Child Safeguarding Policy

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Key facts
- The aim of this policy is to ensure that:
  i) Excellent child safeguarding practice is promoted at Teach for Romania;
  ii) All children who engage with Teach for Romania are treated with dignity and respect;
  iii) All employees know what to do in the event of a child safeguarding incident and how to offer informed and confident response in regards to specific child safeguarding issues;
  iv) All child safeguarding incidents are dealt consistently and properly recorded.

- For emergency situations please contact the policy officer, Georgiana Curea at 0754 242 444;
- This policy is written based on our commitment to equality & diversity and should be interpreted in a way that provides fair treatment to all.

Table of Contents
Child Safeguarding Policy .................................................................................................................. 1
I. Introduction ........................................................................................................................................ 3
  I.1. Objectives of Teach for Romania’s internal policy on children safeguarding .......................... 3
  I.2. Who does this policy apply to? ............................................................................................... 4
  I.3. Where is this policy available? ............................................................................................... 4
II. Internal protection policy principles ................................................................................................. 4
III. Definitions and terms ...................................................................................................................... 5
IV. Prevention ......................................................................................................................................... 6
  IV.1. Risk assessment/risk reduction ............................................................................................. 6
  IV.2. Staff/ participants/ volunteers recruitment ........................................................................... 6
  IV.3. Code of Conduct .................................................................................................................... 8
  IV.4. Child protection training ....................................................................................................... 8
  IV.5. Communications .................................................................................................................... 9
  IV.6. Partnerships .......................................................................................................................... 10
V. Alerting and reporting mechanism ................................................................................................... 10
  V.1. Internal and external reporting levels ..................................................................................... 10
    V.1.1. The internal reporting .................................................................................................... 11
    V.1.2. The external reporting .................................................................................................... 14
VI. Monitoring and updating/reviewing ................................................................................................. 17
VII. Appendices ..................................................................................................................................... 18
Appendix 1: Child safeguarding acknowledgement .............................................................. 18
Appendix 2: Teach for Romania’s Code of Conduct - Child Safeguarding Policy .......... 19
Appendix 3: Short version of the Code of Conduct for related parties ....................... 21
Appendix 4: Child Friendly version of the Child Safeguarding Policy ......................... 22
Appendix 5: GDPR consent form ..................................................................................... 23
Appendix 6: Safeguarding Concerns Form ....................................................................... 24
Appendix 7: Events Checklist ......................................................................................... 25
Appendix 8: Resource Guide ......................................................................................... 26
I. Introduction

Teach for Romania Association was established in 2014 with the vision “Every child in Romania should have access to high quality education and associated life opportunities, regardless of region, type of school, or socio-economic status”. Teach for Romania recruits and selects remarkable, gifted Romanians, trains them as inspirational teachers and supports them to become leaders in Romanian education. Within the two-year Teaching and Leadership Development Program, they receive targeted training and support to work as teachers of students from vulnerable communities in schools across the country and to develop as educational leaders along different career paths. The organization builds a strong community of current participants, program graduates/alumni and key partners from all sectors to truly support in a sustainable way the access of every Romanian child to quality education. Teach for Romania is part of the Teach For All international network, whose approach is successfully applied in more than 55 other countries on six continents.

I.1. Objectives of Teach for Romania's internal policy on children safeguarding

The respect, observation and protection of children's rights form the basis of the mission and values of Teach for Romania, in which every child has the opportunity to develop his or her full potential for intellectual and socio-economic development and mental (or psycho-emotional) well-being. The making of an internal child protection policy supports the understanding and principles of Teach for Romania as an organization and every one of its staff members in a personal capacity, that all forms of abuse, harassment, exploitation of and violence against children are unacceptable.

While acknowledging our responsibility for the safeguarding of all children with whom we are working, we must take into consideration that Teach for Romania fellows are covered by the national legislation mentioned in the Appendix 8 and internal school procedures. Therefore, during the duration of their contract with Teach for Romania, both policies will apply, however in the event of a misunderstanding, the school specific policies will prevail as they have the ultimate responsibility as their legal employer.

If they encounter a child safeguarding concern which does not relate to a Teach for Romania organized activity or event, he/she should refer to the specific policy, regulation or process which applies to that setting to escalate the matter (Internal school rules and regulations, referral to the Disciplinary Investigation Commission mentioned in the Law of Education 1/2011, art. 280; Public Social Assistance Service at the local council or General Directorate of Social Assistance and Child Protection.)

The main objective of the Teach for Romania Internal Child Protection Policy (hereinafter referred to as the Policy) is to ensure the security of children who have contact with the organization in different situations when implementing its program activities, projects and interactions, while observing the recommendations and provisions of Romanian and international legislation in the sphere of protecting children’s rights. It contains a set of standards that define the main organizational principles, procedures, rules of conduct, communication, and interactions with partners that ensure that we make every effort to prevent any form of violence against exploitation or neglect of a child.
This policy outlines the specific responsibilities, requirements and expectations of and from Teach for Romania as an organisation and as a collective of stakeholders who interact with children through our work. It also aims to prevent and give instructions for action in cases that may lead or have led to violation of children's rights. It includes additional resources and appendices supporting the work done by the Teach for Romania team, fellows, program graduates and volunteers in order to stop and to prevent violence.

