



WORKING PROTOCOL WITH CHILDREN

(Child protection policy while working with children)

*Update: Guastalla, April 2022**

***Child Protection Policy Review dates:**

The Child Protection Policy was compiled by Progettinfanzia Bassa Reggiana Association on April 2022, and it will be reviewed time after time. This Policy will be reviewed every time needed. In the following table is included an information for the Child Protection Policy summarizing the review dates.

Version	Who Updated	When Updated	Details
1.	Alexia Salati – Communication and Project Manager	April 2022	Progettinfanzia Child Protection Policy approved by the President



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Definitions

Violence against the child

Is any action or intentional omission through which any form of physical or mental violence, injury or abuse, abandonment or neglect treatment is caused

Child

In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18. If the age of the person may not be determined accurately, but there are reasons to believe that the person is a child, he shall be considered a child in the sense of this law, until his age is determined according to the law in force.

Unaccompanied child

Is the child separated by both parents or other relatives and who is not being cared of by an adult person, according to this law

Child in need of protection

Is the person under 18 years of age, irrespective of having the capacity to act, according to the legislation in force, who may be a victim of abuse, neglect, exploitation, discrimination, violence or any criminal activity, and also the individual under the age of criminal responsibility who is alleged to have committed or accused of the commission of a criminal offences, and the children in conflict with the law.

Child protection

An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse, including kidnapping, sexual abuse, trafficking and child labor.

Child exploitation

One or more of the following:

- committing or coercing another person to commit an act or acts of **abuse** against a child



- possessing, controlling, producing, distributing, obtaining or transmitting **child exploitation material**
- committing or coercing another person to commit an act or acts of **grooming** or **online grooming**
- using a minor for profit, labour, sexual gratification, or some other personal or financial advantage

Corporal punishment

Is any form of punishment through physical force and which intends to inflict pain or discomfort to the child, from a person who is legally responsible for the child. Corporal punishment includes the following forms: smacking, torturing, shaking, pushing, burning, slapping, scratching, biting, scolding, pulling the hair, forcing an action, using substances that cause pain or discomfort and also any other similar action

Child neglect

Is the omission, whether or not intentional, by a person who is responsible for the upbringing, care or education of the child, as consequences of which the life, physical and mental well-being and development of the child may be at risk

Harmful content for children

Is images and any other material published on the internet and threatening dignity and rights of the child

Child participation

Is an ongoing process of active involvement of the child and respect for the right of the child to express and to be heard at all levels of decision-making in issues related to the child

Contact with children

Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.



Working with children

Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works.

Parent

Is the person who gives birth to or adopts a child, as a couple or alone, whether married or not, or who has acknowledged motherhood or fatherhood of the child born out of wedlock.

Integrated protection system

Is the entire of legal acts, political acts and necessary services, in all fields, especially those of social welfare, education, health, security and justice, in order to prevent and respond to risks posed during their enforcement. Responsible institutions take concrete measures aiming at cooperation, division of responsibilities and coordination among all the governmental agencies, legal government bodies, public and non-public service providers, community groups, including the case referral system, as composing elements of the child protection system.

Domestic violence

Refers to violence by a spouse or intimate partner and by other family members, wherever this violence takes place and in whatever form.¹

Sexual exploitation

Is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to profiting monetarily, socially or politically from the sexual exploitation of another

Sexual abuse

Is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

¹UNICEF, “Domestic Violence against Women and Girls,” Innocenti Digest (Geneva: UNICEF, 2000).



Purpose and basic principles of working with children

Progettinfanzia Bassa Reggiana Association (Progettinfanzia) is an organization whose members are the municipalities of the Bassa Reggiana (Brescello, Boretto, Gualtieri, Guastalla, Luzzara, Novellara, Poviglio, Reggiolo, in the province of Reggio Emilia). The aim of the association is the enhancement of the educational thinking of the municipal infant-toddler centers and preschools of the Bassa Reggio area. In particular, the association is responsible for proposing and implementing European and national projects dedicated to the culture of childhood through the involvement of school staff and children of the municipal services for children (0-6) and the creation of training courses for teachers and educators in the educational field.

