                 |
| • Poor personal hygiene  | • Untreated medical problems |
| • Constant tiredness     | • No social relationships    |
| • Poor state of clothing | • Compulsive scavenging      |
| • Destructive tendencies |                              |

#### Possible signs of sexual abuse

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child’s age.
- Medical problems such as chronic itching, pain in the genitals, sexually transmitted infections (STIs), pregnancy.
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia.
- Personality changes such as becoming insecure or clinging.
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating.
- Being isolated or withdrawn.
- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder.
- Starting to wet again, day or night/nightmares.
- Become worried about clothing being removed.
- Suddenly drawing sexually explicit pictures.
- Trying to be “ultra-good” or perfect; overreacting to criticism.





## An introduction to the Code of Conduct

The “Carano 4 Children” foundation focuses on support to children via art & science, and operates on a strict **non-profit basis**. The protection policy frames this code and together they identify all necessary steps for ensuring that all those the policy applies to know and understand the Code of Conduct. The Code of Conduct is an important tool for safeguarding and supports the prevention and mitigation of risk.

### Actions to safeguard children

The Foundation takes care of safeguarding children against any form of abuse, exploitation or harassment.

- The Foundation appoints a Child Safeguarding Focal Person, who is specifically trained on child safeguarding.
- When a child safeguarding concern is brought to the attention of the Child Safeguarding Focal Person they will ACT<sup>6</sup>. This means they will:

**Act** on concerns. (If in doubt, speak out. )

Be **Child-centred**. The protection of children is the most important consideration.

Understand that **Time counts**. Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

All further details are in the Child Safeguarding Policy and in the annexed Code of Conduct on Child Safeguarding, Annex 1.

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<sup>6</sup> Plan International, Child Safeguarding Policy ‘reporting and responding to Child Safeguarding Issues in Plan.’



# Child Safeguarding Policy

## Purpose

The “Carano 4 Children” non-profit Foundation is focused on children’s support with art and science education, and its Board of Directors identified the need to introduce a Child Safeguarding Policy, to ensure its activities protect, safeguard and are beneficial to children.

## Rationale

All children and adolescents involved in the Foundation’s activities, projects and programmes have the right:

- to have their health, safety and well-being, and their best interests considered as top priority
- to have their development promoted and safeguarded so that they can achieve their full potential
- to be valued, respected and understood within the context of their own culture, religion and ethnicity
- to be listened to and to have their views given careful consideration
- to be encouraged and helped to participate in decisions which affect them, including in Child Safeguarding decisions.

## Specific Manager Responsibilities for Implementation of the Policy

Responsibility	Action
<b>Carano 4 Children Director</b>	<ul style="list-style-type: none"> <li>• Must ensure that all new employees receive a copy of the Child Safeguarding policy and Code of Conduct, prior to or at the time of issuing an employment contract.</li> <li>• They must read, sign and return copies of the policy to show that they are aware of and agree to act in accordance with the Policies.</li> <li>• Signed copies must be place in their personnel file.</li> </ul>
<b>Carano 4 Children Director</b>	<ul style="list-style-type: none"> <li>• Must ensure that all new employees receive child safeguarding policy training internally from the Safeguarding Focal Point and the NSPCC online training <a href="#"><u>Introduction to safeguarding and Child Safeguarding</u></a> as part of their induction programme.</li> <li>• All staff and key volunteers receive child safeguarding training which is relevant and appropriate to their engagement with the organisation.</li> </ul>



<p><b>Carano 4 Children Director</b></p>	<p>Ensure that appropriate due diligence is made on the Child Safeguarding policy and practice of key stakeholders, especially beneficiary partners and in each case sets up a Memorandum of Understanding. Each Memorandum of Understanding should only be set up once the Partner organisation has provided their own Code of Conduct or Child Safeguarding policy or has demonstrated that they are in agreement with the Code of Conduct and Child Safeguarding Policy of the Foundation.</p> <ul style="list-style-type: none"> <li>• The Director should work in conjunction with Safeguarding Focal Point to make sure this process is carried through.</li> </ul>
<p><b>Safeguarding Focal Point</b></p>	<ul style="list-style-type: none"> <li>• Must ensure that all key volunteers, employees and C4C board members read and sign the child safeguarding policy and explanation which is relevant and appropriate to their engagement with C4C</li> <li>• Must ensure that employees, C4C board members and key volunteers have carried out police criminal record checks</li> </ul> <p>Keep records of all staff training, up-to-date police checks of staff, volunteers etc. These need to be kept securely and compliant with GDPR regulations.</p>
<p><b>Safeguarding Focal Point</b></p>	<ul style="list-style-type: none"> <li>• Ensure that at all events (including awards, ceremonies, concerts and other activities) the organisers have been made aware of :             <ul style="list-style-type: none"> <li>○ Their required commitment to, and compliance with, the Carano 4 Children Code of Conduct</li> <li>○ Their responsibility to obtain appropriate informed consent for taking of any photographs of children and their distribution</li> </ul> </li> <li>• The Safeguarding Focal Point should have copies of the child appropriate information leaflets available in accessible languages. A copy of this in English is included in the Annexes of the Code of Conduct and Child Safeguarding Policy.</li> </ul> <p>Ensure that parents or legal guardians of children participating in events have signed appropriate consent forms for participation and accompaniment to events.</p>
<p><b>Safeguarding Focal Point</b></p>	<ul style="list-style-type: none"> <li>• Provide support to the Director to ensure that appropriate due diligence is made on the Child Safeguarding policy and practice of key</li> </ul>



	stakeholders, especially beneficiary partners
<b>Safeguarding Focal Point</b>	<ul style="list-style-type: none"> <li>• The Safeguarding Focal Point must inform themselves of the appropriate authorities and procedures for reporting breaches and incidents in the countries where events take place.</li> <li>• Contact with relevant embassies of the country in which the event takes place should be made to ascertain what should be done in such cases.</li> </ul> <p>They must be available to respond to reporting of safeguarding breaches and incidents</p>
<b>C4C Board member responsible for overseeing safeguarding</b>	Ensure that Child Safeguarding is a standing item at each board meeting of C4C board members; that all board members are committed to the standards of safeguarding within the documents; read.
<b>C4C Board member responsible for overseeing safeguarding</b>	<ul style="list-style-type: none"> <li>• Appropriately respond to any Child Safeguarding concerns that have been escalated and any whistle blowing regarding Child Safeguarding.</li> </ul>
<b>All key volunteers, employees and C4C board members</b>	Take personal responsibility for reading, understanding and being compliant with the Child safeguarding policy and Code of Conduct.



