

CHILD PROTECTION POLICY

(uploaded to <https://www.postbellum.cz/o-nas/pro-media/>)

Introduction

Post Bellum is a non-profit organization that documents the memories of important 20th century historical phenomena and strives to pass these life stories on to the general public. As Post Bellum carries out a large number of educational projects engaging children and young adults, the organisation acknowledges as its fundamental duty to protect all children involved in its programmes and activities.

We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Post Bellum's Child Protection Policy is governed by the basic premise that Post Bellum does not tolerate any form of child abuse or exploitation. The purpose of this document is to ensure that the organisation has clear guidelines to prevent and appropriately respond to any forms of harm that may affect a child. By introducing these guidelines, Post Bellum wants to protect not only the children involved in its projects and activities, but also its employees and the reputation of the organisation.

Post Bellum's Child Protection Policy applies on:

- All Post Bellum's staff including management, interns, trainees and volunteers.
- All external collaborators working on behalf of Post Bellum.
- All those who participates in Post Bellum's projects and activities.

Definitions

This Policy defines child, in accordance with United Nations Convention on the Rights of the Child, as any person under the age of 18 years.

Child abuse according to the World Health Organisations (WHO) definition is understood as all forms of physical or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Statement and commitments

This Child Protection Policy is developed to ensure the highest standards of professional behaviour and personal practice to guarantee that no harm occurs in any situation to children during their involvement in Post Bellum's projects and activities. Children who come into contact with Post Bellum's educational programmes must be protected from deliberate or unintended actions that place them at risk of child abuse, sexual exploitation, injury, discrimination and any other harm.

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Post Bellum's staff

The Child Protection Policy is introduced and further accessible to all Post Bellum's staff and collaborators, especially those working in direct contact with children. For effective implementation of the Child Protection Policy, it needs to be understood accurately by all those that the Policy applies to. Post Bellum ensures that all its staff, external collaborators, interns, volunteers etc. are informed about this Policy and act in accordance with all its measures in order to cause no harm to children engaged in their programmes. Education around the Child Protection Policy will be provided to all staff through inductions and regular trainings, so staff remain informed of current best practice. To minimise child abuse risk through every step of the hiring process Post Bellum includes well-advertised child protection commitments and thorough

background vetting systems of potential hires, including background checks and criminal records from all staff working with children.

Child Protection Officer

Post Bellum has appointed as a Child Protection Officer Dominika Kopčíková. If any worker has any child safety concerns, they should discuss them with CPO. Child Protection Officer will take on the following responsibilities:

- Ensuring that the Policy is being put into practice;
- Being the first point of contact for child protection issues;
- Keeping a record of any concerns expressed about child protection issues;
- Bringing any child protection concerns to the notice of the management and contacting the local authority if appropriate;
- Ensuring that paid staff and volunteers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Officer.

Permission

The participation in any Post Bellum's programmes includes an official permission and signed agreement with parents of children who participate in these programmes. Post Bellum's staff, collaborators, volunteers and interns are also very careful with materials which were created during workshops or online programmes to prevent any misuse of personal data. Post Bellum programmes are organized in compliance with GDPR.

Aims

Post Bellum's primary aim is to integrate child protection into all aspects of their work practice. All programmes are created with the idea to develop children's ability to think critically and recognize the signs of any abuse or manipulative behaviour.

Forms of unacceptable behaviour:

- Physically assault or punish a child.
- Act in ways that may be physically or emotionally abusive.
- Engage in any form of sexual activity with a child.
- Touch a child in an inappropriate manner.
- Access child pornography through any medium.
- Discriminate, show different treatment or favour a particular child.
- Degrade a child or show any form of violent behaviour.
- Use language which is inappropriate, offensive or abusive.
- Place a child at risk of abuse or exploitation.
- Neglect any indication of a potential abuse.
- Take photos or request personal information if not required for activities.
- Use any material from the programme (photos, recordings, videos) with children without official permission included an explanation of the using purpose.

Good practice means:

- Treat all children with respect and dignity.
- Encourage and respect children's voices and views.
- Build balanced relationships based on mutual trust.
- Give an enthusiastic and constructive feedback.

- Promote diversity and mutual tolerance.
- Encourage children to form and present their own opinions.
- Maintain a safe and appropriate distance with children.
- Ask for permission to use photos and other materials if required for activities.

Complaints

All complaints should be sent to the Post Bellum's e-mail address info@postbellum.cz or to the Child Protection Officer's e-mail address dominika.kopcikova@postbellum.cz.

Incident reporting

- In case of any concerns or allegations from a child or any observation or concerning behaviour exhibited by any staff immediately contact the Child Protection Officer.
- Report can be made verbally or in writing via Child Protection Officer's e-mail dominika.kopcikova@postbellum.cz
- The CPO will discuss the allegations and decide upon next steps. This can involve some of the following:
 - Interviewing the person/persons who made the allegations;
 - Interviewing witnesses to gather more information;
 - Reporting to local police and or child protection authority when it is suspected or becomes clear that a crime has been committed, or if require assistance to determine the appropriate course of action.

All staff and external collaborators should be alert to signs that may suggest a child is in need of help. It is mandatory for all personnel and associates to report any witnessed, suspected or alleged incidents of child abuse or any breach of the Policy. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. Post Bellum

will investigate all reported actual or suspected breaches of this Policy and will take appropriate measures and/or report the matter to relevant authorities. Post Bellum strives to create an environment in which both victims and persons concerned about the child's safety feel free to report on any presumed misbehaviour. All incidents must be reported and managed in accordance with the relevant investigation procedures and standards. This Policy is in compliance with [Ethical codex of a lecturer](#), an internal document for people working with under eighteens.

Post Bellum will review these Policies periodically, at least every two years. The Policy has been reviewed on 22nd August 2024.

In Prague, 22nd August 2024

Mgr. Jan Polouček, executive director