



Cross Culture International Foundation Cyprus

Child Protection Policy

CCIF Cyprus is committed to positive social change through supporting vulnerable and marginalised communities – including but not limited to persons with disabilities, low socioeconomic status, refugees, asylum seekers, LGBTQI, and any persons facing discrimination.

The Child Protection Policy outlines CCIF Cyprus's commitment to protecting children and young people. CCIF Cyprus's safeguarding policy is part of our commitment to preventing and protecting children from abuse and promoting environments where children can be in safe spaces and their rights sustained. The organisation's contact with children and young people is primarily through our various educational and sports programmes and events. Contact with children can also occur through our participation in events organised internally or by third parties in Cyprus and in Europe.

This policy outlines how CCIF Cyprus seeks to fulfil its duty not to put children and young people we come into contact with at risk of harm (from our staff members, associates, or volunteers) and how we respond to concerns about child abuse. In doing so, we are also in line with guidelines and standards issued by the government and the EU, such as the Keeping Children Safe. (2014). Child safeguarding standards and how to implement them.

https://ec.europa.eu/info/sites/default/files/standards_child_protection_kcsc_en_1.pdf

https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/rights-child/eu-strategy-rights-child-and-european-child-guarantee_en

This policy of CCIF Cyprus applies to: Anyone representing or acting on behalf of CCIF Cyprus, including all staff members, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events, and projects. All children and young people regardless of gender, ethnicity, disability, sexuality, religion or geographical location.

CCIF Cyprus aims to protect and prevent children and young people from harm by:
Implementing a safe recruitment policy and procedures for everyone working with and for us.

Having a Code of Conduct: Working with Children and Young People that is known to all staff members, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects. Ensuring all staff members, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events, and projects are aware of our safeguard policy and responsibilities under it. Assessing our work concerning safeguarding and putting in place measures to reduce and prevent harm to children and young people in all that we do. Putting in place procedures for reporting and responding to specific child protection concerns and breaches of the child and young people safeguarding standards policy. Having a designated person at CCIF Cyprus.

Human Resources: CCIF Cyprus places clear responsibilities and expectations on its members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects and supports them to understand and act in line with these (responsibilities and expectations). During the recruitment and selection stage of a new member joining the organisation, all reasonable steps are taken to detect anyone unsuitable for having contact with children and young people and identify those with qualifications, skills and competencies to promote the best outcome for their roles. These steps include all CCIF Cyprus members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects. During the recruitment stage, all applicants are asked to: Present a clean criminal record Can provide up to two references (not family members) who are away and confirm their experience and suitability to work with children and young people.

Code of Conduct: Working with Children and Young People CCIF Cyprus's Code of Conduct: Working with Children and Young People gives clear rules for behaving when working with children. It applies to everyone working at CCIF Cyprus, including CCIF Cyprus members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects. CCIF Cyprus expects those working with us or representing us to show high standards in their personal (out of work) contact, as well as professional (in-work) contact with children. Actions or inappropriate behaviours that cause or put a child at risk in or out of office hours will be considered a violation of this policy and treated accordingly. Members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events, and projects must report any breaches of the Code of Conduct: Working with Children and Young People that they see or become aware of, or concerns that they might have about any inappropriate adult behaviour around children and young people.

Breaches of the Code of Conduct: Working with Children and Young People by members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects will result in disciplinary action. The Code of Conduct: Working with Children and Young People will be shared with all members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects of CCIF Cyprus.

Visitors: Any external visitors intending to teach, train, or present any educational materials to the children and young people participating in activities of CCIF Cyprus must read and sign the CCIF Cyprus Child Safeguarding Policy. Additionally, a copy (either digital or hard copy) of the European Child Safeguarding Standards will be sent to them before they arrive at the CCIF Cyprus premises. The staff member responsible for leading a visitor to the premises is responsible for seeking advice from the Board or Managing Director and risk assessing the type of visitor. Visitors will always be accompanied by a member of staff or volunteers from CCIF Cyprus and never leave the children and young people unsupervised. Visitors will be made aware that Photographs or videos of children and young people should not be taken or posted without the parents' or legal guardians' written consent. A record of all external visitors will be kept to record the names and dates of all visitors to the CCIF Cyprus' premises who will come in contact with children and young people.