## Key personnel with Child Safeguarding responsibilities

### Executive Director

The Executive Director is also the founder, Mr. Alessandro Carano who has who has read the UNICEF Child Safeguarding Toolkit for Business (2018) and undertaken the UK National Society for the Prevention of Cruelty to Children(NSPCC), Introduction to safeguarding and Child Safeguarding training<sup>8</sup> and briefing from Keeping Children Safe<sup>9</sup>.

### Focal point

The Child Safeguarding focal point is Ms Giuliana Santambrogio , who has read the Carano4Children Safeguarding Policy and Code of Conduct, undertaken a police check with a satisfactory outcome and undertaken the UK National Society for the Prevention of Cruelty to Children Introduction to safeguarding training course.

### Member of the Board

The Trustee with oversight for Child Safeguarding is Mrs Ann Start who has undertaken Child Safeguarding and safeguarding training in her professional capacity plus the briefing from Keeping Children Safe.

## References

The process to reach these goals is based on internationally-recognized expertise sources: [UN Convention on the Rights of the Child](#); UNICEF Child Safeguarding Toolkit for Business (2018); ‘Keeping Children Safe’ (2014)<sup>7</sup>; BOND; UK Charities Commission; Belgian department Cultuur, Jeugd & Media; Jeugd- en kinderrechtenbeleidsplan.

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<sup>7</sup> Save the Children, Keeping Children Safe (2014). Understanding Child Safeguarding Training: A facilitator’s guide [https://resourcecentre.savethechildren.net/node/8560/pdf/kcs\\_understanding\\_2014.pdf](https://resourcecentre.savethechildren.net/node/8560/pdf/kcs_understanding_2014.pdf) Accessed 9/04/2020



**Figure 1:** ‘Six ways that Boards should take the lead on safeguarding’. BOND Good governance for safeguarding: a guide for UK NGO boards.

## Process

In facing its duty of care responsibility, the Board introduces a Code of Conduct, assesses the level of risk, adopts an appropriate Child Safeguarding Policy and ensures commitment to mitigation of risk by embedding good practice.

*It is essential that charity CAC board members manage the risks associated with safeguarding, in the same way that it has a responsibility to actively manage all risks faced by the charity. Only once risks are identified can an organisation think about managing them* (ref. UK Charities Commission Safeguarding and Protecting People for Charities and CAC board members guidance, October 2018) <sup>8</sup>.

The following processes and practice define the “Carano 4 Children” Foundation’s Child Safeguarding Policy:

- A “Child Safeguarding Code of Conduct” is defined, in consultation with the partners (Annexe 1);
- A set of policies: safeguarding children policy, safety and security policy and procedures, a whistleblowing and/or complaints policy and disciplinary procedures.
- The areas of risk are based on a safeguarding risk assessment. This assessment takes into account all activities involving all those who represent Carano 4 Children, event staff and volunteers and those involved with partner programmes. This will include awards, concerts and other Carano 4 Children events, media activities, visits to schools and partner operational sites. A framework follows which outlines:
  - All the areas of activity where the organisation comes into contact with children

<sup>8</sup> <https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>



- The people (staff, intern, volunteer, consultant, advisor, board) with that contact
- Information about child to child contact e.g. via social media
- How to handle data relating to children and avoid exploitative action between them
- How to describe and uphold the Foundation organisational values.
- Appropriate due diligence is made on the policy and practice of key stakeholders, especially beneficiary partners. Examine the cultural norms, balance of power, level of supervision and training of people involved and due diligence on partner organisations which receive Carano 4 Children's support.
- The Foundation cultivates an open and transparent culture, modelled on the Board of Directors and Advisory Board members.
- The Foundation seeks partnerships on child safeguarding, and apply to become a member of the Keeping Children Safe Coalition<sup>9</sup>.
- This policy will be revised by October 2024, and its implementation regularly reviewed on an annual basis as part of the activity reporting.

<sup>10</sup> <https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>

<sup>11</sup><https://learning.nspcc.org.uk/training/protecting-children-entertainment-chaperone-training>

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<sup>9</sup> <https://www.keepingchildrensafe.global/introduction/>



## Safer Recruitment

The following forms the basis for safer recruitment in a child focused organisation. Finding and recruiting the right people to work with children can be difficult. What follows is a safer recruitment checklist Carano 4 Children recruits and appoints appropriate people as employees or volunteers. In many countries it is a criminal offence for an individual, who is barred from working with children to apply for a regulated activity role and at the same time it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. A police criminal record check/certificate of good conduct must be carried out at the end of the process when the appointer / appointing body is minded to appoint. In Belgium this is *Demande d'un extrait de casier judiciaire (certificat de bonne vie et mœurs)* or *Gevraagde uittreksel uit het strafregister (bewijs van goed gedrag en zeden)* available from the local police station or [online](#) at:

This is not the start of the process and should not be the only check of suitability.

1.	Be clear about who is responsible for appointments. This rests with the Executive Director and C4C board members. People involved in recruitment must have been safely recruited themselves, be capable and competent in recruitment and be able to keep personal matters confidential
2.	Have a clear job description which sets out the tasks the applicant will do. Develop terms of reference for all posts including where short-term contracts, consultants are being recruited.
3.	Use an application form which asks for references and for consent to gain information on a person's past convictions/pending disciplinary proceedings..
4.	Always take up 3 references and verify the referees
5.	Ask referees specifically about an individual's suitability to work with children
6.	Ensure that you carefully examine application forms and references and ensure information provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career.
7.	The Confidential Declaration asks for any reason why applicants should not be working with children
8.	Have a face-to-face interview or discussion with preplanned and clear questions to assess a person's suitability for a role. Questions must assess the values, motives, behaviours and attitudes of those applying for roles which work with children
9.	Include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it has had their current practice?
10.	The decision to appoint to voluntary/paid work must be made by those who have the responsibility for appointments
11.	It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.



«Carano 4 Children » Foundation



12.	The KCS Child Safeguarding Network Manager is there to give advice and must be contacted whenever there is uncertainty about any safeguarding aspects of a potential appointee's history.
13.	Use a 3 month probationary period of employment to ensure suitability once in post.



## Activities

There are three types of activities of the Foundation which involve minors:

- 1) Awards involving the participation of children aged 6-18 years and young composers aged 16-30 across the EU, and in other countries outside the EU in cooperation with local partners;
- 2) Events: concerts, presentations, workshops and award ceremonies involving children as participants;
- 3) Beneficiary projects supporting children in need in poverty/conflict/disaster affected communities / hospitals / refugee camps etc., via reliable and selected partners.

The specific measures undertaken by the Foundation to safeguard children and mitigate the risks are outlined below. All the activities taking place in the EU must be compliant with relevant EU policies and regulations, including the General Data Protection Regulation.