I.2. Who does this policy apply to?

The internal Policy of Teach for Romania shall apply to all employees and persons with whom Teach for Romania has concluded service contracts, all participants in the Teach for Romania Program, members of the organization Advisory Board, trainees, volunteers, as well as the partnering organizations we work with.

Participants in the Teach for Romania Program shall mean all participants in the Association’s Teaching and Leadership Development Program during the two years in which they teach in schools as well as all Program graduates who continue to have contractual relations with the Association with regard to different projects after completion of the two years in school.

Partners shall mean all partnering organizations – institutions, NGOs, corporations, donors, with whom the association is working towards performance of its activity, the Teach For All Network international partners and other international organizations; guests and visitors, the media and their representatives.

I.3. Where is this policy available?

This policy is available for all stakeholders to access at any time on the Teach for Romania OneDrive procedures folder and Teach for Romania website.

II. Internal protection policy principles

The internal Policy, on children at risk, adopted by Teach for Romania is based on the rules and principles laid down in the UN Convention on the Rights of the Child and the Romanian legislation (please see Appendix 8). The Policy also takes into account the experience Teach for Romania has in establishing working child protection mechanisms and conditions.

The principles on which Teach for Romania’s Protection Policy is based are the following:

- Under the principles enshrined in the UN Convention on the Rights of the Child

1. In all actions concerning children, the best interests of the child shall be a primary consideration (Article 3).

2. With regard to the equal rights of protection it may be added “without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status” (Article 2).

3. Every child has the inherent right to life, survival and development (Article 6).
4. Every child will be allowed to form his or her own views, will have the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child (Article 12).

- According to the organizational principles and priorities:
  1. We place the protection of children's health, security and lives first and foremost in our work.
  2. The actions we take at any given time will be guided by the child's best interest in terms of protection and respect of his or her rights.
  3. Each Teach for Romania team member, participants, volunteers and other related parties in the organisation have a duty to support the protection of the children with whom they work or are in contact with when performing their official duties and responsibilities.
  4. Teach for Romania shall support and encourage its partners to take responsibility for meeting the minimum protection requirements.

III. Definitions and terms

**Child Safeguarding** is defined for the purposes of this guidance as:
- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and/or
- taking action to enable all children to have the best outcomes.

**Child**: Anyone who has not yet reached their 18th birthday.

**Vulnerable group** refers to persons or families at risk of losing their capacity of meeting the daily needs because of situations of illness, disability, poverty, substance or alcohol addiction or other situations that lead to economic and social vulnerability (Law No. 292/2011 - Social Assistance Law, Art. 6 pgf. p)
The National Strategy on Social Inclusion and Poverty Reduction 2015-2020 lists the following vulnerable groups:
1. Poor people,
2. Children and youth deprived of parental care and support,
3. Lone or dependent elderly,
4. Roma,
5. Persons with disabilities,
6. Other vulnerable groups,
7. People living in marginalized communities.

**Child abuse** means any voluntary action of a person who has a relation of responsibility, trust or authority towards the child, through which the life, the physical, mental, spiritual, moral and social development, the bodily integrity, the physical and mental health of the child are endangered and it is classified as physical, emotional, psychological, sexual and economical abuse.
**Child neglect** means the omission, either voluntary or involuntary, of a person who is responsible for upbringing, caring for or educating the child, to undertake any measure which is subordinated to this responsibility, and which results in endangerment of the life, physical, mental, spiritual, moral and social development, the bodily integrity and the physical and mental health of the child and may take several forms: nutritional, clothing, hygiene neglect, educational neglect, emotional neglect or living the child/family abandonment which represents the most severe form of neglect.  
(Law No 272/2004, art. 94)

**IV. Prevention**

Protection and defense of children's rights is both an organizational and personal responsibility of each of the employees in the Association and participants of the Teach for Romania Program. To ensure that children's rights are respected at all times, the Association will take the following steps and actions:

**IV.1. Risk reduction**

The policy preparation process involved consultations with teachers, graduates, employees and experts so that the Policy would be based on the needs they have identified as a result of their experience so far. The Policy also integrates feedback from members of the Advisory Board of the Association and a legal entity. Teach for Romania will take into account the Policy and its principles in preparing all new elements and structures in its work, new projects and activities involving children. Moreover, we use a checklist during the events planning process for any Teach for Romania event involving children (Appendix 7).

**IV.2. Staff/participants/volunteers recruitment**

The selection of staff, participants in the Teach for Romania Program (Teachers) and volunteers, is a key element in implementing the Association's mission and activities. Our recruitment policy is based on clear selection procedures, clearly defined criteria for applicants for the program, job descriptions, internal system for professional and personal development, internal support system, training and supervision, internal monitoring. The following recruitment practices aim at eliminating the risk for children, posed by a member of the Teach for Romania community:

**Recruitment of employees**

All Teach for Romania employees are hired after selection, with clear requirements about their qualification, professional experience, and job description. The employee selection process involves questions about a candidate's emotional intelligence, their attitude towards communities, and their reaction upon witnessing injustice. In the selection process, the candidate's prospective direct supervisor verifies the applicant in case of need, doubt, or hesitation by the oral or written recommendations by people who have worked directly with the candidate. The Policy and the code of conduct will be referred to in the job description of the employees, with their obligations and responsibilities. The immediate superior of each employee monitors
his or her development, takes action, and alerts the Policy officer in case of any doubts about child rights violations.