To pursue its aims, the association works closely with the municipal infant-toddler centers and preschools in the area.

Progettinfanzia by being committed to help and influence children's security and well-being, and to support implementation of the Convention on the Rights of the Child, cannot allow child abuse. The child protection policy (based on UNICEF toolkit) is mainly concerned with ensuring that children are not abused as a result of Progettinfanzia's activities as an organisation.

Progettinfanzia affirms its full engagement that in the center of work for all employees and others who cooperate with the office network of Progettinfanzia will be the highest interests of children. The purpose of this policy is to ensure that the Observatory owns all the procedures related to the performance of work and the prevention and treatment of child abuse by Observatory associates. It also helps the parties to understand their legal obligations and to undertake responsible steps when children are involved in activities. This document is part of our politics/files/discussions/approach any time we develop activities/ partnership/ implement programs/ visit the communities and others.

It is necessary and very important to have measures to protect children. The topics covered by the international and National regulations:

1. International Law: Conventions for the protection of children's rights

The New York Convention

The Strasbourg Convention

2. Italian law: the protection of minors

Laws against sexual violence

Regulation against crimes committed in the family



Regulation on treatment in the family and towards children.

Regulation on the abuse of the means of education

Laws on privacy and laws related to photography and filming of children;
Any other law related to child labor, supervision, use of an image, etc.

What needs to be considered when working with children is:

1. *Creation*: To ensure that children's rights are protected throughout the artistic process, according to the information received about the process and the intended result;
2. *Exposure and Performance*: Ensure that works involving images of children are produced and presented with care and sensitivity;
3. *Distribution*: Protecting images of children from exploitation, including the use of images beyond the original context of creative work.

Policy: Progettinanzia is committed to preventing all forms of child abuse. It makes positive efforts to prevent possible abuses of children who participate on Progettinanzia's activities and takes severe measures against any of child abusers.

Progettinanzia has a policy of zero tolerance towards sexual exploitation and abuse (SEA). All Progettinanzia members and related personnel are expected to uphold the highest standards of personal and professional conduct at all times, and to provide humanitarian assistance and services in a manner that respects and fosters the rights of beneficiaries and other members of the local communities.

Progettinanzia's staff and collaborators should not disclose information concerning the identification of children or their families to unauthorized persons and to make it public without the consent of the family or the child concerned.

Confidentiality: Declaring a case of child abuse is a serious matter. By following this policy and local procedures, it is important for all parties to maintain proper confidentiality. The child's or suspected abuser's identification should only be made on the basis of the "need to know" principle. If abuse is not proven to have occurred, it should be referred to as potential abuse to responsible State Institutions.

During our program implementation, or while contracting experts for developing our initiatives, we strongly based our work in six core principles, which in summative format are:

1. Sexual exploitation and abuse by educational workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.



3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Any sexual relationship between those providing educational assistance and protection and a person benefitting from such educational services that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of educational work.
5. Where a educational worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Educational workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

General criteria for children participation²

The Convention on the Rights of the Child, in its articles, recognizes children as equally active citizens and important social actors, whose opinions and needs must be taken seriously. The support that adults need to give to children to be positive should be child-centered.

With the “Linee guida per la partecipazione di bambine e bambini e ragazze e ragazzi” (Guideline for the participation of children and teenagers - 2021) edited by the Italian National Center of documentation and analysis for childhood and adolescence, issued by the Department for family policies of the Presidency of the Council of Ministers, the Italian State has framed models, guidelines and contexts for the inclusive and systemic participation of minors in daily life and in decision-making processes.

Following the instances defined in the document, Progettinfanzia in selecting children for participating in activities relies on the following criteria:

Child participation is:

- Transparent and informative for all.
 - a) Participation should take place in pre-defined and clear parameters for all actors, adults involved and also children should be aware and have agreed.