Specific policies are detailed in the Annexes.

## Child safeguarding in Awards

The Foundation organises, in cooperation with partners, “Leonardo 4 Children” awards to stimulate the creativity of children and teenagers with art & science. The “Leonardo 4 Children” awards involve participating children aged 6-12, teenagers aged 13-18 and young music composers aged 16-30 resident in the European Union, or in other countries in cooperation with local partners. These awards are promoted via channels such as European Schoolnet, the European Schools, and other organisations active in child education sectors.

The awards are based on Terms and Conditions, which are developed in consultation with partners and with the Advisory Board drawing on multi-functional expertise. The Terms and Conditions of each competition are published on the website of the Foundation in several languages, including as a minimum English, French, Italian language (Annex 2).

To participate in the awards, the participating children need to have the agreement of the legal representative(s), i.e. the person(s) having parental authority on the participating children. Works can be submitted by adults, i.e. teachers or parents, and in the submission process it is required to agree with the Terms and Conditions.

The Terms and Conditions include compliance and property rights provisions aimed at ensuring that the works submitted in the awards are the original creation of the participating children, and that the legal representative(s) of the participating children have provided their agreement.

The Terms and Conditions include provisions on the protection of personal data in line with EU General Data Protection Regulation, and as specified in Privacy policy and Data protection notice annexed to the Terms and Conditions (Annex 3).



The legal representative(s) of the children have the option to authorize (or not) the publication of the name of the children and of their picture, particularly in the case of winners. No disclosure of the identity or the image of children is made without such a written authorization.

### **Child safeguarding in Events**

The Foundation organises - in cooperation with partners - or takes part in events, with the objectives to promote the awards, to promote the winning children, to promote on-stage young talents (eg music players or children's choirs), and to raise funds in favour of beneficiary projects.

These events can take one of these forms:

- Concerts
- Award ceremonies
- Workshops
- Presentations and conferences

During these events, the participating children are valued and recognized for their talents and skills, they are respected, they are under supervision and receive support of adults, and receive assistance in case of special needs. A representative of the Foundation is always available onsite for the entire duration of the presence of children. Children must be accompanied to events by a responsible adult - parent, guardian, carer or teacher. Accommodation for children taking part in Carano 4 Children events is the responsibility of the accompanying parents, guardian, carer or teacher to arrange. Carano 4 Children does not arrange accommodation.

- Children should all be provided with the Safeguarding focal point contact details to use if needed;
- No staff or volunteers of the Foundation should travel alone with a child/young person;
- All participants in events need to be informed and educated in order to manage concerns about child-on-child abuse. Either a briefing session or leaflet should be made available, the content of which should be age and stage of development specific and should address the following:
  - Healthy relationships
  - Respectful behaviour
  - Gender roles, stereotyping and equality
  - Sexual harassment
  - Use of information/images on the internet and social media etc.

The active participating of children and teenagers is subject to the written agreement of their legal representative(s) directly to the Foundation or via intermediary partners, such as the teacher. The legal representative(s) may authorize (or not) the use of the image of the children in pictures or videos.

Some activities may present additional challenges and risks, which make safeguarding more complex. For example, if an event includes larger numbers of children, young people and adults than the Foundation is used to working with, requiring children attending a variety of venues and locations, organised with a variety of different groups, organisations and/or individuals who may not be used to working with children and young people, there are measures in place to keep children and young people safe. The Carano 4 Children's Child Safeguarding Code of Conduct (Annexe 1) will be strictly applied.



For each event, the participant coordinator for each group (school, choir, orchestra etc) will be briefed on the Safeguarding policy and Code of Conduct and asked to commit to this at the onset of the collaboration for the project. On the day of the event at rehearsal or the actual event those with key responsibility for the children will be briefed again using the Code of Conduct, Annex 1, the Children's flyer Annex 2 and the one page Safeguarding Summary, Annex 7.

## **Child safeguarding in Beneficiary projects**

The Foundation supports beneficiary projects, to help children in need, especially orphans, abandoned children, children in hospitals or refugee camps, with education in art & science.

The Foundation identifies beneficiary projects via open and transparent calls for proposals, open to beneficiary partner organisations, which specify the criteria such as impact, monitoring and the use of a child safeguarding policy. The Foundation only provides support to beneficiary partners which have in place child safeguarding policies and screens them on the basis of a due diligence process, focusing on their management and operational staff, on their ability to implement education in art & science, ensuring protection of children against any form of abuse and exploitation, protects the privacy of children.

The beneficiary partner must sign a Memorandum of Understanding with the Foundation stating all these provisions, including, as a minimum, compliance with, and commitment to, the standards in the Carano 4 Children Safeguarding Policy and Code of Conduct. In addition they must commit to rigorous monitoring and reporting requirements.

For projects inside the EU, the beneficiary partners have to comply with all relevant EU policies and regulations.

For projects outside the EU, the Foundation will only cooperate with beneficiary partners which have a proven track record in child safeguarding.

## **The Media and Social media**

There are key considerations when considering use of a range of media/social media presentations.

*“The humanitarian principle of Do No Harm must apply to all content gathering and use. NGOs have a responsibility to protect contributors (and their families and communities) from any harm caused by them participating in its image making,”* BOND<sup>10</sup>, Putting the people in the pictures first. Ethical guidelines for the collection and use of content (images and stories), Carano 4 Children commits to the principles and practice outlined in that document.

### **First Do No Harm**

- Children participating in awards, concerts and events, or in partner programmes, may not be aware of the risks they face or what they are agreeing to.

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<sup>10</sup> <https://www.bond.org.uk/sites/default/files/resource-documents/bond-ethical-guidelines-for-collection-and-use-of-content.pdf>



- Identify the risk of harm (e.g. the conduct of staff or volunteers collecting media, potential for sexual exploitation).
- It is the responsibility of the individual and the organisation to assess and mitigate risks of the media we capture and use.
- Steps to protect children:
  - Do not send private e-mails or direct messages on social network to anyone under 18 without copying in a child's parent(s) or the teacher in charge of events. This includes text messages (SMS), Snapchat, or WhatsApp.
  - Do not initiate a 'Friend' request on Facebook or accept a request received.
  - Posts on a Facebook 'wall', Twitter Feed or similar can be used with permission as these are in public view.
  - Do not post photos taken at Carano 4 Children event of anyone under 18 on personal/private social media pages.
  - Conceal faces on photographs of children in groups where permission has not been sought.
  - In writing stories of beneficiary children in partner programmes pseudonyms must be used
  - Named school classes of competition winners and family names must not be used to identify children
  - Exact geographic locations must be avoided for identification of children at events or in partner programmes
  - When using photographs or film for fundraising or other publicity purposes Carano 4 Children must *"must strive to balance a commitment to accurate representations of the realities faced by the people we work with, while avoiding the perpetuation of negative stereotypes. Carano 4 Children has a "responsibility to gather and communicate images (negative and positive) that convey people's experiences in ways which generate empathy, respect and understanding. All NGOs must consider the role their images play in the representation of people, places and activities and avoid "the dangers of the single story" BOND<sup>13</sup>, Putting the people in the pictures first, p 19.*
  - In order to make sure no young person has misused images or information about another young person online, the Child Safeguarding Focal point, in consultation with the parents or, where relevant, the adult accompanying a child to a Carano 4 Children event, should be given access to the participant's devices when there is reasonable concern that an incident has occurred. Participants need to be informed before the event that staff have this right, while staff should ensure respect for data privacy.