**Accepting new participants in Teach for Romania's Teaching and Leadership Development Program**

Participants in Teach for Romania's Program are persons related to the Association and hired under a program participation agreement. As teachers, they have direct contact and work with children. In this role, besides the principles of this Policy, they are also subject to the fullest extent of the laws in the country, related to child protection. Since the participants in Teach for Romania's Program work directly with children they are also subject to a lot of strict selection rules, which also include prevention in relation to the protection of children's rights.

The selection of new participants in the program includes a precisely developed three-stage process (1. Filling in a detailed on-line form and an analytical thinking test; 2. Conducting a phone interview with an employee from the recruitment team of the Association; 3. A Day Assessment Center, which includes an interview and activities simulating the real environment of the participants). The attitudes, behaviors and reactions to children and in particular to children from underprivileged communities are a key part of the selection criteria for participants and are tracked with great attention during the selection process. How a candidate performs on these criteria is important for the final decision to include him or her in the Program.

The Policy and the code of conduct will be referred to the sponsorship contract of the participants with their obligations and responsibilities. Before signing the sponsorship contract between Teach for Romania and each participant with a teaching role, Teach for Romania has the right to ask each participant to present a valid criminal record. Teach for Romania will also conduct an integrity screening of each candidate in the Sex Offenders official national registry available on the Ministry of Justice portal.

Every participant in the Program will work with a mentor who supervises his or her development, takes action and alerts the Policy Officer upon any doubts about children’s rights violation.

**Working with/selecting other related parties**

Other related parties shall mean volunteers in the Association, corporate partners, other NGOs partners, individuals, donors, supporters. **All Teach for Romania volunteers** are accepted after selection, with clear requirements about their motivation, experience, and job description. They have an onboarding process to integrate our ways of working and procedures. The volunteer coordinator is responsible for informing them about this Policy and for getting them to sign all the necessary documents. The Policy and the code of conduct will be referred to the volunteering contract of the volunteers with their obligations and responsibilities.

The corporate partners, other NGO partners, individuals, donors, supporters do not traditionally engage in regular direct work with children within the framework of cooperation with Teach for Romania, unless this is set in the framework of their core business objects, which shall accordingly be governed by their internal mechanisms.
These related parties have sporadic contacts with children in connection with their cooperation with Teach for Romania (class visits, participation in events etc). In these cases the Association shall ensure that they are all familiar with this Policy and receiving a short version of Code of Conduct (Appendix 3) and are always accompanied by a Teach for Romania employee or Teach for Romania fellow during classroom visits and when in contact with children.

IV.3. Code of Conduct

Employees, volunteers and participants in Teach for Romania's Program are united by the mission to provide access to quality education for every child in Romania. The code of conduct is organized around the nine organizational values: Integrity, Excellence, Authenticity, Determination, Continuous learning, Initiative, Collaboration, Equilibrium, Kindness (please see the detailed description on our website - https://en.teachforromania.org/who-we-are/values/). Every employee, participant and volunteer has been made familiar with the organizational values ever since the application process for a position in the Association or for participating in the Teach for Romania Program.

Code of Conduct (Appendix 2), an integral part of the Policy, will be presented to all Teach for Romania employees, participants and volunteers in the onboarding period as a condition of their involvement in the organisation's activity. A poster with a Child Friendly version of the Child Safeguarding Policy (Appendix 4) will be displayed in every school where Teach for Romania fellows are teaching. Teachers will discuss this version with the pupils.

The corporate partners, other NGO partners, individuals, donors, supporters traditionally do not engage in regular direct work with children within the framework of cooperation with the Teach for Romania, unless this is set in the framework of their core business objects, which shall accordingly be governed by their internal mechanisms. These related parties have sporadic contacts with children in connection with their cooperation with Teach for Romania (class visits, participation in events etc). In these cases the Association will ensure that they are all familiar with this Policy and receive a short version of Code of Conduct (Appendix 3), also that they are always accompanied by a Teach for Romania employee or Teach for Romania fellow during classroom visits and when in contact with children.

The Policy and the Code of Conduct will be referred to in the sponsorship contract signed by the Program fellows, in the job description of the employees and the volunteers. Any Code of Conduct or Protection Policy violation will determine the application of some measures such as suspension or termination of any kind of commitment. This decision will be however discussed and agreed in a commission consisting of Policy Officer, the area director or the immediate superior and the mentor or the HR responsible (only when it comes to employees of the organization).

IV.4. Child protection training

All employees, participants in the Teach for Romania Program (Teachers), volunteers, and partners shall be made aware of the Association's child protection policy. They will receive a
link to the online version of the Policy and will have to sign a safeguarding acknowledgement that they have received, read, and understood (Appendix 1). The Policy Officer will create a resource guide to help identify an existing or threatened child abuse, which will include legislation details, training guides in the field and contacts for the relevant institutions. The Policy Officer shall share this resource guide on a regular basis and update it upon an annual Policy review or when otherwise needed.

