



Комітет медичної допомоги
в Закарпатті

Approved by
Director of the CO «CF «Medical Aid
Committee in Zakarpattia»



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**CHILD AND VULNERABLE
ADULT SAFEGUARDING POLICY**

**Charitable Organization «Charity Fund «Medical Aid Committee
in Zakarpattia»**





1. ABOUT COMMITTEE

Charitable Organization «Charity Fund «Medical Aid Committee in Zakarpattia» (hereinafter referred to as the «Committee») is a charitable non-profit organization whose main purpose is to carry out charitable activities in the public interest, provide charitable assistance and support to citizens of Ukraine, foreign citizens and stateless persons, refugees, legal entities, state authorities and territorial communities, and non-profit organizations. All the Committee's activities are based on the principles of respect for human rights, equality and non-discrimination, the rule of law, humanity, common interests and equal rights of its members, voluntariness and self-government.



Since its establishment, the Committee has placed great emphasis on protecting the rights of children, young people and vulnerable adults with disabilities who have physical, intellectual, mental or complex disabilities. The Committee pays special attention to children and adults with disabilities who are in institutional care.

The Committee also provides humanitarian, social, and psychosocial assistance to children and their families affected by military operations.

The Committee participates in programs and initiatives aimed at providing children and vulnerable adults with decent living conditions in a safe environment and protecting them from all forms of violence.

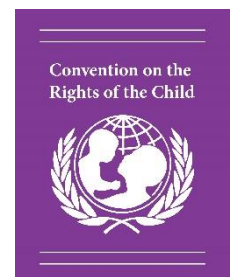


The Committee's activities are particularly focused on:

- creating conditions for education, habilitation, rehabilitation, employment and care for children with disabilities and young people with disabilities;
- reforming institutional care facilities in accordance with deinstitutionalization policy;
- advocating for the provision of social services and rehabilitation in communities based on the principle of being as close to the child and family as possible.

The Committee's activities are based on:

- The Convention for the Protection of Human Rights and Fundamental Freedoms;
- The Convention on the Rights of the Child;
- The Constitution of Ukraine;
- The Committee's Charter.





2. PURPOSE AND PRINCIPLES OF THE POLICY

The Committee has developed a special Child and Vulnerable Adult Safeguarding Policy in order to:

- prevent violations of the rights of children and vulnerable adults;
- create a safe environment for all children and vulnerable adults who receive assistance from the Committee;
- define the rules of intervention and response in case of suspected abuse of a child or vulnerable adult or threat to their safety;
- promote the values and principles that guide the Committee in its activities.



Principles of the Child and Vulnerable Adult Safeguarding Policy:

1. Priority of child and vulnerable adult safety: the safety and welfare of children and vulnerable adults are always paramount in all activities and decisions of the Committee; all actions, policies and procedures are aimed at protecting children and vulnerable adults from any kind of danger or violence.
2. Prohibition of violence and abuse: absolute inadmissibility of any type of physical, psychological, sexual, emotional and other types of violence or abuse in relations with children and vulnerable adults; the Committee actively opposes, prevents and responds to such cases.
3. Dialogue and communication with children and vulnerable adults: the Committee encourages open dialogue and communication with children and vulnerable adults, where children and vulnerable adults have the opportunity to express their opinions, wishes and are aware of their safety.
4. Responsibility and accountability: the Committee has appointed a responsible person to oversee the implementation and enforcement of this Policy and has mechanisms for reporting, accounting and responding to events related to child and vulnerable adult safeguarding.
5. Non-discrimination and equality: the Committee strictly adheres to the principle of equality and non-discrimination, and all children and vulnerable adults involved in the activities of the Committee have equal access to protection and support regardless of their race, religion, nationality, gender identity or other personal characteristics.
6. Safety culture: the Committee promotes a conscious attitude of all employees, staff, volunteers, interns, etc. towards the safety of children and vulnerable adults, and organizes training, education and awareness raising.
7. Cooperation with other organizations, institutions and agencies: the Committee cooperates with all organizations, institutions, services, agencies working in the field of protection of children and vulnerable adults, which helps to improve its own Policy and respond to complex cases.



The Child and Vulnerable Adult Safeguarding Policy applies to all employees and volunteers of the Committee, as well as its partners and persons cooperating with the Committee (experts, service providers, etc.).

Knowledge and practical application of the Child and Vulnerable Adult Safeguarding Policy are the responsibility of all employees, staff members, and volunteers of the Committee.

Before taking any action in cooperation with the Committee, all employees, staff members, volunteers of the Committee shall familiarize themselves with and undertake to comply with the Child and Vulnerable Adult Safeguarding Policy.

During the recruitment process, the Committee conducts interviews and reputation checks to weed out unsuitable candidates for the organization, and provides a statement for candidates to sign confirming the absence of convictions and familiarization with the Child and Vulnerable Adult Safeguarding Policy.