Children's photographs/videos and information The safety, dignity and rights of children and young people are a priority in our work. All members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects must comply with the following: Obtained a signed consent form from the child's or young person's

parent or legal guardian for taking photographs or videos and using them. Children must be appropriately clothed and not depicted in poses that could be interpreted as sexually provocative. Photographs, videos and written materials should not include any identifying information such as their names, school locations or home or else an adequate justification and consent are e provided. In an activity involving only one child or young person participating, the two-adult rule will be followed, meaning a minimum of two staff members will be present throughout the activity.

Consent: At the beginning of each program, all parents/guardians receive a registration and consent form for personal data relating to their child/children (e.g., photography and publication of photographic material and video), which must be signed and returned to CCIF Cyprus. At the beginning of each program, all children and young people are informed verbally that during the program, photographs and or videos may be taken from time to time and shared on the organisation's publications and communication and social media platforms, provided that consent was given. In the event of the children and young people participating in the programmes of CCIF Cyprus visiting another school or venue, or organisation for a project, a separate consent form (similar to the one included in the registration form) will be created with all the project information for all parents and or guardians to be signed before our visit. Any web/digital/social media forum linked to CCIF Cyprus will be monitored to ensure that children and young people do not place identifying information about themselves (or else adequate justification and consent provided). CCIF Cyprus's staff will remove any such information as soon as they are made aware of it. Personal data of children and young people and their families (full name, contact details, location etc.) must be kept secure and shared only with those who need to know this information, always following applicable legislation (exception will only occur when or adequate justification and consent provided). This information is kept in password-protected files or restricted access to the organisation's staff members, associates, volunteers, interns, ambassadors, consultants, supporters, and visitors. All signed consent forms, reports and information related to child and young person protection must be kept secure and protected by the Board and marked as confidential. In the case of email, communication with such documents should also be marked as confidential.

Reporting and responding to concerns: CCIF Cyprus will always act upon reports about children and young people at risk of harm in the best interests of the children and young people and our core concern and guiding principle in all actions.

Awareness: Members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects will become aware or show concern about a child and young person at risk. They will be made aware either from another person, direct disclosure by a child or young person, through their own observations of a child or young person, or the behaviour of an adult (e.g., breaching the Code of Conduct: Working with Children and Young People).

Reporting

1. Reporting allegations or concerns is not easy, but it is crucial for everyone working with or for CCIF Cyprus to understand the necessity and obligation to do so.

2. It is mandatory to report any suspicious activities about a child or young person abuse or breach of the Code of Conduct: Working with Children and Young People.
3. It is not the responsibility of the concerned person to investigate the matter further but to report only. It is crucial, however, to observe so that the child or young person is not at risk and that any evidence is not compromised.
4. Members of staff, associates, volunteers, interns, ambassadors, consultants, supporters and visitors to our premises, events and projects should be aware that failure to report any suspicious activity could result in disciplinary action.
5. All reports will be treated with confidentiality involving only those who need to know, according to the procedures of this policy.

How to Report

1. All reports should be made to a member of the Board or Director of CCIF Cyprus in person or through other communication, e.g., phone call or email.
2. Any immediate safety and well-being needs of a child or young person should be acted on immediately whilst making a report (e.g., medical treatment).

Monitoring implementation of policy Domestic Violence and Child Abuse Office

All reports must be forwarded to the Cypriot Police, specifically the Domestic Violence and Child Abuse Office.

The Domestic Violence and Child Abuse Office sees to all matters that concern dealing with prevention, repression and handling of domestic violence and child abuse.

Contact:

Telephone: 22808442

Email: domviol.childabuse@police.gov.cy

Social Welfare Services

The Minister of Labour and Social Insurance has appointed Social Welfare Officers as Consultants on Family Matters who are responsible for handling reported violence cases. An act of violence against children and adults can be reported to a Consultant on Family matters or any Social Welfare Officer in a District Social Welfare Office.
Contact:

Telephone: +357 22406600

Email: central.sws@sws.mlsi.gov.cy

Code of Conduct: Working with Children and Young People

CCIF Cyprus's Code of Conduct: Working with Children and Young People outlines the standards of behaviour expected towards children and young people. The purpose of the Code of Conduct: Working with Children and Young People is to:

1. Guide on what is appropriate and inappropriate actions and behaviour.
2. Reduce the risk of harm and abuse of children and young people by adults working with or representing CCIF Cyprus.
3. Help children and families feel safe when in contact with CCIF Cyprus staff or representatives.
4. Reduce the risk of misplaced allegations about individual conduct.

