



SAFEGUARDING POLICY



Introduction

Youth and Environment Europe is the largest independent European network of environmental youth organizations, with all the projects being organized and carried out by young people under the age of 30. YEE organises, facilitates and supports projects and campaigns aiming to increase the knowledge, understanding, and appreciation of the environment and the awareness of climate issues among young people in Europe. The organization's mission is aimed at strengthening the participation of youth in environmental and climate decision-making processes and building capacity among European youth on the climate crisis.

More information...

As an organization that believes in the essential role of young people in solving the climate crisis and achieving a socially fair inter-generational transition that leaves no one behind, YEE is committed to upholding a safe environment for youth, children and vulnerable adults and therefore has a zero tolerance approach to abuse.



We recognize our responsibilities under ACT No. 359/1999 Coll. On the Social and Legal Protection of Children, through which we have a duty to care for, protect and report against any suspected abuse of children. Under this law YEE also realizes its duty for the care and protection of vulnerable people.

YEE is committed to promoting equal opportunities, well being, harm prevention and to responding effectively to raised concerns. The following policy is about stopping abuse when it occurs and preventing abuse where it is at a risk of occurring.

Principles

EMPOWERMENT

Supporting and encouraging people to make their own decisions and informed consent.

PREVENTION

Taking action to insure no harm or any discrimination occurs.

PROPORTIONALITY

The least intrusive response appropriate to the risk presented.

PROTECTION

Support and representation of vulnerable people and children in need.

PARTNERSHIP

Local solutions through cooperating with services that work within their communities.

ACCOUNTABILITY

Holding transparency in safeguarding practice.



Mapping

YEE has conducted a detailed mapping of the Czech legal framework regarding vulnerable groups, including children, women, disabled people, LGBTQ+ and people with a migration background such as Roma people. This framework works as the foundation of this safeguarding policy and the YEE network, however members are encouraged to adjust their definitions based on their national legal framework.



Definitions

Children

Children and young people are defined as **persons aged under 18 years old**. This policy will apply to all staff, contractors and volunteers and will be used to protect from and prevent all forms of abuse, neglect, exploitation and violence. It adheres to the fundamental rights of the child as spelled out in the UN Convention on the Rights of the Child of 1989.



Vulnerable People

A **vulnerable adult** in YEE is defined as an **individual over the age of 18** who is at greater risk of harm, abuse, exploitation or neglect -

due to factors such as age, illness, disability;

as a result of poverty, inequality, substance abuse, limitation of freedom of movement, or experience of displacement or crisis.

In the specific context of the Czech republic, this definition will include

- elderly, disabled and ill people, including people who are victims of substance abuse;
- people from disadvantaged backgrounds, including homeless and Roma people;
- people who have experienced displacement and crises and may therefore have a migration background.

Abuse

Abuse is any behavior towards a person that causes harm, endangers life or violates rights. Types of abuse include:

- Physical abuse - actual physical **harm or injury** intentionally inflicted upon a child or a vulnerable person.
- Sexual abuse - sexual behaviors, motivations or acts forced upon vulnerable people or children. Including any type of **inappropriate physical contact** such as touching or intercourse. Sexual abuse also covers activities that do not include physical contact such as inappropriate cat-calling or showing of pornographic material.
- Exploitation - can come in different forms including
 - **Financial or material** – *stealing or denying access to anything material as a form of black mail or manipulation. Other types include child labor and modern slavery.*
 - **Sexual** - *attempted abuse of someones vulnerability or the use of power to obtain sexual favors through offering money or rewards such as social, economic or political advantages. This includes trafficking and prostitution.*
- Emotional abuse - a range of behavior such as **verbal abuse, rejection or gas lighting** which the perpetrator uses to obtain control or generate fear and isolation in a child or vulnerable person. The absence of an adequate fostering environment such as neglect, ignorance or care from a legal custodian can also be considered as emotional abuse.
- Neglect and negligent treatment - the **denial of basic necessities** for psycho-social development including food, shelter, education, clothing, physical security and health. This could be either from legal custodians, family or even caretakers. Anyone who has a duty to the child or vulnerable person at the time.
- Discrimination – **unjust and / or prejudicial treatment** motivated by factors such as age, race, religion, gender, disability, sexual orientation or cultural background.