## Informed Consent

Note: asking 'can I take a photo' is not enough! If in doubt or unable to secure consent – don't use the media.

- Provide a clear explanation for the reasons for collecting media – if necessary use translators, distribute child friendly materials.
- Verbal consent for all information and media to be used (to be recorded for GDPR).
- Written consent forms Appendix 3 .
- Where individuals who have given consent are identifiable in a photograph or film for example, share the media with them prior to publication.

<sup>13</sup> <https://www.bond.org.uk/sites/default/files/resource-documents/bond-ethical-guidelines-for-collection-and-use-of-content.pdf>



**Contact details**

**Focal point:** Ms. Giuliana Santambrogio Email [safeguarding@Carano4Children.org](mailto:safeguarding@Carano4Children.org)  
Telephone +39 334 790.6957

**Trustee:** Ann Start : Email [ann@start-development.com](mailto:ann@start-development.com) Telephone + 32 496 555534

This policy statement came into force on 1 October 2023

We are committed to reviewing our policy and good practice annually. This policy statement and accompanying procedures were last reviewed on 28 September 2023

Signed: .....

*[this should be signed by the most senior person with responsibility for Child Safeguarding in Carano 4 Children].*

Date: 28 September 2023



## Annex 1. Child Safeguarding Code of Conduct

Throughout all involvement of children in programs and activities, the “Carano 4 Children” Foundation is committed to protecting children from abuse and exploitation. The Foundation must minimize the potential for child abuse as a result of direct or indirect contact with organisation employees or representatives. It will take all necessary actions to prevent and/or respond to children in such situations. The Foundation will respond to all reports of actual or alleged abuses based on its Child Safeguarding Policy, irrespective of the nature of the referral, who the allegations are about, or who the referrer is or where she/he is from.

This Code of Conduct includes guidance on ethical and proper standards of behavior of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as the primary consideration and must be interpreted in a spirit of transparency and common sense. The Foundation aims for everyone, children and adults, to participate in a safe and happy way in its work and activities. This Code of Conduct applies to all “Carano 4 Children” staff, board members, consultants, advisors, volunteers and media representatives. Partner organisations must provide their own equally robust Code of Conduct, or, be able to demonstrate that they are in agreement with this policy and that practice complies with the same standards.

### DO

1. Be aware what constitutes child abuse and exploitation (included in the Child Safeguarding Policy) and understand its provisions.
2. Know signs of abuse and reporting any suspicious observations immediately to the Child Safeguarding Focal Person.
3. Ensure that you know who the Child Safeguarding Focal Person at the Foundation is.
4. Respect lines of authority and reporting procedures.
5. Respect the basic rights of others by facing fairly, honestly, and tactfully, and by treating people with dignity and respect.
6. Treat all children equally: be inclusive and involve all children without discrimination.
7. Work actively to ensure the highest levels of respect towards each other.
8. Maintain high standards of personal and professional conduct both personally and in others.
9. Protect the health, safety and well-being of yourself and others.
10. Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors).
11. Be aware of potential for peer abuse (e.g. bullying of children).
12. Be concerned about the way in which your language, actions, and relationships with children could be perceived.
13. Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
14. Provide an enabling environment for children’s personal, physical, social, emotional, moral and intellectual development.
15. Encourage and respect children’s voices and views.
16. Limit access to and/or not expose children to any inappropriate electronic material.
17. At all times respect the confidentiality of children’s personal information.



18. Obtain written consent from the child and parent/carer when photographing, filming or requesting personal information for activities (see section 8).
19. Ensure that there is a minimum of two staff members present in meetings with children (to allow one to go out to deal with any immediate needs of children).
20. Ensure that when children with disabilities participate that they have easy access to buildings
21. Precise information on specific equipment used by any disabled child needs to be obtained prior to the event to ensure its accessibility to all buildings and meeting spaces.
22. Accompanying adults must not be younger than 21 years old, unless in exceptional circumstances and agreed in advance.
23. When participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parents/guardians and children.

**DO NOT**

1. Engage in any form of sexual activity with children.
2. Engage in any action or behavior that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
3. Never have a child stay overnight in the adult’s room or sleep in the same bed (unless prior consent is provided by both the child and his/her parent/guardian).
4. Do not perform activities for children that they can do themselves, including dressing or cleaning a child after the use of the toilet. In situations where a child does need support with any of the bodily activities mentioned, two staff members or volunteers should be present.
5. Do not discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g. use language that will mentally or emotionally abuse a child or tell a story/show pictures that will mentally or emotionally abuse a child).
6. Do not hit or otherwise physically assault participants.
7. Do not act in any way that may be abusive or place others at risk of abuse.
8. Do not condone violations of this code by others – staff, interns, consultants, etc.
9. Do not be alone with a child in any circumstances that might be questioned by others
10. Do not allow children to engage in sexually provocative games with each other.
11. Do not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g. do not initiate physical contact, such as holding hands, unless initiated by the child).
12. Do not demonstrate inappropriate behavior or relations or encourage any crushes by a child.
13. Do not take photos, film or request personal information if not required for Carano 4 Children’s activities and not without the child and/or carer’s permission.
14. Do not use inappropriately contact details (including social media accounts) from children in any of the Foundation’s programs.
15. Do not contact children directly by email WhatsApp, text or other media. Always include the parent, teacher or carer in all communication with children and young people.

Print and keep two copies, one as a record for Carano 4 Children and one for the person signing.

<b>Signed</b>	<b>Signed</b>
<b>Name</b>	<b>Name</b>
<b>Role</b>	<b>Safeguarding Focal Point</b>
<b>Date</b>	<b>Date</b>





## Reporting procedure and Child Safeguarding actions

The following outlines the procedure that employees or people working for the Foundation (“staff member”) must follow to report concerns about a child. Any concerns about child that arise must always be reported, without placing the staff member in a position of deciding whether or not an abuse has taken place. What matters is that the concern is passed on to the right person so that action can be taken to protect the child from harm.