² Participation Criteria are based on "General Criteria for Participation in Activities, Consulting and Decision-Making Processes related to children and for children"



- b) The planning of the activity is done in a time frame depending on the activity and its intensity, allowing enough time for child participations.
 - c) The determination of the roles and responsibilities of all actors involved (children or adults) is realized and agreed at the beginning of the process.
 - d) Children are involved from the beginning of the process and give their opinions on its content.
 - e) Children are provided with all the necessary information they need to make a significant contribution.
 - f) All the necessary documentation is provided in maternal language for all the children.
 - g) In cases where representation is required, the selection of children is done according to a transparent, comprehensive and agreed process with the children.
- **Accountable**
 - a) Children are introduced in time to the impact of their involvement and the concrete results of decisions made jointly with them.
 - b) Children are always asked for their opinion about their experience of participation by focusing on suggestions for improvement.
 - c) The results, monitoring and evaluation of the activities are communicated in appropriate language to all children involved.
 - d) Children should be engaged continuously and consistently.
 - e) Children participate/ engage in monitoring and evaluation processes where they are given the opportunity to give impressions and include comments in reports.
 - f) Children are supported to implement the issues identified during the assessment process.
- **Safe**
 - a) The needs for child protection are identified and planned before any activity or consultation process.
 - b) The appropriate mechanisms provided for in the regulation/ legal documents that provide for measures for the protection of children are activated, in order to prevent and minimize the risks.
 - c) Assessment is made regarding the risks arising as a result of children's freedom of expression and participation in awareness/ advocacy campaigns, especially in the case of sensitive issues.



- d) The places where meeting and activities with children take place are places where children feel calm, safe and protected. They should also be used by children with disabilities.
 - e) A plan of concrete measures based on the foreseen risks must be effective and provide in detail the steps that must be taken to ensure the protection of the child from dangers and to protect the identity of the child.
 - f) No information provided by the child, pictures, videos or any other information regarding the child shall be obtained or published without the permission of the child.
 - g) In any activity, communication, regardless of physical participation or not, the child is protected from any form of abuse, exploitation, violence, discrimination and ill-treatment.
 - h) The participation of the children does not put them in any case in conditions of danger or stressful situation.
- Participation is relevant/significant/appropriate
 - a) Expanded issues, planned activities are appropriate and meaningful for the children involved and are based on their knowledge, skills and abilities.
 - b) Children are involved/engaged in setting the criteria for their selection and representation.
 - c) Children should be involved/engaged in different ways in accordance with their abilities and interests.
 - d) Other engagements of children at home, school etc., should be respected in time, content and experience.
 - e) Methodologies of working with children and their inclusion should be considered the best of community traditions, knowledge and practices.
 - Based on mutual respect
 - a) The opinions of all children are respected and considered during the decision-making process.
 - b) The right to participate does not conflict with the fulfillment of other commitments.
 - c) The health and well-being of the child are not compromised by the right to participate.
 - d) Children are respected at all times and situations, regardless of age, gender, ethnic origin or socio-economic conditions.



- Volunteer
 - a) The participation of the children is voluntary and they can give up at any time they deem it reasonable.
 - b) Children are given time to decide whether they want to participate or not.
 - c) Children are free to waive any engagement at any time during the participation process.

- Friendly with children
 - a) Activities with children and the methods used for their inclusion help to form and increase self-confidence and self-esteem in children and young people.
 - b) Activities are built and developed in collaboration with children and the participation methodology is adapted to their age and abilities.
 - c) Human resources, materials and time resources are left at the disposal of the participation process.
 - d) Adults involved in activities are well trained to understand the value of children's participation and support it.
 - e) Children rely on information in a language they can understand and the training activities that help them develop their skills to ensure effective participation.
 - f) Children are always asked about the information they need and this information is provided to them in real time and in a language that children communicate and understand better.
 - g) Translation is provided in every activity or situations where children are faced with another language, the nonrecognition of which negatively affects the comprehension, communication and consequently prevents full participation in discussions.
 - h) Adults use non-technical language with children and explain any terms that may be encountered during discussions or written documents.