After we approve the Policies, the Policy Officer will organize a half day training for our current employees and provide them with all the supporting documents. The new employees shall be familiarized with the Child Protection Policy when starting work in the Association, in the onboarding period in the first month of work from the Policy Officer.

All employees will be made aware of any revisions or updates of the Policy on an annual basis when all internal procedures are reviewed and the employees that are involved in this process.

In case of concern, the immediate superiors shall inform the Policy Officer and conduct further investigations.

After we approve the Policies, the Policy Officer will organize a training for our current participants in Teach for Romania’s Program and provide them with all the supporting documents. The new participants in the program shall be familiarized with the code of conduct in the onboarding phase upon signing the contract for participation in the Program. The code of conduct is part of the sponsorship contract that participants sign before entering the Program. For further specific elements and training related to the development of skills, knowledge and competences for the protection of children’s rights and reaction in case of risk for the children the Policy Officer will organize a training during the Leadership Summer Academy.

All participants in Teach for Romania’s Program shall be made aware of any revisions or updates of the Policy on an annual basis when all internal procedures are reviewed. If necessary, during the regular Program training, the Policy Officer will organize additional training modules for the participants in the Teach for Romania Program, prepared with the support of external experts or the internal team of trainers.

The Policy Officer reserves the right to offer and organize additional training for emerging needs.

The Association shall also have a contact list of other institutions, organizations, and professionals working in the field of child violence, sexual abuse and rights violations protection in its resource bank. With their help, it is possible to support the investigation of the concerns, risks, and to reduce the negative consequences for the victims and give advice for an adequate response (Appendix 8).

IV.5. Communications

Be it external or internal communication, Teach for Romania shall respect all children’s rights by making sure that it does not harm the dignity of children, families, and communities in which its members work.

When Teach for Romania uses true stories and visual material in its communications in which children are present, the Association will adhere to certain rules and procedures that protect children and meet the legal requirements laid down in the UN Convention on the Rights of the
Child, The Constitution of the Romanian state, the EU Regulation 2016/679 of the European Parliament and of the European Council from the 27th of April 2016 which focuses on the protection of the individuals regarding the processing of the personal data and regarding the free movement of this data and the repeal of the 95/46/CE Directive (The Regulation regarding the protection of the data). Before using the children's personal data, photographing or filming the children for external communication, a consent form will be signed with the parents / guardians, authorizing us to use them for the mentioned purposes (Annex 5).

The communications about children shall use photos/videos which are decent, respectful, and do not portray children as victims. Children should be dressed appropriately, and positions that could be perceived as arousing sexual associations will be avoided. We recognize that in the specificities of our work in vulnerable communities, there may be cases where children could be victims, e.g. of poverty. In such cases, the dignity of the child should be preserved, while at the same time reality is presented in an appropriate manner. When sharing true stories involving children, where there is a risk of children’s rights or dignity being infringed, the children’s names and other identifying information will be changed to ensure their security and the protection of their privacy.

IV.6. Partnerships

When implementing partnerships with other organizations and individuals, Teach for Romania shall notify and request from the other party to comply with Internal Child Protection Rules and Policy. If the partner organization/individual does not have their own internal child protection policy, they shall be made aware of this Policy’s requirements and rules.

V. Alerting and reporting mechanism

This Policy of Teach for Romania regulates the availability in its work of a safe and reliable existing or suspected risk reporting mechanism for child protection. The purpose of the mechanism is to ensure that information from/about the potential victim reaches without undue delay at responsible persons and/or the competent authorities which can adequately respond and take into consideration the best interest of the child. Each report will be accepted and considered seriously and responsibly, respecting the principle of confidentiality of information. The priority shall always be the safety and the best interest of the child.

V.1. Internal and external reporting levels

The internal reporting levels measures taken refer to employees, volunteers, people who work under a contract with the Association and participants in the Teach for Romania Programs. They are used according to the degree of risk, evidence and witness’ version. Depending on the case, disciplinary penalties or termination of a contract may be applied.

The external reporting levels refer to the responsibility of all people working within Teach for Romania and its activities (employees, participants in the Program, volunteers, visitors, people representing partners involved) to communicate any concerns and report all situations of children at risk. They will report or communicate based on information or direct observation.
The aim of the report will cover children with whom the employees of the Association, the participants of Teach for Romania Programs, volunteers and collaborators have a direct relationship.

V.1.1. The internal reporting

Notification of abuse or other form of violation of this Policy

The employees of the organization, participants, volunteers, members of the Advisory Board, external visitors, and other related parties who have observed or have been approached by a child or adult relating a case of abuse, neglect or other form of violation of this Policy, have the obligation to inform the immediate superior and/or the Teach of Romania Policy Officer about the situation within 48 hours.

Every reported abuse must be directed both orally and written by e-mail at protectiacopilului@teachforromania.ro filling in the Safeguarding Concerns Form found in Appendix 6 of this policy.

After receiving an accusation or alert against an employee of the Organization, a program fellow, volunteer or other related person, a prompt investigation regarding the case will be undertaken involving the immediate superior of the employee and/or other key people under whose supervision the program participant works (coordinator, manager, school principal, etc.).
The Policy Officer will support the internal investigation committee and the immediate superior in resolving specific cases.