Upon hiring, in order to verify the employee's compliance with the work entrusted to him/her, the Committee establishes a probationary period of two months, unless the probationary period is not established in accordance with the current legislation. During the probationary period, the employee is subject to all requirements and guarantees of labor legislation, including those related to remuneration.

Reputation checks are carried out by checking the candidate's biography, requesting references from previous employers, and demonstrating an extract of no criminal record from the Diia application.

The Committee has developed a list of questions for a job interview.

The Partner Organization is obliged to adhere to the listed principles of protection of children and vulnerable adults and take any necessary measures, such as:

- informing its employees, staff about the need to comply with the protection of the rights of children and vulnerable adults and the Child and Vulnerable Adult Safeguarding Policy;
- preventing violence against children and vulnerable adults;
- obtaining official consent from children's legal representatives/parents before involving them in joint project activities;
- when reporting or publishing materials about children and vulnerable adults, employees must obtain the mandatory informed consent of the children themselves, vulnerable adults or their legal representatives (parents, guardians, etc.) before taking photos and videos;
- before publication, make sure that children and vulnerable adults in photos and images are adequately dressed and that they are not depicted in poses that can be interpreted as sexually attractive;
- maintain confidentiality of all information about children based on the principle of «best interests of the child». Any information about children, vulnerable adults should be provided only on the basis of the principle of «minimum





necessary information» and only when absolutely necessary in the course of performing official duties;

- reporting any violation of the Child and Vulnerable Adult Safeguarding Policy to the Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy and, if necessary, to law enforcement authorities.

The Child and Vulnerable Adult Safeguarding Policy is subject to update and review every three years.

3. TERMINOLOGY

According to Article 1 of the UN Convention on the Rights of the Child, a **child** is a person under the age of 18.

For the purposes of this Policy, a «vulnerable adult» is a person with an increased risk to be harmed due to age, disability, functional impairment, illness, conditions in which he/she lives, or as a result of social or other inequality, is or may be unable to take care of himself/herself or protect himself/herself from harm or exploitation.



According to Article 19 of the Convention, each state shall take measures to protect children from all forms of physical and mental violence, injury or abuse, neglect or negligent treatment, maltreatment and exploitation, including sexual abuse.

Physical or Corporal Punishment is any punishment that uses physical force and is intended to cause some degree of pain or discomfort, no matter how mild it may be.



Psychological (Mental) Violence is a form of violence that includes verbal abuse, threats, humiliation, harassment, intimidation, and other acts if they caused a child or vulnerable adult to fear for their safety or the safety of third parties, caused emotional insecurity, inability to protect themselves, or harmed the person's mental health.

Sexual Violence is the involvement of a child in sexual activities that he or she is not able to fully understand and give informed consent to. It can also include involving children in viewing or creating sexual images, observing sexual activities, and encouraging children to engage in sexually inappropriate behavior.

Economic Exploitation is the performance by a child of any work for the benefit of others that may be hazardous to health, interfere with the child's education, or harm the child's health, physical, mental, spiritual, moral, and social development.

Neglect is the failure to meet the basic physical and mental needs of a child and the failure to respect his or her fundamental rights, which causes health disorder and developmental difficulties.

Discrimination is a situation where a child or a group of children is restricted in the enjoyment of rights, services, or freedoms on certain grounds (disability, place of residence, family welfare, gender, religion, etc.) without justified legal reasons.

Online Violence is harassment (intimidation) of a child on the Internet through the use of electronic technologies. It can take the form of sending offensive messages, spreading rumors via email or social media, or humiliating videos, photos or websites (Council of Europe definition).



4. RESPONSIBLE PERSON FOR COMPLIANCE WITH CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY

The Committee appoints a Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy. This person is the first to receive information about suspicions of inappropriate behavior or violence against a child, review the case, collect other additional information and provide advice to the Head of the Committee and the General Meeting of the Committee.

Functions of the responsible person:

- familiarizing all employees of the Committee with the Child and Vulnerable Adult Safeguarding Policy;
- organizing education and training for the Committee's employees in the field of protection of the rights of children and vulnerable adults and combating violence against them;
- conducting regular feedback discussions on the protection of the rights of children and vulnerable adults with staff and partners who work directly with children and vulnerable adults;
- publishing the Child and Vulnerable Adult Safeguarding Policy on the Committee's website;
- verify compliance by the Committee's employees, who are responsible for the implementation of individual projects and charitable programs of the Committee, with the requirements for protection of the rights and safety of children and vulnerable adults within these projects and programs;
- initiate review and update of the Child and Vulnerable Adult Safeguarding Policy once every three years;
- is responsible for documenting reports of inappropriate behavior and violent actions and informing the General Meeting of the Committee about them.