Preventative Measures



2. All Vulnerable Persons and children have equal rights to protection from abuse and exploitation.

3. All Vulnerable Persons and children shall be encouraged to fulfill their potential and inequalities shall be challenged.

4. The welfare of Vulnerable Persons and children should be safeguarded and promoted.

5. Everybody has a responsibility to support the care and protection of Vulnerable Persons and children involved in any of the organization's activities.

6. YEE has a particular duty of care to Vulnerable Persons and children with whom they work and come into contact with and with whom their representatives work.



Code of conduct for YEE members

YEE staff, Board members, volunteers and project participants shall adhere to the following principles in addition to YEE's Code of Conduct:

1. All Vulnerable Persons have rights as individuals, without discrimination of any kind and irrespective of race, colour, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, sexual orientation, birth or other status.



7. YEE partners and member organisations have a responsibility to meet minimum standards of protection for the Vulnerable Persons and children involved in their programs in coordination with YEE efforts.

8. Recognition of the importance of working in partnership with YEE's Partners in the protection of Vulnerable Persons.

9. Staff will be viewed as representatives of YEE even when not in working hours and their responsibility to act in accordance with this policy therefore applies at all times.

YEE staff (paid individuals and volunteers) shall strive to make YEE's activities a safe and caring environment(s) for all people, and in particular Vulnerable Persons and children.

Caring Environment is one:

- in which the health, safety and welfare of Vulnerable Persons and children have been assessed and catered for;
- in which staff are aware of the possibility of abuse and take reasonable measures to prevent that possibility; and
- where there is a sound and known reporting system for any incident.

Activities and projects undertaken by YEE shall be planned, organised and delivered in accordance with the principles of YEE's policy for Safeguarding of Vulnerable Persons.



Responsibilities

MEMBERS OF THE BOARD



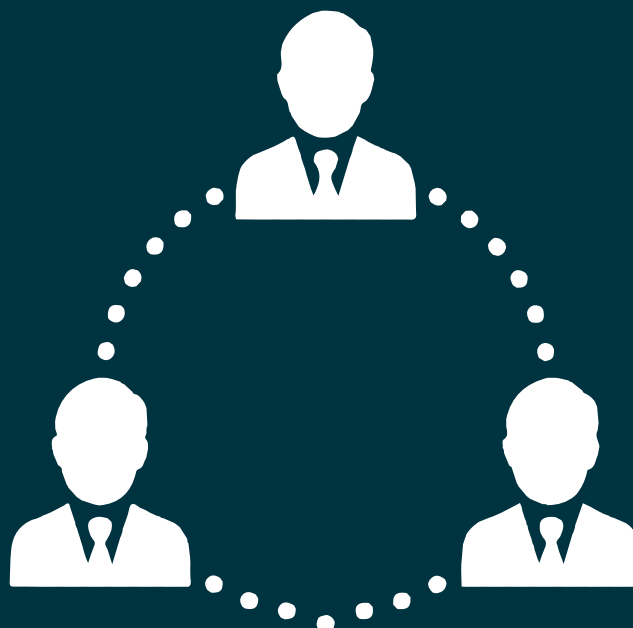
ENSURING THE ADEQUATE MEASURES ARE IN PLACE TO ASSESS AND ADDRESS SAFEGUARDING RISKS.



HAVING ADEQUATE SAFEGUARDING POLICIES AND PROCEDURES THAT ARE UP TO DATE, INCLUDING RELEVANT HR MATTERS.



MAKING SURE POLICIES AND PROCEDURES ARE EFFECTIVELY APPLIED IN PRACTICE AND THAT THE PROPER MECHANISMS ARE IN PLACE TO PROVIDE ASSURANCE ON COMPLIANCE.