- The Foundation and its employees, contractors or any individual involved in its activities must always prioritize the protection of the child, while considering its legal obligations and its responsibilities to staff. When deciding about the course of action, it is imperative that the safety and security of the child is the primary concern.
- The overarching principles behind the reporting system are: safety, anonymity, confidentiality, fairness. When it comes to processing the concern, the focus must always be on the child’s immediate well-being. This includes communicating with the child in a way that is supportive and understanding. As with other types of incidents, child safeguarding concerns must be processed in a fair and transparent way that prioritizes the confidentiality of those involved. All information will be handled confidentially and only shared where the duty to protect a child from harm supersedes an individual’s right to privacy.

## How to listen and respond

If a child, young person or vulnerable adult talks to you about abuse by someone else:

- Stay calm, listen attentively, and maintain eye contact.
- Allow the individual to talk, but do not press for information or ask leading questions.
- Do not initiate any physical contact.
- If the individual asks to talk in confidence do not promise secrecy – you have a duty to refer a child/young person who is at risk.
- Offer immediate support, understanding and reassurance. Tell them, “I believe you”, “It’s not your fault”, and, “I am going to help you.”
- Contact the Safeguarding Focal Point as soon as possible.
- Record all the details (in writing) of the occurrence. Sign, date and keep these records.
- If the situation merits immediate action and the Carano 4 Children or Kepping Children safe contacts are not available, contact the Police.

## Recording Details

If you have a Child Safeguarding concern or if you suspect a child, or young person has been abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/guardians about your concerns.



- Do not try to deal with any Child Safeguarding concern on your own.

Always tell the Safeguarding Focal Point who will then take the appropriate next steps. Always make notes, using the Carano 4 Children template Annexe 4 if accessible at the time, about a possible Child Safeguarding incident or disclosure, as accurately as possible, as soon as possible. This must be factual not your interpretation. Do not use leading questions. Record facts as presented and not opinions. Cover what has happened:

- What you saw or heard
- Who did what
- Who said what
- What was reported to you as a third person

Quote the child's words exactly when possible. Note the child's full name, remember to sign the record and add your name, role, date and time of incident, and date and time of recording. Pass this onto the Safeguarding Focal Point. Keep a copy securely until requested to share it. If a friend of a child makes a report or a staff-member overhears a conversation, that raises concerns, then the staff member must take action.

Responding Sensitive	Responding Insensitive
<b>I believe you</b>	You should have told someone before/why didn't you tell anyone before?
<b>I'm going to try and help you, I want to keep you safe</b>	Are you sure?
<b>What happened wasn't your fault</b>	What? When? How? Who? (lots of questioning at once)
<b>Take your time</b>	Is this true? (this implies that you do not believe the child and can result in them withdrawing the disclosure or shutting down completely)
<b>I'm listening / Do you want to tell me more?</b>	Why...(this can trigger feelings of judgement and blame) i.e., - did he/she do this? - didn't you tell me/someone sooner?
<b>Ok. Now that you have told me, I want to keep you safe...this is what I need to do to keep you safe (x,y,z)...what do you think/how do you feel about that?</b>	This is disgusting; I am so shocked (or facial expressions or non-verbal communication indicating to the child this is how you feel) (This can make the child feel like they have done something wrong)
<b>I'm just going to make some notes so that I will remember exactly what you tell me</b>	I promise I won't tell anyone.



## Structure for processing allegations

The structure and process for processing allegations is as follows, see also **Figure 2** process flowchart and Annexe 4 Reporting form.

- Staff members must always report any suspicious observations or alleged abuse, as well as any circumstances or situations which may be subject to misinterpretation, to the Child Safeguarding Focal Person.
- When there is a concern about a child, the initial response required from a staff member is to verify whether the child requires immediate assistance or care, and possibly identify which individuals may be responsible for the abuse. If the child needs immediate urgent medical or police attention, then the staff member must contact the emergency services immediately, and then contact the Child Safeguarding Focal Person.

In some contexts, contacting the police or local authorities when there is a concern that a crime has been committed might expose the child to increased risk of harm. These questions help clarify when and how local authorities must be engaged:

- If engaging with the local authorities, is there any risk that this might have a more negative impact on the child's safety and well-being than not reporting to them?
- If the answer is yes, which other actor (e.g., a local non-governmental organization) would be capable and trustworthy to take the matter forward?
- The staff member must report the observations or alleged abuse to the Child Safeguarding Focal Person and indicate to the extent possible and in a factual way: the alleged abuse and the circumstances (place, timing), the victims and the possible responsible individuals, and possible witnesses and evidence. All reports of incidences should be stored in a password protected intranet site of C4C..
- Upon receiving the reported concerns, the Child Safeguarding Focal Person must ensure that the child is safe as first priority, and contact the emergency services if the child needs immediate urgent medical or police attention, and if this does not expose the child to increase risk of harm. The Child Safeguarding Focal Person must as soon as possible inform the Foundation's Director, record the reported allegation using the form below, Annexe 4, and prepare a report developing the issue and the suggested actions.
- The Child Safeguarding Focal Person must immediately contact a liaison officer at Keeping Children Safe such as the Child Safeguarding Network Manager in order to receive the necessary guidance for proceeding. No names will be shared with the KCS organization.
- Upon receiving the reported concerns, the Director must verify that the child is safe as first priority. The Director, the Child Safeguarding Focal Point and the Board Trustee responsible for Child Safeguarding (forming the "Child Safeguarding Committee") will discuss concerns to ensure accountability and shared decision-making – this may be brief if urgent action is required. Parents must always be informed as a matter of urgency unless they are implicated in the



concern. When there are concerns about possible abuse within a child's home or their parents risk harming the child, the Foundation will always seek advice from the police or relevant agencies before informing parents/caregivers.

- If there is concern that a crime may have been committed, or reasonable cause to believe that other children may be in immediate danger, the Director will contact the police and discuss the concern with them. They will advise you on the next steps. Possible actions could include:

- Ensure the child is safe in the first instance;
- Discuss concerns with the Safeguarding Committee to ensure accountability and shared investigation; or
- Police take no further action, and internal investigation is required.

- If there is no concern of crime or if the police investigation leads to no further action, an internal Foundation's investigation will take place which may lead to:

- No further action being taken;
- Additional training or support for staff, supervision of staff and/or policy revision or development;
- Referral to statutory agencies;
- Internal disciplinary procedures if information suggests staff failure to fulfil their duty of care to children;
- Contacting the child's home country embassy;
- Contact legal representatives (or the police if they cannot be reached) if a child has been left unattended;
- Contact police authorities if a child is missing.