- Comprehensive
 - a) All children should have equal opportunities to exercise their right to participate without discrimination due to age, gender, ability language, origin, ethnicity, geographical origin.
 - b) The activities, methods used for the engagement and participation of children should be easily adaptable to respond to different age groups, gender, needs, abilities and expectations of different groups of children.



- c) There is no speculation about what a certain group of children can or cannot do.
- d) Influential adults in their communities need to be involved to gain the support of marginalized groups.
- Supported by friendly and well-informed adults
 - a) Adults who work with children need to understand and support children's participation.
 - b) Adults should undergo specific training on participatory practices and methodologies, technical skills in communication, facilitation, conflict resolution, diversity etc., which they need to work effectively with children.

Principles of working with children

The behavior guidelines outlined below describe what it means “appropriate behavior” regarding children within Progettinfanzia and those involved in its activities.

Progettinfanzia is aware of behavior and avoids actions or behaviors that could be perceived by others as child exploitation and abuse. These behaviors are not intended to interfere with normal family interactions. Working with children is in compliance with all relevant donors and local legislation, including labor laws in relation to child labor, and by respecting their privacy and conducting the work in the official and appropriate places.

All the collaborators of Progettinfanzia are asked to know, accept, and understand its behavior protocols and must act in accordance with them. Regarding the Progettinfanzia personnel/ staff³:

- a. Progettinfanzia will share a copy of the *Child Protection Policy* and associated child protection procedures to the new staff. Also, Progettinfanzia staff will be informed regarding the individual's responsibility to build and maintain a child safe organization, appropriate behavior when interacting with children or child sensitive materials. Also, the new personnel will be required to sign that is informed and aware about this document “Working Protocol with Children”.
- b. Also, once a staff member commences employment, they will be provided with this Working protocol with children by leading/ supervisor staff and be open in case of any question may be.

³ The personnel include: The Board Members, Executive Director, The staff (managerial, financial), consultants/ experts, volunteers, interns.



Since Progettinanzia is in close partnership and contact with various organizations and institutions, will inform them for the *Child Protection Policy* and be insured that the partners are meeting child protection standards with planned actions for interventions, monitoring and progressive reporting.

Progettinanzia will take into consideration risk assessment of each new project, which includes child protection risks, and will have under consideration mitigation strategies to minimize these risks.

The *Child Protection Policy* and the principles of working with children will be applied to all personnel (staff, volunteers, visitors, Board Members, Director, interns, consultants etc), and downstream partners and subcontractors that are employed by Progettinanzia.

As a child focused organization, Progettinanzia considers children as key stakeholders and they will be informed about their rights, and the appropriate behaviors, policy etc. During the work with children, Progettinanzia is very sensitive to ensure the presence of other adults near children.

The behavior protocols are compiled to protect children, and to also protect the staff from false accusations for inappropriate behavior or abuse. In addition to reflecting the behavioral demands according to local sensitivity, ***the following basic protocols*** should be followed. Progettinanzia **uses the Child Protection – Professional Behaviors as a Child Protection Code of Conduct**, or embed those behaviors into their existing policies and processes. Furthermore, Progettinanzia adheres to the “Guidelines for interventions between social service integrated zonal Bassa Reggiana area in parental / protection of minors and educational and school services in situations of discomfort, maltracting and abuse of children" (ANNEX 2). The document defines, according to the legislation in force in Italy, the lines of action in situations of discomfort, mistreatment and abuse, within the educational services 0-6, applied by the Union of the Bassa Reggiana Municipalities, a preordained public body of reference 'Association.

Progettinanzia issue and is engaged that:

- In a mean time Progettinanzia staff in engaged in any course/ training offered by any partner donor regarding the ethic, norms and others.
- Child protection clause is included in all contracts made with third parties that Progettinanzia cooperates.
- The Progettinanzia staff is committed to never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.
- The orientation/workshop training for Progettinanzia volunteers includes this working document and is signed by each of them. Child protection training is a good opportunity



to ensure that the staff is fully aware of their responsibilities to protect children, and how to report concerns or allegations about child exploitation and abuse.