ENSURING THAT SAFEGUARDING POLICIES AND PRACTICES ARE REGULARLY REVIEWED TO ENSURE THEY ARE UP TO DATE AND FIT FOR PURPOSE.



ACTIVELY PROMOTING SAFE CULTURE AND AWARENESS OF EVERYONE'S SAFEGUARDING RESPONSIBILITIES.



ENSURING THAT SERIOUS INCIDENTS ARE IMMEDIATELY REPORTED TO THE APPROPRIATE AUTHORITIES.

SECRETARIAT TEAM

ENSURING THE POLICY IS IMPLEMENTED.

TAKES A RESPONSIBILITY AS THE SAFEGUARDING TEAM THAT COLLECTIVELY WORKS TO ENSURE THE SAFEGUARDING PROTOCOL IS MET WITHIN EVERY NEW PROJECT OR ACTIVITY. THEY WORK CLOSELY WITH THE SAFEGUARDING OFFICER ON SAFEGUARDING CONCERNS AND DISCUSSIONS AS WELL AS CASES.



DISCUSSING SAFEGUARDING MATTERS AT THE SECRETARIAT MEETINGS IN PERIODIC INTERVALS TO HELP ENSURE IMPLEMENTATION AND TO ADDRESS ANY CHALLENGES WITH THE IMPLEMENTING OF THE POLICY.

PRESENTING AN ANNUAL SAFEGUARDING REPORT ON ANY INSTANCES THAT HAVE OCCURRED AND THE ACTION TAKEN, OR THE LESSONS LEARNED TO THE BOARD.

SECRETARY GENERAL

ENSURING AWARENESS WITHIN THE ORGANISATION REGARDING THE POLICY, ESPECIALLY IN TERMS OF UPDATES OR CHANGES.

PROVIDING TRAINING TO THE BOARD, STAFF, VOLUNTEERS AND INTERESTED MEMBERS ON THE IMPLEMENTATION AND FUNCTIONALITY OF SAFEGUARDING POLICY.

DOCUMENTING WHO HAS SIGNED THE POLICY.

KEEP A RECORD OF ANY INCIDENTS



PROJECT COORDINATORS

ENSURING ALL NEW STAFF AND VOLUNTEERS RECEIVE SUFFICIENT POLICY TRAINING.

ENSURING MEASURES ARE IMPLEMENTED WITHIN THEIR AREA OF RESPONSIBILITY.

ENSURING APPROPRIATE RISK ASSESSMENT IS DONE BEFORE THEIR PROJECTS IMPLEMENTATION

FOLLOWING UP AND ADDRESSING ISSUES APPROPRIATELY.

FORWARDING ANY ARISING ISSUES OR REPORTS TO THE SECRETARIAT TEAM OR APPROPRIATE PARTIES IN CASE OF URGENCY.

CARRY INVESTIGATIONS AND REPORTING TO THE SAFEGUARDING OFFICER ONCE A CASE APPEARS.



SAFEGUARDING OFFICER

ENSURING THAT THE POLICY IS PROPERLY IMPLEMENTED IN VARIOUS STAGES OF THE ORGANISATION.

MAKING SURE NEW MEMBERS, VOLUNTEERS AND STAFF ARE AWARE OF THE POLICY AND ITS PRINCIPLES.

HANDLING THE REPORTING AND FOLLOW-UP ON SAFEGUARDING CASES.

ENSURING NEW PROJECTS MEET SAFEGUARDING POLICY STANDARDS AND ALL PARTICIPANTS ARE AWARE OF THEIR DUTIES.



Procedures and Accountability



RISK ASSESSMENT

A RISK ASSESSMENT IS TO BE CARRIED OUT AFTER THE PUBLISHING OF THE SAFEGUARDING POLICY AND THEN EVERY YEAR OR TWO PRIOR TO THE GENERAL ASSEMBLY TO RECORD THE POSSIBLE AREAS OF RISK AND IMPROVEMENT.