- The Child Safeguarding Focal Point must complete the safeguarding incident report, and store the document securely and in line with applicable data protection rules.

- To support this process in particular with respect to events and beneficiary projects outside the EU, the Foundation will cooperate with local authorities and NGOs that work on Child Safeguarding issues, so they can help with advice and referrals to support services.

- Please note that you must not discuss an alleged incident with anyone who may become involved in the investigation. This might include the person who has raised the concern, the individual who the concern is about, or any potential witnesses. In order to maintain confidentiality, information should only be shared when there is a specific need or purpose for doing so. You may need to speak to a representative of the Keeping Children Safe organization for advice and if you have further queries, you should seek advice from him/her.

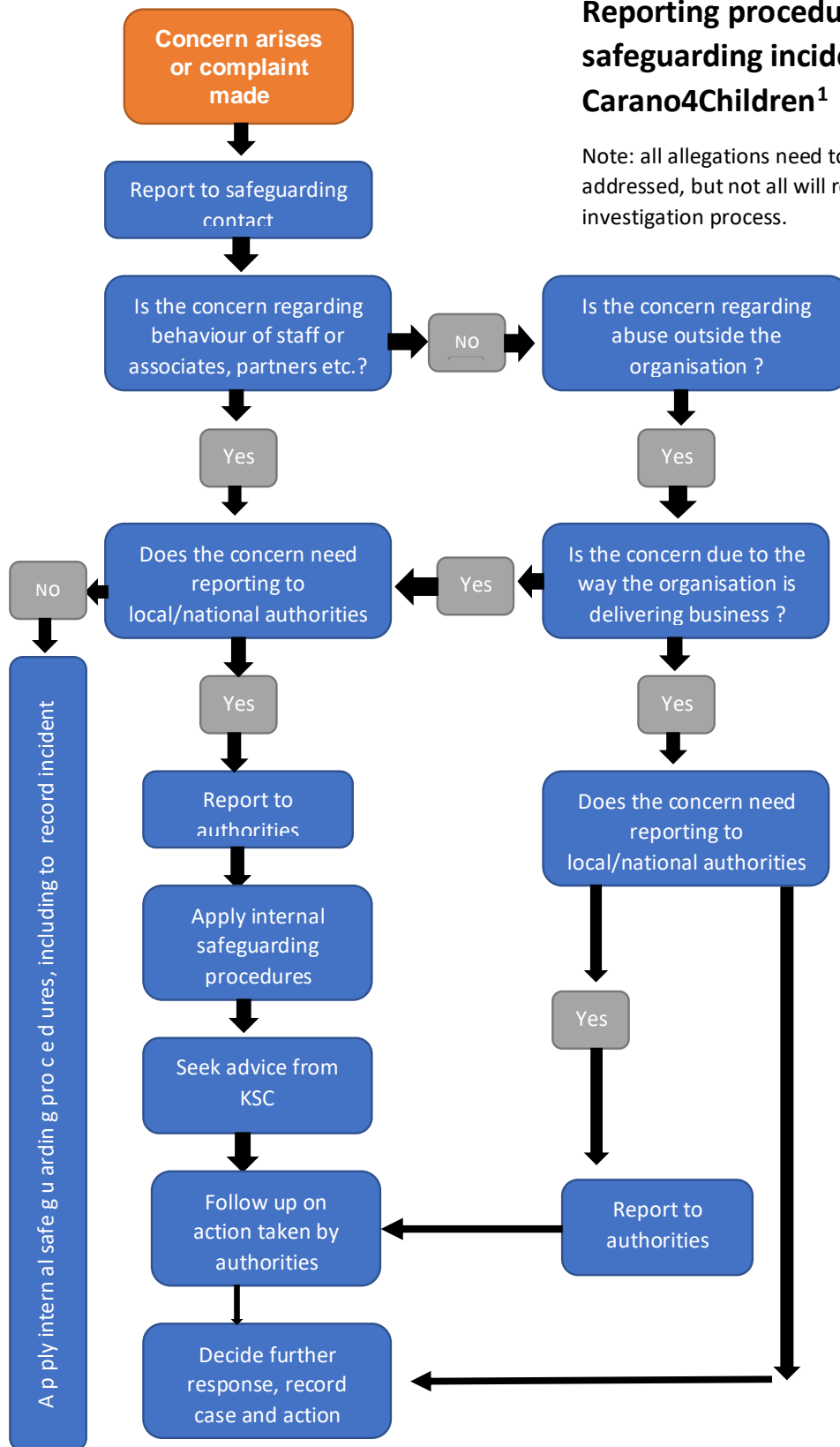
- Please reassure the child that you will act in her/his best interests, that you continue to listen, that you will not take any steps to put them in the way of further harm. Reassure them that you will be able to give them feedback when possible of the steps you have taken and the outcome of the reporting of the incident.

The reporting procedure for safeguarding incidents is represented by the Flowchart below: **Figure 2**



## Reporting procedure for safeguarding incidents Carano4Children<sup>1</sup>

Note: all allegations need to be reviewed and addressed, but not all will require a formal investigation process.



<sup>1</sup> Adapted from Keeping Children Safe (Myers, J. and Edwards, H.) Management of Child Safeguarding Allegations <http://codeofgoodpractice.com/wp-content/uploads/2019/03/KCS-Management-of-Child-Safeguarding-Allegations.pdf>



## Annex 2. Child friendly flyer to inform children of their rights





THE CARANO 4 CHILDREN FOUNDATION WAS CREATED TO HELP CHILDREN SO THAT THEY GROW, DEVELOP AND HAVE FAIR AND EQUAL ACCESS TO ART, SCIENCE AND MUSIC

- **A CHILD IS ANYONE UNDER 18 YEARS OF AGE:** CARANO 4 CHILDREN PROJECTS INVOLVE CHILDREN IN EUROPE AND BEYOND. WE USE THE UNITED NATIONS AGE DEFINITION
- **PEOPLE SHOULD NEVER HURT CHILDREN:** UNFORTUNATELY SOME PEOPLE DO HURT CHILDREN BY HITTING THEM, SEXUALLY ABUSING THEM OR NOT CARING FOR THEM
- **CARANO 4 CHILDREN WANTS TO MAKE SURE NO ONE HURTS YOU:** IF SOMEONE HURTS YOU DURING ONE OF OUR ACTIVITIES, OR IF YOU SEE SOMEONE HURTING SOMEONE ELSE, PLEASE TELL A CARANO 4 CHILDREN WORKER. THEY WILL LISTEN TO YOU AND HELP YOU. IT IS THEIR JOB TO DECIDE WHAT TO DO NEXT

**IT IS NOT YOUR FAULT IF SOMEONE HURTS YOU.**

THE PERSON TO TALK TO SHOULD BE WEARING A CARANO 4 CHILDREN BADGE.  
YOU CAN ALSO CALL THEM ON XXXXXXXXXXXXX

OR EMAIL [SAFEGUARDING@CARANO4CHILDREN.ORG](mailto:SAFEGUARDING@CARANO4CHILDREN.ORG)



## Annex 3. Child photo/film informed consent form

Consent is to be sought for all media involving children. Please first check the school's/orchestra's/dance group or other participating organisations' own policies and procedures. The parent/guardian consent forms should be taken home by the children (with the school or organisation's knowledge). The status of a legal guardian must be known to the organiser.