Internal investigation and taking measures

Every reported abuse shall be directed both written by email and orally to the immediate superior and the Policy Officer inside Teach for Romania Association. The Policy Officer will undertake actions to inform the involved parties and will form an internal committee to manage the case in the matter. The internal committee will be formed of people directly and indirectly involved in the reported case. In order to solve the case efficiently and ethically, a thorough investigation will be conducted to gather evidence, examine the report, verify the accusations and their accuracy and issue an action plan. The investigation may involve interviews with relevant parties (managers, parents, witnesses, colleagues etc.) aiming to gather all the details related to solving the case. If a violation of the organization's principles and values described in the Policy is found, steps will be taken starting with a warning and ending with the termination of the contract in place (labour/sponsorship/volunteering/collaboration etc.).
The investigation will be coordinated by the Safeguarding Policy Officer and/or the organization’s manager. They will also write a report at the end of the process.

Depending on the situation, external experts, structures or representatives will be involved such as: parents, representatives of the school (such as the principal, pedagogy counsellor, class supervisor), and other state authority.
If the accusation is related to a potential abuse, neglect or maltreatment of a child, the Policy Officer will notify the General Direction of Social Assistance and Child Protection Services before taking action or informing the suspected person in order to ensure that the internal investigation does not compromise the evidence.

At the end of each investigation the Policy Officer will issue a detailed and conclusive report together with the investigation committee. All reports and alerts relating to an abuse and violation of children's rights will be documented and registered by the Policy Officer. The registry will be stored in an on-line format at a secure location and its information well protected. The registry and reports will be accessed only by the Policy Officer, and the confidentiality of all involved will be kept and respected.

The registry of alerts and cases will be used for future improvement of this Policy, subject to the personal data protection rules, and the introduction of additional practices and mechanisms according to the needs recognized by the Officer and the team.
Flow chart for internal reporting

You noticed an inappropriate behaviour, a violation of the Teach for Romania safeguarding policy

Report to the direct superior or Policy Officer

Within 24h, in spoken form and by email at protectiacopilului@teachforromania.ro, fill in Appendix 6

Does the concern refer to the behaviour of an employee, program fellow, volunteer, partner?

No

Must the case be reported to the authorities?

No

An internal investigation is conducted according to the Safeguarding Policy

The Policy Officer forms an internal investigation committee

Evidence is collected and analyzed, interviews are carried out with the parties concerned

The following steps are determined and the necessary measures are taken: warning, termination of contract etc.

Future action plan is determined. Case report and outline of actions taken.

Yes

Follow up with the actions taken by the authorities

Report the case to the authorities

Yes

Does the concern refer to an abuse outside the organization’s responsibilities?

No

a child with whom we work reported an abuse or there is a concern regarding him or her or he/she is affected/ a child with whom we work is at risk

Follow the steps for external reporting

Yes
V.1.2. The external reporting

Reporting cases of abuse evidenced by children or teachers

When a child reports a case of abuse, regardless of its form, the person reporting forward will first ensure safety of the child and then will intervene for his welfare and recovery.

The steps that the person reporting should follow are stated in the national legislation and in the school internal procedures, such as: Internal regulations of the school, notification to the Disciplinary Research Commission mentioned in the National Education Law 1/2011, art. 280; The Public Social Assistance Service of the local City Hall, the General Directorate of Social Assistance and Child Protection, etc.

Moreover, according to law no. 272, art.52, pct (4) all teaching staff have the obligation to report to county resource and educational assistance centres/ Centre of Bucharest Municipality of Resources and Educational Assistance of any cases of abuse, neglect, exploitation and any other form of violence against children and to inform the Department of Social Services or, depending on the case, the General Directorate of Social Assistance and Child Protection.

The person reporting can complete a notification form that is part of the school's procedures following the communication guidelines. The person reporting can reach out to the Teach for Romania Policy Officer for guidance in filling in the notification or other information for approaching a specific case.

Communication guidelines

These steps should be taken to ensure the needs of the child are prioritized, and the disclosure of information is dealt with appropriately:

✔ Ask if the child would like someone else to be present at the discussion – another adult or a friend. If they decline, proceed with the interview, taking extra care with your behaviour and body language and ensuring you are in a public place/ office with open door;
✔ Allow them to speak without interruption and accept what they say;
✔ Be understanding and reassuring but do not give your opinion;
✔ Assure that you will offer support but that you must pass any information to another party who may take appropriate action; do not promise secrecy to the child;
✔ Reassure them that they have done the right thing in telling you;
✔ Keep calm and listen – do not have physical contact at any time;
✔ Focus on the facts disclosed and use the actual words said by the child wherever possible, take a detailed record of the conversation using the “Safeguarding Concerns Form” found in Appendix 6.
✔ If it is necessary to ask questions, try not to repeat the same questions to the child;
✔ Take proper further steps to ensure the physical safety and psychological well-being of the child;
✔ Let the child know what you are going to do next and that you will let them know what happens.
Regarding the information you collect, you will ensure that:

✔ the information received will be kept safe and will only be communicated to those who are required to know them;
✔ information will be recorded as quickly as possible and reported accurately;
✔ everything that will be recorded will be signed and dated.