Personal conduct outside work

CCIF Cyprus expects those working with or for us to exemplify high personal standards in their personal (out of work) contact as well as professional (in work) contact with children and young people. Actions or behaviours that cause or put a child or young person at risk of harm outside of work hours or duties will also be considered a violation of this policy.

Do

- ALWAYS report any child and young person safeguarding concern swiftly to the Board or Director.

- ALWAYS report any concerns or breaches of the Code of Conduct: Working with Children and Young People.
- Treat all children with kindness and equal respect, without discrimination, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability.
- Obtain informed consent and ensure proper handling, use and storage of children's and young people's photographs and data that you handle in the course of your role.
- Be sensitive regarding the activities you hold with children and young people.
- Always remember to give equal attention to all the children and young people without showing preferences for one or some of them.
- Be aware of the language you use in front of children and young people, including non-verbal communication such as body language
- Use the "two-adult" rule, whereby your contact with children and young people is always known, supervised, and accompanied by (or at least within sight of) another member of staff.
- Wait for appropriate physical contact to be initiated by a child or young person, e.g., holding hands.
- Look out for and report potential for child-to-child bullying or harmful behaviour by a child or young person towards another child or young person.
- Seek advice from the Board or Director if in any doubt about appropriate behaviour and interactions with children and young people.

Don't

- Hit or in any other way cause physical pain or discomfort to a child or young person; never physically punish a child or young person (e.g., smacking or use of cane).
- Don't shout, use language, or behave in ways that may threaten, frighten or humiliate a child or young person. Don't use derogatory language on the grounds of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other ground.
- Be alone, or out of sight of others, with a child or young person where your actions cannot be accounted for; this includes being alone in a car no matter how short the journey. If you end up in this situation (e.g., taking a child or young person for emergency treatment), you must immediately inform your manager or contact person at CCIF Cyprus.
- Share your personal contact details (email, phone, or social media) with a child or young person or have private social media or phone contact with a child or young person. If a child requests or contacts, you must inform the CCIF Cyprus. Where children's and young people's contact details are kept for necessary work reasons, CCIF Cyprus should know and approve this.
- Share photographs and videos of children in CCIF Cyprus publications and communication and social media platforms without written consent from the parents or legal guardians.
- Invite a child or young person to come to your home or hotel or allow a child or young person to visit and stay. If a child/young person or family does visit uninvited, this must be reported to the CCIF Cyprus.

- Visit a child's or young person's home unaccompanied, even if their parents/guardians are at home.
- Show favouritism, spend excessive time, or encourage close attachments with individual children/young people or families.
- Do things of a personal nature that a child or young person could do themselves, e.g., using the bathroom. If your job includes providing care to children, follow the guidelines strictly.
- Give gifts or money to children/young people or families without seeking prior agreement with CCIF Cyprus. This reduces the risk of adults grooming children/young people or families for such gifts.
- Hug, kiss or touch a child or young person inappropriately or in culturally insensitive ways.
- Don't make, share or download sexually explicit photographs of children or young people or view or share pornography with or around children or young people.
- Drink alcohol, smoke or use drugs in front of children or young people and don't give alcohol, drugs, or cigarettes to children or young people.
- Engage a child or young people in work (paid or unpaid) that risks their physical, mental or social well-being or interferes with their education.

Sexual Activity & Relationships

Sexual relationships or any form of sexual activity (including touching outside of clothes) with a child or young person is always prohibited, regardless of the age of consent in the country concerned. No money, gifts or anything else should be offered in exchange for sex. In these cases, such acts are considered illegal and will be reported to the relevant police/law enforcers. In the case of Cyprus nationals, CCIF Cyprus will report such incidents to the Cypriot social welfare services and/or police.

Given the inherent power imbalance and potential for exploitation between staff/representatives of CCIF Cyprus and beneficiaries in our projects, CCIF Cyprus prohibits sexual relationships between staff and young adults (18-21 years) who are beneficiaries in our projects.

Giving and Receiving of Gifts

Gifts can be used as part of grooming, leading to the abuse of children and young people. For this reason, CCIF Cyprus requires all staff, representatives or visitors to seek prior approval before offering a gift to any child/young person or family in our projects. Staff may consult CCIF Cyprus if in doubt about the appropriateness of the gift.

Children's Information

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

www.ccifcyprus.com does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.