

Child Protection Policy

Forum Voix Étouffées

Chapter 1: Definitions and Identification of Risks

1.1 Definitions In this Child Protection Policy, the following definitions apply:

a) Child: Any individual below the age of 18 years. b) Child Protection: The set of measures and activities designed to prevent and respond to any harm, abuse, or neglect of children. c) Child Safeguarding: The proactive approach to ensure children's well-being, safety, and protection in all aspects of the organization's activities. d) Risk: Any situation, behavior, or condition that may pose a threat to the safety and well-being of children within the context of our organization's activities and mission.

1.2 Risks to Children Our organization acknowledges that children may face various risks in our specific context. These risks may include, but are not limited to:

a) Physical harm or injury during activities. b) Emotional or psychological distress caused by inappropriate behavior or communication. c) Sexual exploitation or abuse. d) Neglect or failure to provide adequate care. e) Exposure to harmful materials or content. f) Discrimination or harassment based on age, gender, race, religion, or other factors. g) Bullying or peer-to-peer harm. h) Online risks, including cyberbullying, inappropriate content, and grooming.

Chapter 2: Unacceptable Behaviors

2.1 Unacceptable Behaviors It is strictly prohibited for any individual associated with our organization, including employees, volunteers, trainees, and participants, to engage in the following behaviors when working with children:

a) Physical abuse or violence. b) Sexual abuse or harassment. c) Verbal or emotional abuse. d) Neglect or failure to provide necessary care. e) Discrimination or harassment in any form. f) Inappropriate touching or gestures. g) Sharing or promoting harmful content. h) Bullying or any form of intimidation. i) Any behavior that could harm a child physically, emotionally, or psychologically.

Chapter 3: Safe Recruitment Procedures

3.1 Safe Recruitment Procedures Our organization is committed to ensuring the safety of children through a rigorous recruitment process for all employees, volunteers, and trainees.

This process includes:

a) Conducting criminal background checks for all personnel who will have contact with children. b) Checking references and qualifications. c) Interviewing candidates to assess their suitability for working with children. d) Providing clear job descriptions outlining responsibilities and expectations regarding child protection.

Chapter 4: Data Protection Procedures

4.1 Data Protection Our organization follows strict data protection procedures to safeguard the personal information of children and their families. These procedures are in compliance with relevant data protection laws and regulations.

Chapter 5: Training on Child Safeguarding

5.1 Training of Staff All staff members, including employees, volunteers, and trainees, will undergo comprehensive training on child safeguarding and our child protection policies. This training will be provided regularly to ensure awareness and competence.

Chapter 6: Document Revision

6.1 Revision Schedule This Child Protection Policy will be reviewed and updated at least annually or as needed to reflect changes in legislation, best practices, or organizational needs.

Chapter 7: Child Protection Officer/Reporting Authority

7.1 Reporting Authority Florence du Closel will serve as the reporting authority responsible for overseeing child protection measures within our organization.

Chapter 8: Reporting Procedures

8.1 Reporting Child Protection Concerns Any individual who suspects or becomes aware of child protection concerns should immediately report the issue to the Child Protection Officer using the designated reporting form (to be found as an appendix). Clear instructions on who should be informed and when will be provided in the reporting process. In the best delays possible, and regardless of the situation's degree of seriousness, local or national Child Protection services or the local authority children's social care departments should be reported to.

Chapter 9: Referral and External Systems

9.1 Referral Procedures Our organization will cooperate with external child protection agencies and authorities when necessary, ensuring a swift and appropriate response to child protection concerns. This would be done in compliance with the French Law (Loi n° 2016-297 du 14 mars 2016 relative à la protection de l'enfant) and by following the principles set out in the article 24 of the European Union Charter of the Fundamental Rights.

Chapter 10: Complaint Mechanism

10.1 Complaints A confidential complaint mechanism will be established to allow children, their families, and staff to report any child protection concerns or violations of this policy. Complaints will be thoroughly investigated, and appropriate action will be taken.

Complaints will be received, registered and acknowledged regarding the basis of the case ; all means will then be taken to evaluate and investigate the case. After this phase, and if necessary, the complaints and their reportings may be passed to the relevant national public authorities (i.e. Police Forces, Law Enforcement Agencies).

Chapter 11 : Accessibility

11.1 The present document will be available at : voixetouffees.net

Forum Voix Etouffées 29/07/2025

Camille Gerbaud

Child Protection Policy - Reporting Form

Details of child and parents/carers

Name of the child :		
Gender :	Age :	Date of Birth :
Ethnicity :	Language :	Additional needs :
Name(s) of parent(s)/carer(s) :		
Child's home address and address(es) of parents (if different from child's)		

Your details

Name :	Occupation :	Date and time of incident (if applicable) :
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Are you reporting your own concerns or responding to concerns raised by someone else?
(delete as appropriate)

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and occupation :

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

If possible, the child's account/ perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.
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If any of these circumstances apply, consult with the local authority children's social care

department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

Have you informed the statutory child protection authorities?

Police: Yes/No (delete as appropriate)

Date and time:

Name and contact (email and/or phone) of the person you spoke you spoke to:

Local authority children's social care: Yes/No (delete as appropriate)

Date and time:

Name and contact (email and/or phone) of the person you spoke you spoke to:

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved:

Name :

Date :

Signature :