You must contact the competent authorities as soon as possible to provide the child with the opportunity to receive professional help and keep the child informed in the matter of his or her case.
Flow chart for external reporting

- The concern refers to an abuse outside the organization's responsibilities
  - a child with whom you work reported an abuse or there is a concern regarding him or her or he/she is affected/ a child with whom you work is at risk

- The child is in danger or at high risk of abuse
  - YES
  - The child is in danger. He/she needs immediate protection
    - Call 112 or take immediate action to protect him or her
    - Discuss: the concern/ the situation/ the case with the school principal and the school counselor.
    - Report the case to relevant authorities: SPAS, DGASPC, CJRAE/CMBRAE (cf legii 272, art 52, al 4)
    - Fill in the required forms, collaborate with school representatives and the families of children involved, find new competent allies.
    - Follow up with the actions taken by the authorities
      - New measures shall be adopted in order to protect the child and to reduce any future risks.

  - NO
  - Discuss with the child following the communication guide and fill in a notification form
    - The notification form can be used as per school procedures
    - Discuss: the concern/ the situation/ the case with the school principal and the school counselor.

- Must the case be reported to the authorities?
  - YES
    - Report the case to the authorities
      - Department of Social Services at the local council or General Directorate of Social Assistance and Child Protection, CJRAE/CMBRAE (cf legii 272, art 52, al 4)
    - Follow up with the actions taken by the authorities
VI. Monitoring and updating/reviewing

The designated person responsible for protection (Policy Officer) will be appointed by the Executive Director's decision and his responsibilities will be mentioned in the job description. In fulfilling the responsibilities related to the protection and safety of children and vulnerable groups, they will receive support from the Executive Director of the Association.

For Policy monitoring and tracking purposes, the Policy Officer shall ensure that:

1. Signatures are placed by the team and participants, who have been made familiar with the Policy upon taking their position or upon a policy revision.
2. There are clearly stated and accessible response steps (mechanism) and that the contact details of the Association's Policy Officer have been shared.
3. There is an accessible resource guide to help with the implementation of the steps outlined in the Policy.
4. The relevant teams are informed and supported when there is a need to revise specific activities and documents to protect children's rights and prevent abuse.

The policy shall be reviewed and revised every year or when needed.
The policy and its further amendments shall be approved by the Board of Teach for Romania.
VII. Appendices

Appendix 1: Child safeguarding acknowledgement

CHILD SAFEGUARDING ACKNOWLEDGEMENT
on familiarization with Teach for Romania’s Internal Child Protection Policy

Hereby the undersigned...................................................................................................., legal holder of the ID document type ......., Series ......, No ................., PIN ...................., I hereby take it upon myself to declare that I will ensure the protection of children's rights as they derive from the international/ national rules and regulations and from the policy of the Association Teach for Romania, on the child rights protection (including Code of conduct).

I hereby declare I received and acknowledged the policy of the Association Teach for Romania, on the protection of child rights and I commit and agree to act and carry out my work in accordance with the policy aforementioned. I am fully aware that any violation of children’s rights may result in the termination of my contract with Teach for Romania or the opening of additional disciplinary or legal procedures as outlined above. Furthermore, I hereby declare that

I have no criminal record (which I have not previously stated) on any kind of offence committed against a child and that I am not familiar with any reason whatsoever for which I should be considered inappropriate to work with children. At the same time, I hereby acknowledge that upon termination/ end of the employment contract, Teach for Romania organization reserves the right to provide professional references and/ or information regarding any potential serious violation by the undersigned of the legal principles and norms in force regarding the protection of the rights of the child.

Place and date: ............................................................

Name and surname: ............................................................

Signature: ..............................................................................
Appendix 2: Teach for Romania’s Code of Conduct

All Teach for Romania Program fellows, employees, volunteers and direct partners of the Association are required to acknowledge and comply with this Code of Conduct which describes the rules of appropriate behavior during all activities developed for and with children, both offline and online.

CODE OF CONDUCT

At all times, all Teach for Romania representatives must commit TO:

- Act in good faith and treat all children equally with dignity and respect, without any act of harassment, abuse or neglect;
- Treat children equally, regardless of age, gender, nationality, ethnicity, religion or opinion, ethnic or social background or any other personal characteristics;
- Encourage children to take part in the decision making process concerning them directly, according to their age and level of maturity;
- Ensure that both their personal behavior and their professional conduct conform to Teach for Romania's vision, mission and values and do not prejudice the reputation of the Association;
- Take responsible actions to protect others from any abuse, injustice or harassment, and this is as more important as the actions undertaken aim to safeguard children's rights;
- Take measures to support children by informing them, using suitable language, of what is and what is not an acceptable and appropriate behavior;
- Make sure that any physical contact with children or any communication with them is always appropriate and does not constitute an invasion of children's private lives;
- Use appropriate, non-violent methods to manage children's behavior;
- Behave as a role model and be a suitable example for children;
- Report to the specialized authorities any incidents and concerns about staff, operations, and programs that might harm or expose children to the risk of harm and abuse;
- Ensure the confidentiality of personal information of children and their families;
- Obtain adequate, informed consent from the child and the parents/guardians before photographing, filming or using the child's image, his/hers statements or his/hers family background;
- Ensure that images, films and videos present the children in a dignified and respectful manner - children should be adequately clothed, avoiding poses that could be seen as sexually suggestive;
- Ensure that text descriptions present the children in a dignified and respectful manner;
- Be responsible at all times for their actions in real and virtual environments, regardless the communication means i.e. online or classic media.