All employees and partners in the Committee's programs and projects should know the contact details of the responsible person.



5. INTERVENTION IN CASE OF INAPPROPRIATE BEHAVIOR AND VIOLENT ACTIONS

The staff, employees and volunteers of the Committee are obliged to respond to any manifestations of violations of the rights of children and vulnerable adults. We respond to every concern you report to us.

In case of suspicion that a child or vulnerable adult has been harmed, every employee, staff member or volunteer of the Committee is obliged to immediately notify the Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy. Notifications may also be made by parents, children or third parties. The notification can be made in writing to the e-mail address camzua@gmail.com, in person or by calling +380989766929.



In case of suspicion of violent actions on the part of employees, staff members, volunteers of the Committee, they are immediately suspended from working with children and vulnerable adults until the incident is thoroughly investigated.

The Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy decides on the methods and forms of intervention in a team with the person who initiated the intervention and the Head of the Committee. If necessary, other persons may also be involved in this team.

Employees, staff members, volunteers and interns of the Committee have the right to receive information, explanations, advice, counseling on combating discrimination, violence and other violations of the rights of children and vulnerable adults in cases involving children and vulnerable adults under the Committee's care. The Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy is responsible for providing such support.

All actions related to the intervention are documented.



Appendix 1. CODE OF CONDUCT for Child and Vulnerable Adult Safeguarding of the Charitable Organization «Charity Fund «Medical Aid Committee in Zakarpattya»



Introduction

This Code of Conduct has been developed for all employees, volunteers, interns, consultants, service providers of the Committee (hereinafter referred to as employees), at all levels, who work with children and vulnerable adults directly or indirectly. The Code of Conduct is intended to provide practical guidance on what is acceptable in working with children and vulnerable adults.

All paid and unpaid staff, including volunteers, interns, consultants, and service providers of the Committee, are committed to the safety and welfare of children and vulnerable adults involved in the Committee's activities. All paid and unpaid employees are expected to act in accordance with this Code of Conduct in all physical and online interactions with children and vulnerable adults.

This Code of Conduct applies to the relations of employees with all other stakeholders arising in the process of forming and implementing the Committee's programs and projects.

The Code of Conduct is based on the mission and values of the Committee.



Behavior of the Committee's employees towards children and vulnerable adults

1. The behavior of the Committee's employees must always be consistent with the values and mission of the Committee.
2. Employees of the Committee undertake to behave in a respectful, dignified, courteous and ethical manner towards all children, vulnerable adults, their families and other employees.
3. Employees of the Committee undertake to listen to and respond to the views and concerns of children and vulnerable adults, especially if they report (verbally or non-verbally) that they do not feel safe or are not feeling well.
4. Employees of the Committee shall promote the human rights, child rights, safety and welfare of all children and vulnerable adults, and shall be sensitive to and respectful of the diverse backgrounds and needs of children and vulnerable adults.
5. Employees of the Committee shall protect and care for the rights of children and vulnerable adults, and when making decisions regarding children, act in a manner that ensures the best interests of the child are respected.
6. Employees of the Committee ensure that conditions are created to encourage and involve children and vulnerable adults. Employees of the Committee promote an environment that is friendly, culturally rich and welcoming, safe and inclusive.



7. Employees of the Committee shall involve children and vulnerable adults, their families and communities in all decisions that directly or indirectly affect them.
8. Employees of the Committee are committed to obtaining informed consent for all activities involving children and vulnerable adults.
9. Employees of the Committee must not participate in any activity that may cause physical, sexual or emotional harm to a child or vulnerable adult, use any form of physical (corporal) punishment, inappropriate, offensive or rude language, verbal abuse, psychological manipulation, sexual exploitation or any other form of violence against children and vulnerable adults as specified above. Failure to comply with these requirements constitutes a serious violation and is grounds for dismissal of an employee, termination of relations with volunteers, interns, consultants, and service providers.
10. Employees of the Committee must not engage in acts of intimidation, discrimination, humiliation, prejudice or have sexual relations with children and vulnerable adults.
11. Employees of the Committee undertake not to be alone with a child, to have personal contact with him/her, including online, for purposes unrelated to the Committee's activities.
12. Employees of the Committee are prohibited from abusing their powers and/or official duties in the Committee to influence the life or welfare of children and vulnerable adults.
13. Employees of the Committee are prohibited from working with children and vulnerable adults under the influence of alcohol or illegal drugs.
14. Employees of the Committee undertake never to demand any services, assistance or actions from children and vulnerable adults in exchange for providing assistance or protection.
15. Employees of the Committee are not allowed to receive gifts from children and vulnerable adults, except for things made by them with their own hands.
16. Any actions of a sexual nature with children (under 16) are a criminal offense, regardless of the consent of the children themselves or their legal representatives. Ignorance of the child's age does not exempt from liability.