<b>Parent guardian consent form</b>		
We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.		
<b>I give <i>name of photographer/film maker</i></b>		permission to take photographs and / or video of my child.
<b>I grant <i>name of organisation</i> full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims.</b>		
<b>This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.</b>		
<b>Name of child</b>		
<b>Date</b>		
<b>Name of parent /guardian</b>		
<b>Signature of parent / guardian</b>		





## Annexe 4 Safeguarding incident reporting form C4C

<b>Child's Name</b>		<b>Date of birth</b>
<b>Event and location at which incident is alleged to have occurred</b>		
<b>Date and Time of alleged incident</b>	<b>Date and Time of writing to be within 24 hours of raising concern:</b>	
<b>Name of person recording the alleged incident (please print)</b>		
.....		
<b>Signature</b>	<b>Your role or responsibility at the event</b>	
<b>Type of incident you believe it to be</b>		
Threatening behavior or physical assault <input type="checkbox"/>	Bullying <input type="checkbox"/>	Involvement with illegal drugs <input type="checkbox"/>
Sexual assault <input type="checkbox"/>	Inappropriate sexual behaviour <input type="checkbox"/>	Other <input type="checkbox"/>
<b>If the concern/incident relates to an adult (person 18 and over) please complete all information you have about that adult here</b>		
<p><b>Record the following factually: What are you worried about ? Who? What is the child's account/perspective of what has happened? (if recording a verbal disclosure by a child use their words)? Where? Any witnesses?</b></p>		
<b>Professional opinion where relevant e.g. if a doctor was called</b>		



How did you respond? How did others respond? What has been done so far?

Has the information been shared with parents/legal guardian? (DO NOT SHARE IF IT MAY PLACE A CHILD AT RISK)

Yes  No If yes, (who)

Date:

Time:

Response

Any other relevant information (distinguish between fact and opinion). Previous Concern, risk noted etc.

What needs to happen next ? **Note actions, including names of anyone to whom the information was passed and other organisations and when, carefully adhering to Carano 4 Children reporting process.**

Organisation follow up

What actions/follow up will you put in place to further mitigate the risk? (headlines only here, detail to be documented separately from the incident report).



## Annex 5. Awards “Leonardo 4 Children”: compliance and property rights

By participating in the Leonardo 4 Children competition and submitting any video, image, audio file or any other material related to the competition (hereafter 'the works submitted for this competition'), the applicant:

- ensures compliance of his/her submission with the applicable law;
- warrants that the works submitted for this competition does not infringe the rights of any third party nor violate any applicable law or regulation;
- ensures compliance with the “Child Safeguarding Policy” of the Carano 4 Children foundation available at <https://Carano4Children.org/policies>
- declares that he/she holds all the intellectual property rights covering the works submitted for this competition, and/or that he/she obtained appropriate authorisation from the concerned right-holders to use their works in the works submitted for this competition such as from the legal representatives of minors;
- grants the “Carano 4 Children” no-profit foundation a worldwide, royalty free, perpetual (for the duration of the applicable copyright), non-exclusive licence to reproduce and communicate to the public the works submitted for this competition and to distribute copies thereof. Under this licence, the “Carano 4 Children” foundation will in particular be entitled to use the works submitted for this competition for publication on any form of media, including for products and services used for fund-raising in favour of the no-profit philanthropic and charity objectives of the “Leonardo 4 Children” initiative.

The applicant must explicitly decide whether to authorise the Carano 4 Children foundation to use and publish the name and surname of the authors of the works submitted.

Specific proof of authorization of the legal representatives of children may be requested for the winning works.

The terms and conditions of this competition are governed by Belgian law, and any disputes arising in connection with them must be subject to the exclusive jurisdiction of the Belgian (French-speaking) courts.



## Annex 6. Awards “Leonardo 4 Children”: privacy policy and data protection notice

The following section explains the policy regarding the personal information collected for the purposes of the “Leonardo 4 Children” awards organised by the “Carano 4 Children” foundation.

Any personal data covered by this initiative will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

- Overview
- Information collection
- Use of collected information
- Length of data storage
- Site security
- Data subject’s rights
- Changes within this privacy policy

### Contacts Overview

The initiative “Leonardo 4 Children” and related awards are managed the online website [www.Carano 4 Children.org](http://www.Carano4Children.org) (“website”) respecting the privacy and the data protection of people involved. The intention is to provide a secure and safe environment for all users, with particular attention to children. The following statement outlines the policies by which the data provided by users, and how users of the website may exercise their rights, is collected, managed, and used.

The use of the website and participation in the awards indicates you have read these policies and agree to abide by them.

The data protection notice stemming from this privacy policy will be made available via the website to the data subjects (participants to the competition) in a separate document.

### Information collection

To serve its users in the best way possible, the initiative requires users to submit the following information as a part of the application for the competition:

- Applicant’s data (adults): name, surname, email address, country and school or organization (if applicable).
- Participant’s data (6-12 years old children, 13-18 years old teenagers): name, surname, date of birth.
- Participant’s data (16-30 years old music composers): name, surname, date of birth, certificate of diploma or attendance to Conservatory or Music schools.
- Legal representatives of the minors: name, surname, email (for award winners only).



The applicant submitting the works agrees to act as Data Processor with respect to the children's awards.

The website is controlled by the "Carano 4 Children" no-profit foundation, established in Brussels, Belgium, which acts as the Data Controller for any personal data collected via the platform. Contact information for "Carano 4 Children" foundation can be found below.

#### Use of collected information

Personal information provided by the applicants or collected during usage of the platform will only be used to implement the awards including:

- publishing the names of the participants on website and media;
- for winners, awarding the prizes and publishing the works and name/surname on a multimedia product which will be used for no-profit purposes of the initiative.

Access to the data provided by the applicants is strictly limited to "Carano 4 Children" foundation. The transfer of specific data to other third parties can be permitted under the specific authorisation of the "Carano 4 Children" foundation acting as the Data Controller; such authorisation will only be granted by the Data Controller to third parties with a legitimate interest in the competition such as for benefiting of the awards or for publication purposes. Personal data will only be transferred in accordance with applicable regulations.