At all times, all Teach for Romania representatives must commit TO NOT:

- Humiliate, shame and/or have a degrading behavior towards children;
• Initiate and develop physical or sexual relationships with the children with whom she/he communicates, interacts, comes into contact or works together;
• Invite a child to his or her own home or develop a relationship with a child and/or any member of his or her family which is considered to be outside professional standards;
• Be under the influence of alcohol or drugs, before taking responsibility to interact with any child;
• Smoke or drink alcohol in the presence of children, or provide them with these substances.
• Act in any way which may be abusive or expose the child to the risk of abuse;
• Use language, make suggestions or offer inappropriate, offensive or abusive advice;
• Allow their personal beliefs to exploit a child’s vulnerability or incite them to break the law;
• Foster a child to the detriment of others;
• Initiate or be part of traditional, spiritual or cultural practices and/or rituals which are abusive and harmful to the physical and mental development of the children;
• Request or receive monetary or other high value gifts from young people; and ensure they are not open to or perceived to be open to improper influence or conduct through the acceptance of such gifts. The acceptance of low value gifts given in appreciation of support provided is not problematic.

Name and Surname: ______________________________________________
Signature: ______________________________________________________
Appendix 3: Short version of the Code of Conduct for related parties.

A short version of Code of Conduct will be given to related parties (corporate partners, others partnering NGOs, individuals, donors, supporters) before any contact with children in connection with their cooperation with Teach for Romania (class visits, participation in events etc).

Short version of the CODE OF CONDUCT
Part of Teach for Romania Child Safeguarding Policy

This Code of Conduct which describes the rules of appropriate conduct in all activities developed for and with children and strongly recommends that the partners’ representatives:

• Act in good faith and treat all children equally with dignity and respect, without any act of harassment, abuse or neglect;
• Treat children equally, regardless of age, gender, nationality, ethnicity, religion or opinion, ethnic or social background or any other personal characteristics;
• Encourage children to take part in the decision making process concerning them directly, according to their age and level of maturity;
• Take responsible actions to protect others from any abuse, injustice or harassment, and this is as more important as the actions undertaken aim to safeguard children's rights;
• Take measures to support children by informing them, using suitable language, of what is and what is not an acceptable and appropriate conduct;
• Make sure that any physical contact or any communication with children is always appropriate and does not constitute an invasion of children's private lives;
• Behave as a role model and be a suitable example for children;
• Ensure the confidentiality of personal information of children and their families;
• Obtain adequate, informed consent from the child and the parents/guardians before photographing, filming or using the child's image, his/hers statements or his/ hers family background.
• Ensure that images, films and videos present the children in a dignified and respectful manner. Children should be adequately clothed, avoiding poses that could be seen as sexually suggestive;
• Ensure that text descriptions present the children in a dignified and respectful manner.
Appendix 4: Child Friendly version of the Child Safeguarding Policy

Teach for Romania Child Friendly version of the Child Safeguarding Policy

What is child protection about?
At Teach for Romania, we encourage the teachers we support, to think that your health, safety and welfare are very important. They respect all children and want to keep you safe and help to protect your rights.
The Teach for Romania fellows do their best to help children make good educational progress.
They teach children how to recognize risks in different situations and how to protect themselves and stay safe in school, at home, outdoors, on the computer and phone.

How will we try to protect children?
At Teach for Romania we prepare our teachers so they can safeguard all of the children with whom they interact.
The Teach for Romania fellows try to provide a safe environment for children to learn in.
The Teach for Romania fellows try to develop a close relationship with parents and their fellow colleagues to ensure that children remain safe, at school as well as at home.
The Teach for Romania fellows believe it is important for children to know when, who and where to ask for help if they are worried or unhappy about something.

Don’t keep it a secret if someone is:
- bullying you;
- saying funny things to you that you do not like or that upset you;
- touching you inappropriately;
- harassing or abusing you sexually;
- trying to give or sell you cigarettes, drugs or alcohol;
- hitting you or hurting you in any way;
- sending unkind messages on the internet or to your phone.

If you need to talk – we will listen!
You can talk to a Teach for Romania fellow or any other teacher at school, the school counselor or any adult you feel comfortable sharing your worries with or asking for help.
Alternatively, tell a close friend and then together look for an adult who can help.

You can also call the Child Helpline 116 111 (it is free and your anonymity is ensured) or you can write an e-mail at telefonulcopilului@telefonulcopilului.ro. More information on www.telefonulcopilului.ro.
Appendix 5: GDPR consent form

Consent form for the use and processing of personal data

Hereby the undersigned,.............................................................., legal holder of the ID document type...............series ........, number.........., as parent/legal guardian of student.............................................................., born on............................., student in .................grade, attending (school name and location) ............................................................, I consent to using the following personal data:

a) Parent/Legal guardian: name and surname, ID document details;
b) Student: name and surname, date of birth, grade, school and location, school performance data, social-emotional skills, literacy skills, attendance;
c) Student: photos, video and/or audio recordings;

for the purpose of offering quality education to more children by promoting the Teach for Romania program. This consent agreement is used as a legal basis for processing all data above (a, b, c) and as derogation for personal data on point c) for a 10 year period.