An “Authorization Formulary” in Italian language is signed by the parents before the child is photographed, filmed or interviewed in a recognizable way by Progettinanzia. Child’s identity, data and physical image are not published when the child has been subject to abuse. Progettinanzia will obtain signed image consent from parents or guardians and children if possible. Progettinanzia staff is aware to respect the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.

Staff and collaborators of the Progettinanzia should never:

- Use an inappropriate language, make suggestions or offer offensive or abusive advices;
- Behave physically inappropriately or sexually provocative;
- Stay up late in their home with the child they are working with, alone, without supervision;
- Do personal things for the child as they would for themselves;
- Bypass or participate in illegal, unsafe and abusive behavior of the child;
- Act in ways that embarrass children, lower or degrade them, or commit any form of emotional abuse;
- Differentiate, treat differently and favor some children by excluding others;
- Assault, attack or abuse physically with children;
- Establish physical / sexual relationships with children. Build such relationships with children that would inevitably lead to exploitation and abuse;
- Spent excess time with children away from other people;
- Accommodate children in their homes;
- Touch, embrace, pamper, kiss children in an unusual way and unacceptable to the community.

Staff and volunteers should be preoccupied about their perception and presentation regarding language, actions and relationships with children. They must preserve the professional reputation of Progettinanzia and support the principles of its *Child Protection Policy* and the relevant Guidelines.



Staff and volunteers should be aware of situations that may pose a risk and resolve them. They should plan and organize work to minimize the risk. Where a member of Progettinfanzia develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, he or she must report such concerns via established agency reporting mechanisms.

Progettinfanzia assumes any risk assessments for every project that is designed and composed. The Progettinfanzia assesses the child protection risk of every project that is implemented by finalization of the project log frame, external factors etc. The risk plans for projects will be consulted and reviewed in close collaboration with the officers from the donors/ Agencies where the funds are received by, based on the length of the project, whether it is a high-risk project, the location of the project etc.

Progettinfanzia staff and volunteers need to strengthen the power of children - to discuss with them their rights, what is acceptable and unacceptable, and what they could do if a problem arises.

According to the staff robust recruitment screening processes, Progettinfanzia requires delivery of different documents, such as: Documented criminal record checks for personnel in contact with children, documented verbal referee checks; documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response.

Progettinfanzia has an internal regulations to avoid inappropriate behavior or abuse that consists of staff supervision, communicating with children and response. Progettinfanzia should be ensured that all staff and volunteers are supervised and equipped with the appropriate guidance and support and to respect the privacy of the children.

a. Staff Supervision

The staff responsible for supervising must ensure that:

- There is a culture of open expression, so concerns and issues related to inappropriate behavior or abuse can be brought up and discussed openly.
- There is provided the need for a policy that will minimize the risks posed regarding child protection and that will support staff and volunteers development so that they are able to meet the requirements of this policy
- The entire staff works in accordance with the Progettinfanzia's policy and monitor its activity.
- There are systemic opportunities to discuss concerns about weak practices that are monitored, criticized and reported.



- Needs for training are identified and filled.
- There is a possibility to discuss child protection issues.

b. Communicating with children

By respecting the privacy of children and in defense of their interests, communication with children should be done in accordance with the following guidelines:

- The consent of the child and his / her parent must be obtained before taking any photo, where children are recognizable, that can be used later.
- Progettinfanzia co-workers should use only pictures of kind and respectful children and not to present them as victims.
- Before photographing, it is necessary to consider the local tradition regarding the pre-production of personal footage such as: is it a taboo to be photographed?
- Children should dress appropriately when photographed and should not take poses that could be sexually provocative.
- Personal or physical information of a child that could be used to identify his or her location within a country should not be used on the Progettinfanzia's Web site and in any other form of communication for children.
- Individuals or organizations seeking to use Progettinfanzia's resources such as videos and photographs must first sign an agreement with it.
- The language that implies power relations must be avoided.
- Prior to media contact, children should be briefly informed on what will happen and be provided with "basic media training" in order to be presented accurately and well-informed on the press pages, radio, or TV.

c. Response

Reporting: Progettinfanzia has safe, confidential and accessible mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that and ensures that beneficiaries are aware of these. The reports can be made to the email address integrity1@unicef.org and to the address of Progettinfanzia President Mrs Camilla Verona (c.verona@comune.guastalla.re.it). It is under responsibility of the President to report the case in full confidentiality to local social services. If we come in contact with children or suspect of a child being abused, neglected, maltreated, or found at risk, thereof, must notify immediately the State Police authorities or the child protection structures at local level.