Confidentiality

Employees of the Committee are committed to ensuring the confidentiality of all information about children, adhering to the principle of «best interests of the child». Any information about children or vulnerable adults should be provided only on the basis of the principle of «minimum necessary information» and only when absolutely necessary in the course of performing their official duties. The purpose of this approach is to minimize the possibility of misuse of information, to prevent potential cases of information violence by limiting access to it and providing it only to those who really need it.



Communication and Reporting

When reporting or publishing material about children and vulnerable adults, employees must:

- obtain the mandatory informed consent of the children, vulnerable adults or their legal representatives (parents, guardians, etc.) before taking photos and



videos. Such consent must be obtained in writing in the presence of a representative of the Committee, contain an explanation of the conditions and consequences of disseminating photo and video materials, and the conditions for withdrawing information consent;

- photographs and other visual materials should not portray children or vulnerable adults as helpless victims or in other negative or inappropriate ways. On the contrary, visual materials should emphasize their potential and strengths, present children and vulnerable adults in a respectful and non-degrading manner, and be consistent with the actual context and facts;
- ensure that children and vulnerable adults in photographs and images are adequately dressed and that they are not depicted in poses that could be interpreted as sexually suggestive.



Documenting inappropriate behavior and violent actions

Cases of abuse can be very difficult to report, but for the well-being of the child and vulnerable adult, it is essential that any suspicion or evidence of abuse is taken seriously. The sooner any abuse or potential violent action is reported and dealt with, the less harm will be done to the child or vulnerable adult. It is also important to keep the information received confidential so as not to cause undue harm to the people involved.

If the behavior of a child or vulnerable adult or their stories indicate signs of abuse, the employees of the Committee should document the incident in as much detail as possible (exact words, their behavior, etc.). Therefore, establishing a system for reporting incidents of violence against children and vulnerable adults is part of the planning. The recorded information should be kept in strict confidence.

The employees of the Committee use the established comprehensive mechanism to record inappropriate behavior, suspected and actual cases of violence against children and vulnerable adults, ensuring confidentiality (and anonymity, if necessary) and non-disclosure of survivors' personal data.

If the employees of the Committee suspect or establish cases of violence against children, vulnerable adults, they should report it to the Responsible Person for compliance with the Child and Vulnerable Adult Safeguarding Policy, who, in turn, should record it in the form «Report of a case of violence against children, vulnerable adults (or its suspicion)» and notify the relevant services (children's service, police, juvenile police, etc.).

The employees of the Committee must ensure that the child or vulnerable adult is protected from further abuse. It is important to discuss the incident with the child or vulnerable adult and reassure him/her that he/she is not to blame for any inappropriate behavior.

If there is strong evidence of physical/sexual abuse, the child or vulnerable adult needs immediate medical attention. The person involved in the violent action must be suspended from his/her duties until the incident is thoroughly investigated. In case of suspicion of harm to a child or vulnerable adult by employee of the Committee, such employee is suspended from working with children or vulnerable adults until the circumstances are clarified.



Employees of the Committee who have received information about harm to a child are obliged not to disclose it to third parties and are also obliged to maintain confidentiality regarding the person who provided such information. The person reporting the incident will be provided with further support during the investigation process.

Violation of this Code is grounds for bringing employees to liability, including disciplinary liability (suspension from the performance of official duties, reprimand, dismissal, etc.), as specified in employee agreements.

If the subject of concern is a member of a partner organization, the person reporting the incident should inform any employee of the Committee. The person reporting the incident will be provided with further support during the investigation process.

Every new employee, intern, consultant, volunteer, service provider of the Committee at all levels who works directly or indirectly with children, vulnerable adults must read and sign the Committee's Code of Conduct for Child and Vulnerable Adult Safeguarding before starting work or during officially taking up their position.



Appendix 2. REPORT of a case of violence against children, vulnerable adults (or its suspicion)

Full Name/Anonymous			
Position in the CAMZ (or indicate if you are a volunteer, intern, etc.)			
Your contact information	Tel.:		
	E-mail:		
Date and time of report			
Name and surname of the child or vulnerable adult you are reporting			
Sex (M/F)		Age:	
Do you have a disability?			
Address			
Who does the child or vulnerable adult live with?			
Contact information of the child or vulnerable adult			
Contact information of the primary guardian			
What gave rise to your suspicions? Did you witness the violence or suspect it?			



<p>Has a prosecution been made? Did the child/vulnerable adult report the abuse himself/herself? If so, how did he/she do so?</p>	
<p>Date, time and place of the incident</p>	
<p>Description of the situation/your observations</p>	
<p>Who else was involved (other children, parents, etc.)?</p>	
<p>What actions/measures were taken by you or others? How did you handle the situation?</p>	

Appendix 3. SCHEME of the intervention