☐ YES, I agree
☐ NO, I do not agree.

The recipients of the personal data are: teachers, program alumni, employees and volunteers of the Association; members of Teach for All network; financial partners; government institutions with responsibilities in the field; media partners.

You can withdraw your consent at any time by sending a request form to Teach for Romania by email at dpo@teachforromania.ro or to postal address Dimitrie Pompeiu Boulevard, no. 6A, entrance C, Ground floor, sector 2, Bucharest.

We inform you that your personal data can be passed on to members of Teach for All network, in which case we took all safety measures according to Regulation 679/2016, including signing standard clauses given by the European Commission (where applicable).

Personal data controller: Teach for Romania Association, postal address Dimitrie Pompeiu Boulevard, nr. 6A, entrance C, Ground floor, sector 2, Bucharest; email address: dpo@teachforromania.ro.

Date  Signature (parent/legal guardian)

.........................................................  .................................................................
Appendix 6. Safeguarding Concerns Form

SAFEGUARDING CONCERNS FORM

The undersigned ................................................................., legal holder of the ID document type ......, Series ........., No ................., occupying within/ in relation to the Teach for Romania, the position of ...................................................... I hereby report the following violation of children's rights (e.g. violence against children, bullying, sexual harassment, exploitation, discrimination based on individual physical or mental characteristics such as ethnicity, disability, gender, etc.):

The name of the child victim of a children's rights violation is:


The violation of child's rights consists of the following short description of the situation or the concern:


The natural person/ institution/ body responsible for the infringement of child rights is:


This can be identified at (please provide as much detail as possible, e.g. its location, address, etc.)


Other people who can confirm or provide details of the matter in the reported situation (name, surname, contact details):

1.
2.
3.

The ways in which I consider it necessary to intervene in the reported situation are as follows:


Appendix 7. Events Checklist

Checklist for ensuring the safeguarding during events organized by Teach for Romania

Please use this checklist during the event planning process for any events involving children.

Event name: ______________________________________________________
Event date: __________________________
Event organiser: _____________________________

Please pass this on, together with our child safeguarding policy, to all team members who organise events, and include them as part of the induction for all new event organisers recruited.

Checklist for all events involving children

- Consider the safety of the child’s travel to/from an event and, where appropriate (e.g. late finishing events), ensure they are accompanied by a teacher/parent/legal guardian.
- Ensure that children are accompanied by their teacher/parent/legal guardian or Teach for Romania Staff whilst on-site at an event.
- Follow the school’s policy in securing authority for children to attend the event. This includes undertaking any relevant school risk assessment and ensuring adult - child ratios are appropriate.
- Make sure that you have given and received the personal data processing and participation consent forms signed by a parent / legal guardian of each child.
- Where appropriate, provide food/refreshments, taking account of any dietary requirements.
- Endeavour to give the opportunity to leave evening events at an appropriate time for their age, having consulted with their teacher/parent/legal guardian.
- Include our child safeguarding policy as part of the pre-event briefing process.
- Take account of children's needs in planning the event e.g. access and disability.

Additional checklist for outdoor/sporting events

- Where appropriate, include a designated meeting point for lost children and ensure this is included in the briefing for all employees and volunteers.
- Ensure the meeting point is manned by at least two employees or volunteers at all times.
- Communicate the child meeting point in the event joining instructions.
- Provide wristbands/other material to all participating children, with enough space for teacher/parents/guardians to add their mobile number.
- Include the child safeguarding policy in the volunteer briefing materials and refer to it in any oral briefing.
- Ensure that any individual with responsibility for any child does not consume alcohol at the event.

If you have any general questions about child safeguarding at Teach for Romania events, please contact the child safeguarding inbox: protectiacopiului@teachforromania.ro
Appendix 8: Resource bank

- Law No. 272/2004 on the protection and promotion of the rights of the child
- National Education Law no. 1/2011
- Law no. 217/2003 on the prevention and combating of domestic violence
- Law No. 292/2011 - Social Assistance Law
- The National Strategy regarding the social inclusion and the reduction of the poverty for the period between 2015 and 2020, page 8
- Keeping Children Safe: https://www.keepingchildrensafe.org.uk/
- Save the Children – publications
- Save the Children – Action manual “Safe you and safe me”
- A system analysis on identifying and referencing abuse of children under 11 - Save the Children
- Student's legal status from 10.08.2016
- Online/Internet Safety - Save the Children
  The Better Internet for Kids (BIK) video gallery
- First steps towards a safe digital life - A guide for parents and teachers made by MCSI in collaboration with CERT-TO

Institution and Authority Contacts in Case of Risk Identification

- The National Authority for the Protection of the Rights of the Child and Adoption (NAPCRA) functioning under the Ministry of Labour and Social Justice: http://www.copii.ro/
- Local and county level institutions http://www.copii.ro/activitate/institutii-la-nivel-local/
- Public Social Assistance Services (PSAS) on local level (for primary social services/prevention)
- The child's phone (116 111) run by the Child Helpline Association: http://www.telefonulcopilului.ro/