Investigation: Progettinfanzia for every SEA allegations shall properly and without delay refer to the proper investigative body (local institutions, police or other nonprofit organization). Progettinfanzia will protect the confidentiality of sexual exploitation and abuse allegations to the



greatest extent possible in order to and prevent embarrassment, further discrimination or harassment, or retaliation. Confidential or sensitive information obtained by any staff member during the course of any investigation shall not be disclosed to others.

Victim assistance: Progettinfanzia has a system to promptly refer SEA survivors to available services, based on their needs and consent. Support will be offered to survivors regardless of the outcome of any investigations. This support can include specialist psychosocial counselling and/or access to other specialist support as needed and it will be provided by the relevant public institutions .

Steps to be taken by Progettinfanzia in the event of a credible SEA allegation made against employee or associated personnel include:

- a) Ensure that appropriate actions are taken regarding employee or associated personnel involved in perpetrating SEA, including termination of the staff contract and/or referral for criminal accountability;
- b) Share information on the allegation with relevant authorities as appropriate, upon a protection risk assessment and in line with informed consent;
- c) Immediate referral of the victim to safe and confidential victim assistance, including legal assistance where available, based on their needs and consent.

Partner organizations

Progettinfanzia's potential and existing partners should be aware of this *Child Protection Policy* and relevant Guidelines. Their commitment to protecting children should be an integral aspect of their contact with Progettinfanzia. As part of this engagement, the partner should undertake awareness-raising of its staff working with Progettinfanzia programs and projects.

Media and crisis management strategy

- Media can be implicated when a concern or suspicion of abuse rises within Progettinfanzia. Only the senior manager and the highest governing body can co-operate with the media.
- Only the manager is authorized by Progettinfanzia to make a statement to the media and to answer their questions.



- The principle of the best interests of the child is essential in cases of crisis management and media strategy and respect for the privacy of the child and his family should be a priority.

Guastalla, May 03 2022

PRESIDENT

Camilla Verona



ANNEX 1

CHILD PROTECTION CODE OF CONDUCT

I, *[insert name]*, engaged by *[organization]*, agree that while implementing Progettinfanzia Bassa Reggiana activities, **I must:**

- treat children with respect regardless of race, color, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant legislation, including labor laws in relation to child labor
- immediately report concerns or allegations of child exploitation and abuse in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with the Direct Aid Program that relate to child exploitation and abuse.



When photographing or filming a child or using children’s images for work-related purposes, I must:

- assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I understand that the onus is on me, as a person associated with the Direct Aid Program, to use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed: _____

Date: _____



References

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- Kemper, Y. (2020). *Protection from Sexual Exploitation and Abuse (PSEA): A practical guide and toolkit for UNICEF and Partners*.
- UNICEF, *Child Safeguarding Toolkit for Business, A Step-by-Step Guide to Identifying and Preventing Risk to Children who Interact with your Business*, UNICEF, May 2018.
- IASC, *Guidelines for Integrating Gender- Based Violence Interventions in Humanitarian Action: Reducing Risk, Promoting Resilience and Aiding Recovery*, 2015 p.46-47
- UNICEF/UNODC, *Handbook for Professionals and Policymakers on Justice Matters involving Child Victims and Witnesses of Crime*, Criminal Justice Handbook Series UN, New York, 2019



ANNEX 2

“LINEE GUIDA PER GLI INTERVENTI TRA SERVIZIO SOCIALE INTEGRATO ZONALE BASSA REGGIANA---AREA GENITORIALITÀ/TUTELA MINORI E SERVIZI EDUCATIVI E SCOLASTICI IN SITUAZIONI DI DISAGIO, MALTRATTAMENTO E ABUSO DI BAMBINI/E E RAGAZZI/E”

Premessa

Con le seguenti linee guida s'intende realizzare un vademecum che, partendo dalle normative vigenti e dalle “prassi operative” consolidate nel tempo, orienti le azioni progettuali finalizzate alla tutela dei minori nelle complesse situazioni di disagio, maltrattamento e abuso in cui bambini/e e ragazzi/e si trovano sempre più frequentemente coinvolti.