SAFE RECRUITMENT

OUT OF OUR COMMITMENT TO SAFE RECRUITMENT, YOUTH AND ENVIRONMENT EUROPE REQUIRES NEW MEMBERS TO ADHERE TO THE CODE OF CONDUCT AND THE SAFEGUARDING POLICY. THE APPLICANTS THAT MAY BE WORKING DIRECTLY WITH CHILDREN AND/OR VULNERABLE PEOPLE WILL BE REQUIRED TO UNDERGO AN ADDITIONAL BACKGROUND CHECK. THIS MAY INCLUDE A REFEREE THAT CAN CONFIRM THAT THERE IS NO REASON WHY THE APPLICANT SHOULD NOT WORK WITH CHILDREN OR VULNERABLE GROUPS.



MEDIA COVERAGE

MOST OF YEE'S ACTIVITIES AND PROGRAMS CONTAIN FORMS OF MEDIA COVERAGE THAT INCLUDE VIDEOS, PHOTOS AND INTERVIEWS WHICH ARE POSTED ON OUR SOCIAL MEDIA, INCLUDING FACEBOOK, INSTAGRAM, TWITTER AND LINKEDIN. YEE ACKNOWLEDGES THE NECESSITY TO ASK FOR CONSENT FROM THE PARTICIPANTS REGARDING THE SHARING OF THE CAPTURED FOOTAGE AND AUDIO DURING THE PROGRAMS AND ACTIVITIES. YEE UNDERSTANDS THE RISKS OF MEDIA AND ENSURES TO ONLY POST MATERIAL THAT IS APPROPRIATE AND WAS GIVEN CONSENT. FURTHERMORE, YEE PLEDGES TO NEVER PUT ANYONE AT RISK, ESPECIALLY CHILDREN AND VULNERABLE ADULTS.

EVENTS CAMPAIGNS, PROGRAMS AND SIMILAR ACTIVITIES

YEE AIMS TO PROVIDE A SAFE AND INCLUSIVE SPACE IN ALL ITS EVENTS AND ASSOCIATED ACTIVITIES FOR ITS PARTICIPANTS, VOLUNTEERS AND EMPLOYEES. YEE WILL ENSURE THAT:

- ADEQUATE RISK-ASSESSMENT IS DONE REGARDING THE LOCATION, TIMING, WEATHER, FOOD, TRANSPORTATION AND ALL PARTICIPANTS, ALONG WITH ANY OTHER FACTORS THAT MAY CREATE RISKS;
- ALL INCIDENTS ARE REPORTED TO APPROPRIATE AUTHORITIES;
- ALL ACTIVITIES HAVE SUITABLE INSURANCE COVERAGE;
- ALL STAFF ARE TRAINED ON CODE OF CONDUCT AND THE SAFEGUARDING POLICY;
- MEASUREMENTS ARE TAKEN IMMEDIATELY TO REMOVE UPCOMING RISKS OR APPROPRIATELY DEESCALATING CONFLICT;
- THERE WILL BE AN OPEN CULTURE WHERE ANY SAFEGUARDING CONCERNS CAN BE SHARED.



Reporting and Case Management

WHERE ANY SAFEGUARDING CONCERNS RISE, WHETHER IT IS A COMPLAINT, WHISTLEBLOWING, SUSPICION OR A SITUATION DURING AN ACTIVITY, ALL CONCERNS ARE TO BE TREATED SERIOUSLY AND APPROPRIATE MEASURES ARE TO BE TAKEN IN ACCORDANCE WITH THIS SAFEGUARDING POLICY AND PROCEDURES.

THE BEST APPROACH TO BEST RESPOND TO THE ABOVE CONCERNS ARE:

- REMAIN CALM AND COMPOSED AND LISTEN CAREFULLY TO WHAT IS BEING SAID.
- GIVE REASSURANCE TO THE PERSON WHO HAS APPROACHED YOU WITH CONCERN.
- AVOID PROMISING TO KEEP THE INFORMATION A SECRET AND MENTION EARLY ON THAT THE BEST COURSE OF ACTION WILL BE TO COMMUNICATE THIS INFORMATION FORWARD TO RELEVANT AUTHORITIES SUCH AS THE SAFEGUARDING POLICY OFFICER.
- ALLOW THE PERSON TO SPEAK AT THEIR OWN PACE AND COMFORT.
- ASK QUESTIONS THAT CLARIFY THE SITUATION AND AVOID LEADING QUESTIONS.
- EXPLAIN THE FOLLOWING STEPS, WHO WILL BE TOLD AND WHAT IS TO BE DONE. GIVE ASSURANCE THAT ACTION WILL BE TAKEN.
- WRITE A STATEMENT, WITH AS MUCH DETAIL AS POSSIBLE. INCLUDING THE DATE AND TIME, WHAT WAS SAID, YOUR ACTIONS AND ANY NAMES MENTIONED, INCLUDING WHAT HAS BEEN COMMUNICATED, USING THE PERSON'S WORDS WHENEVER POSSIBLE. INCLUDE DATES, TIMES, NAMES, LOCATION AND THE NAME OF THE PERSON MAKING THE RECORD AND THE NAME OF THE PERSON TO WHOM THIS INFORMATION WILL BE SHARED. MAKE SURE IT IS DATED AND SIGNED.
- CONTACT RELEVANT PROFESSIONALS AND WORK MANAGERS ABOUT THE ISSUE.

REMEMBER THAT ALL INSTANCES ARE TO BE TAKEN SERIOUSLY. WHETHER OR NOT THE CLAIM IS TRUE IT IS NOT UP TO ANYONE IN YEE TO DECIDE. IT IS HOWEVER, EVERYONE'S RESPONSIBILITY TO REPORT CONCERNS AND COMPLY WITH THE SAFEGUARDING POLICY.

IMPORTANT QUESTIONS

WHO WILL BE YOUR DESIGNATED CONTACT?

DURING ACTIVITIES, IF YOU ARE A VOLUNTEER OR A PARTICIPANT, YOUR POINT OF CONTACT WILL BE YOUR PROJECT MANAGER OR ANY INVOLVED MEMBERS OF THE SECRETARIAT.

IF YOU ARE A PROJECT COORDINATOR, THEN THE NEXT POINT OF CONTACT WILL BE THE SAFEGUARDING OFFICER AND TEAM (SECRETARIAT)

HOW WILL IT BE REPORTED?

DETAILS WILL BE REGISTERED ABOUT THE INCIDENT AND PASSED ON TO THE SAFEGUARDING OFFICER. IF NEEDED, IMPORTANT INFORMATION MAY BE SHARED WITH THE BOARD SO THAT APPROPRIATE ACTION IS TAKEN.



WHAT SHOULD WE DO IN THE EVENT OF AN EXTERNAL CASE?

EVERYONE HAS A MORAL RESPONSIBILITY TO REPORT ANY SAFEGUARDING ISSUES REGARDLESS OF WHETHER IT IS A PART OF THE ORGANISATION OR AN EXTERNAL AFFAIR.

WHO WOULD BE TOLD?

INTERNALLY, IT WILL INCLUDE THE SAFEGUARDING OFFICER AND TEAM, AND ON APPROPRIATE OCCASIONS, THE YEE BOARD.

WHO WILL BE RESPONSIBLE FOR MANAGING THE PROCESS?

SAFEGUARDING OFFICER AND TEAM.

Monitoring and Evaluation

YEE WILL COMMIT TO REGULARLY MONITORING THE IMPLEMENTATION OF THE SAFEGUARDING POLICY AND ITS PROCESSES IN ITS STRUCTURE AND ACTIVITIES IN ORDER TO MAXIMISE THE EFFICIENCY OF THE POLICY IN THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS.



CONFIDENTIALITY

EVERYONE HAS THE RIGHT TO CONFIDENTIALITY AND PROTECTION OF INFORMATION, ESPECIALLY WHEN IT COMES TO SENSITIVE TOPICS OF SAFEGUARDING INCIDENTS AND WHISTLEBLOWING. HOWEVER, CONFIDENTIALITY MUST NEVER BE A BARRIER TO GOOD SAFEGUARDING PRACTICE.