The "Carano 4 Children" foundation will not divulge any personal data for direct marketing purposes to third parties.

The "Carano 4 Children" foundation will have access to provided account information and can modify and/or delete information as needed to maintain the integrity of the user database or to ensure the proper operation of the platform.

#### Length of data storage

Personal data provided by the users of the website or collected during their usage of the platform will not be stored by the "Carano 4 Children" foundation in a form allowing the identification of the users for longer than one year after the date of the close of entries for competition.

#### Site security

The platform has implemented and continues to maintain appropriate technical and management measures to keep your personal information secure and safe from loss, damage, corruption, or deletion.



## Data subject's rights

The applicants are entitled to the following data subject's rights: right of access, right to rectification, right to erasure, right to restriction of processing, right to data portability, right to object, in line with Regulation (EU) 2016/679 art. 15-21.

Please note that you have the right to contact the foundation at any time and ask to correct any personal data or ask for it to be deleted.

## Changes within this privacy policy

Any and all changes to this privacy policy will be posted on the website [www.Carano4Children.org](http://www.Carano4Children.org), and will take effect upon their publication. If you have any questions or concerns about this privacy policy, at any time, please contact: [info@Carano4Children.org](mailto:info@Carano4Children.org).

## Contacts

For any questions related to the platform, including your rights to access, correct and delete your personal information under applicable data protection law, you can contact:

Carano 4 Children Fondation privée Rue Belliard 202  
1040 – Brussels, Belgium

[info@Carano4Children.org](mailto:info@Carano4Children.org) [www.Carano4Children.org](http://www.Carano4Children.org)

If the applicants feel that we have not dealt correctly with any personal data or wish to make an official complaint, they can contact the Belgian Data Protection Authorities: Belgian Data Protection Authority, Rue de la Presse, 35, 1000 Bruxelles, Tel. +32 (0)2 274 48 00, +32(0)2 274 48 35, [contact@apd-gba.be](mailto:contact@apd-gba.be).



## Annex 7 Initial Compliance Checklist of requirements

### Key

Staff/Volunteer/Board member/other as required	Policy and Code of Conduct: read & signed	Police check	Training & type
Executive Director	✓	✓	Save the Children & C4C
Safeguarding Focal Point	✓	✓	Save the Children & C4C
Board member	✓	✓	C4C
Staff member	✓	✓	Save the Children & C4C
Intern	✓	✓	Save the Children & C4C
Key volunteer	✓	✓	C4C
Casual volunteer	✓		On the day briefing
Consultants	✓		Save the Children
Media representatives	✓		
Other	✓		

This list is not fully comprehensive. The Safeguarding Focal Point, in conjunction with the Executive Director or the Board member with Safeguarding oversight, may agree that other individuals be requested to be undertake, and be compliant with, Carano 4 Children Safeguarding requirements.

### For completion and secure storage by Safeguarding Focal Point

Staff/Volunteer/Board member/other as required	Policy and Code of Conduct: read & signed	Police check	Training
Executive Director: <i>name</i>			
Safeguarding Focal Point: <i>name</i>			
Board member: <i>name</i>			
Staff member: <i>name</i>			
Intern: <i>name</i>			
Key volunteer: <i>name</i>			
Casual volunteer: <i>name</i>			
Consultant: <i>name</i>			
Media representative: <i>name</i>			
Other: <i>role and name</i>			



## Annex 8 Signature for compliance

“I have received, read and understood the “Carano 4 Children” Child Safeguarding Policy and agree to fully adhere to the expectations and provisions therein. I am fully aware that should I fail to comply with the policy, I will be liable to dismissal and/or legal remedies commensurate to the offence.

I testify that I have not been involved in any form of child abuse before. I promise to respect, honor and protect children at all times during my work through my conduct, the language that I use and by immediately reporting child protection violations of which I am aware.

To show my consent and commitment to comply with the policy, I hereby sign this declaration.”

**Name:**.....

**Position:** .....

**Relationship with Carano 4 Children Foundation** (i.e., current employee, prospective employee, intern, volunteer, consultant, board member etc.).

**Signature:** .....

**Location:** .....

**Date:**.....





## Annex 9 Safeguarding Policy Summary

Child abuse is a global phenomenon. It occurs in all countries and in all societies. It involves the physical, sexual, emotional abuse and neglect of children and adolescents. It is almost always preventable. Children and adolescents can be potentially subjected to exploitation, abuse, violence and neglect in families, communities, institutions, organisations, private places, public places in various circumstances and by a variety of people.

The “Carano 4 Children” non-profit foundation was created with the objective to help children<sup>14</sup> in need and to contribute to their balanced development and psycho-physical well-being through artistic and scientific education. In order to reach its solidarity objectives, the “Carano 4 Children” non-profit foundation aims to create a child-safe environment through implementing child safeguarding procedures that are applied across the foundation’s staff, operations, programmes and partnerships in order to not expose children to the risk of harm and abuse. We aim to respond appropriately to these risks in accordance with International Child Safeguarding Standards<sup>15</sup> on policy; people; procedures and accountability.

Child abuse is never acceptable and an overall commitment to child rights means, for the “Carano 4 Children” foundation, above all a commitment to safeguard all children with whom the Foundation comes into direct and indirect contact. To this end, the “Carano 4 Children” foundation, with the support of the Keeping Children Safe Coalition, has developed a Child Safeguarding Policy in order to protect children from potential abuse and exploitation during their involvement with the “Carano 4 Children” foundation.

The Child Safeguarding Policy is supported by clear guidelines on how it needs to be implemented by organisations participating and supporting children in “Carano 4 Children” activities, projects and partner programmes. The “Carano 4 Children” foundation’s Child Safeguarding Policy applies to:

- All staff; Management Board members; interns and volunteers
- All those adults accompanying children to events and activities organised by the “Carano 4 Children” foundation
- All partner organisations
- All those who participate in “Carano 4 Children” events and meetings involving children, including journalists, sponsors, donors, policy makers, etc. All the individuals cited above will be expected to read the “Carano 4 Children” Child Safeguarding Policy and sign a commitment to adhere to its Code of Conduct (see page 20-21).

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<sup>14</sup> For all Carano 4 Children documentation we take the U.N. definition of a child to be anyone under the age of 18.

<sup>15</sup> [https://www.keepingchildrensafe.global/accountability/#The\\_International\\_Child\\_Safeguarding\\_Standards](https://www.keepingchildrensafe.global/accountability/#The_International_Child_Safeguarding_Standards)