Servizio Sociale / Scuola/ Servizi Educativi / Famiglia

Per la “protezione” dei bambini e dei ragazzi il **rapporto di collaborazione, costante**, tra **Servizio Sociale, Scuola e Servizi educativi rappresenta una condizione irrinunciabile per realizzare processi evolutivi culturali e professionali che sostengano prassi operative da consolidare e/o da rinnovare.**

La famiglia è “l'attore principale” con cui operare per accompagnarla verso la consapevolezza dei propri disagi e dei bisogni dei figli, per valorizzarne le competenze affettive ed educative, sebbene a volte residuali, rendendola attivamente partecipe dei progetti di aiuto e di recupero, tenendo sempre in primo piano “l'interesse superiore del minore”.

Informazioni – Consulenze - Incontri

Scambio d'informazioni

All'inizio dell'anno scolastico il Servizio sociale, nella persona del Coordinatore dell'Area, che rappresenta il punto di riferimento per il rapporto con le istituzioni, congiuntamente alle assistenti sociali referenti per territorio si attiverà per realizzare con la scuola e i servizi educativi comunali, (Dirigenti scolastici, Figure strumentali, Psicologo del Punto d'ascolto, Coordinatore pedagogico, Responsabili dei Servizi educativi comunali) un primo **scambio d'informazioni relative alle situazioni in carico**. Questo avviene, prevalentemente, in merito ai Provvedimenti dell'Autorità Giudiziaria Minorile e/o Ordinaria relativi alla potestà genitoriale ed alle prescrizioni a cui è soggetta la famiglia. Tali provvedimenti autorizzano il Servizio sociale ad operare nell'interesse del minore con

chi, incaricato di pubblico servizio, rappresenta uno dei più importanti soggetti chiamato a garantire il benessere psicofisico del minore e ad intercettare situazioni di disagio , maltrattamento e/o abuso.

Incontri tra Servizio sociale, Scuola, Servizi educativi comunali e congiuntamente alla NPIA, in situazioni di disabilità

La periodicità degli incontri, già nella prima fase di scambio d'informazioni, sarà definita a secondo della problematicità del caso, tra l'assistente sociale referente, che potrà a sua volta coinvolgere la figura dello psicologo se presente nel progetto, e il coordinatore di classe; la frequenza degli incontri sarà determinata dalle criticità che si potranno presentare. Nei casi in cui sia già in atto un intervento di educativa territoriale, l'educatore sarà la figura che manterrà i contatti con la scuola per il monitoraggio della situazione.

Per quelle situazioni con progetti di aiuto sufficientemente stabilizzati, che necessitano solamente di un monitoraggio, l'assistente sociale e il coordinatore di classe manterranno contatti (ad esempio telefonici o tramite email) per un aggiornamento reciproco sull'andamento della situazione che, in caso di necessità, per l'accadere di nuovi eventi e problematiche, permetteranno di concordare un momento d'incontro specifico.

Per i casi in carico anche alla NPIA, l'assistente sociale referente parteciperà, congiuntamente agli operatori della NPIA , agli incontri programmati con la NPIA.

Il Servizio sociale, durante l'incontro d'inizio anno scolastico, comunicherà alla scuola le situazioni di minori con disabilità che sono anche in carico al Servizio sociale stesso per fragilità nell'esercizio della funzione genitoriale.

Sarà quindi cura dell'insegnante di sostegno, che ha il compito di programmare gli incontri con la NPIA, darne comunicazione anche al Servizio sociale.