MONITORING PROCESS

THE PROGRAM AND ACTIVITY COORDINATORS AND MANAGERS MONITOR ANY PROGRESS, SAFEGUARDING ISSUES OR ANY DIFFICULTIES ENCOUNTERED REGARDING SAFEGUARDING DURING THEIR ACTIVITY, AND REPORT TO THE SAFEGUARDING OFFICER.

EVALUATION WILL BE MADE BASED ON THE ADHERENCE OF THE PRINCIPLES OF THE POLICY AND MEASURES ADOPTED.

THE SAFEGUARDING POLICY OFFICER MONITORS PROGRESS OF TRAINING, COMPLIANCE AND PROGRESS, AND REPORTS IT TO THE BOARD OF DIRECTORS ONCE A YEAR BEFORE THE GENERAL ASSEMBLY.

TO MONITOR PROGRESS, A SELF-ASSESSMENT SURVEY MUST BE DONE BEFORE AND AFTER TRAINING, THEN PREFERABLY ONCE A YEAR. THE SELF-ASSESSMENT WILL BE CONDUCTED AMONG PAID STAFF, VOLUNTEERS, RELEVANT MEMBERS AND OCCASIONALLY PARTICIPANTS. THE PURPOSE IS TO FIND OUT WHETHER ALL THE STANDARDS THAT WERE SET OUT IN THE SAFEGUARDING POLICY ARE BEING MET, IF THEY ARE EFFECTIVE OR IF THEY NEED TO BE IMPROVED UPON.

Important Documents

WHEN CARRYING OUT SAFEGUARDING PRACTICE, IT IS IMPORTANT TO NOTE THAT ALMOST ALWAYS, IT THE SAFEGUARDING POLICY WORKS TOGETHER WITH OTHER DOCUMENTS.

ONE OF THE DOCUMENTS THAT COMPLEMENT OUR SAFEGUARDING POLICY IS THE **CODE OF CONDUCT** WHICH SETS OUT THE BASIC STANDARD OF CONDUCT EXPECTED OF ALL STAFF, VOLUNTEERS AND PARTICIPANTS ON MATTERS LIKE ETHICAL PRINCIPLES AND DISCIPLINARY ACTIONS BY STAFF IN CONNECTION WITH THEIR OFFICIAL DUTIES.



ANOTHER DOCUMENT IS OUR **DEFINITIONS ON VULNERABLE PEOPLE**, WHICH TALKS ABOUT WHO ARE VULNERABLE PERSONS AND WHAT TYPES OF ABUSE ARE THEY VULNERABLE TO

LASTLY, A DOCUMENT ON **CZECH AUTHORITIES THAT SPECIALIZE IN SAFEGUARDING REPORTS** WHICH CONSTITUTES OF A MAPPING OF THE CZECH NATIONAL LAWS, DEFINITIONS AS WELL AS CONTACT POINTS IN CASE A SEVERE CASE OF SAFEGUARDING NEEDS TO BE REPORTED TO THE APPROPRIATE AUTHORITIES.





Reporting an Incident



IF YOU NEED TO REPORT AN INCIDENT, YOU MAY USE THE BELOW TEMPLATE

Safeguarding Incident Report Form Email this form to (insert new email ID here) within 24 hours of making a verbal report.

Date of Report:	Country:	
Reported by:		
Your name:	Your position:	
Your phone numbers:	Your email address:	
Person being protected (the victim)		
Family Name:	First Name:	
Date of Birth:	Gender:	Nationality:
Address and Contact Details:		
Person/s who caused the problem (the offender)		
Family Name:	First Name:	
Date of Birth:	Gender:	Nationality:
Address and Contact Details:		
Facts (details of the incident/report)		
How did you become aware of the incident?		
I witnessed it	Other staff told me	
Victim told me	Other (specify)	
Were there any other witnesses to the incident? Yes Nolf yes, please provide name, position and contact details:		
Please describe the specific victim abuse incident:		
Protection		
What immediate action has been taken to protect the victim?		