Separazioni conflittuali

Nei casi di separazione conflittuale, ove il Servizio Sociale ha il mandato di svolgere un ruolo di mediazione tra la coppia genitoriale e di regolamentare i rapporti tra il minore ed i suoi genitori, l'Assistente Sociale ne darà comunicazione scritta al Dirigente scolastico, al Coordinatore didattico e/o al Responsabile dei Servizi educativi, quando gli accordi stabiliti coinvolgano direttamente la scuola, nello specifico quando vi siano restrizioni per l'uno o per l'altro genitore, soprattutto quando il bambino/a o il ragazzo/a è stato "affidato in modo esclusivo " ad un solo genitore.

Affidamento familiare e/o casa famiglia/comunità

Anche nelle situazioni di bambini/e e/o ragazzi/e in affidamento familiare o in casa famiglia/comunità è compito del Servizio Sociale dare precise informazioni alla scuola sulla regolamentazione dei rapporti con i genitori, chiarendo gli ambiti di azione e di competenza degli affidatari e dei referenti delle strutture.

Inadempienza scolastica

Per le situazioni che, nel corso dei mesi, si rileva “l’inadempimento dell’obbligo scolastico”, la segnalazione va inviata, in primis, al Sindaco del comune di residenza del minore che è l’Autorità a cui compete istituzionalmente di far rispettare l’obbligo scolastico e per conoscenza al Servizio sociale- Area Genitorialità/Tutela minori. Lo stesso incaricherà gli agenti della Polizia Municipale di effettuare una prima verifica/ammonizione presso il domicilio del nucleo familiare del bambino e/o ragazzo.

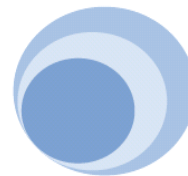
L’esito di tale verifica viene comunicato alla scuola e al Servizio sociale stesso. In base a quanto rilevato, il Servizio sociale svilupperà una propria valutazione e si farà onere di segnalare il caso, alla Procura della Repubblica (reato perseguibile d’ufficio) e alla Procura presso il Tribunale per i minorenni, quando si rilevasse l’assenza di oggettive ragioni che hanno reso impossibile l’adempimento scolastico.

Consulenza

Rispetto alle nuove situazioni, in particolare per quelle “dubbie”, che vengono intercettate per gli indicatori di rischio rilevati, la scuola e/o i servizi educativi potranno richiedere momenti di consulenza/confronto al servizio sociale per decodificare/analizzare i comportamenti del bambino e/o del ragazzo e/o dei suoi genitori per valutare la necessità di effettuare o meno la segnalazione; l’operatore che rappresenta il primo interfaccia con cui rapportarsi è il coordinatore dell’Area.

Pertanto è possibile uno scambio d’informazioni, che si caratterizza come consulenza, tra Scuola/Servizi educativi e Servizio sociale in ragione del “superiore interesse del minore” senza la preventiva informazione di chi esercita la potestà genitoriale. Diventa, invece, indispensabile quando si procede ad una segnalazione formale al Servizio sociale per una richiesta d’intervento. Si potranno concordare le modalità di passaggio delle notizie con la famiglia, tenendo sempre presente l’importanza della sua adesione/collaborazione mantenendo una trasparenza che permette di costruire un rapporto di fiducia.

Ad ogni segnalazione dovrà seguire un riscontro scritto da parte del Servizio Sociale, dove verrà indicato il nominativo dell’assistente sociale che attiverà il percorso di valutazione delle problematiche rivelate del bambino e/o del ragazzo e dei genitori per un’ eventuale presa in carico.



Da quanto sopra espresso si escludono le situazioni di grave maltrattamento e di sospetto abuso sessuale (vedi documento allegato), quando il coinvolgimento della famiglia può essere un ulteriore pregiudizio per il minore.

La consultazione non ha valore di segnalazione, pertanto, non solleva dagli obblighi derivanti dall'essere incaricati di pubblico servizio.

Guastalla, 11/06/2017

La Coordinatrice dell'Area Genitorialità/Tutela Minori
Dott.ssa Carla Poletti