



# Child Rights Policy Kojetín Children's and Youth Center

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This document is binding for all employees, external collaborators, volunteers, and individuals involved in the activities of DDM Kojetín.

## Background and Objectives

### Initial Situation

The Kojetín Children and Youth Center (hereinafter referred to as the “Center”) supports participants in extracurricular education who influence events in their immediate surroundings and throughout the country. The Center’s operations and the activities and projects it supports often involve children. The DDM is an educational institution that provides services in the field of extracurricular education throughout the year. The DDM’s mission is to motivate and offer a suitable range of high-quality and purposeful leisure activities, to use this time for self-discovery through various extracurricular activities, to assist in finding future career paths, and to foster new relationships. Its activities focus on preventing the emergence of socially negative phenomena, creating conditions for, and supporting desirable extracurricular activities across multiple fields of extracurricular education.

The fundamental objectives of extracurricular education are based on legal documents in the field of education approved by the EU, the Czech Republic, and the Olomouc Region, as well as other documents addressing the education and upbringing of children, pupils, students, and adults.

Through this Child Rights Protection Policy, we publicly commit to protecting children from all forms of abuse. We consider it our duty to ensure that our employees, activities, or programs do not cause any harm to children, nor do they condone abuse or discrimination against them.

Our primary focus is the principle of the best interests of the child. Every child has the right to fully develop their potential, receive a quality education, participate in society, and not be subjected to discrimination. Each of us is responsible for protecting children from all forms of abuse. Children can become strong individuals and agents of change in their own lives and in the lives of their families and communities only if they are protected from violence, discrimination, any form of abuse (physical, sexual, emotional), or neglect.

All children and young people participating in activities organized or supported by the DDM have the right to:

- their interests, safety, and well-being were the primary consideration in all activities
- their development was protected and supported, thereby enabling them to grow and fulfill their potential

- they were respected and understood within the context of their cultural, ethnic, and religious identities

- they were listened to and their opinions were fully taken into account

- they became active participants in decisions that directly affect them

The policy on the protection of children's rights is based primarily on:

Conventions on the Rights of the Child

- Act No. 561/2004 Coll., the Education Act

- Act No. 359/1999 Coll., on the Social and Legal Protection of Children

- Act No. 40/2009 Coll., the Criminal Code

- Act No. 89/2012 Coll., the Civil Code

- related methodological recommendations of the Ministry of Education, Youth and Sports and other legal regulations.

Objectives

This Policy ensures:

**Child Protection:** DDM is responsible for ensuring that all its activities, projects, and programs are safe for children. This means that DDM staff do not pose a risk to children, and that programs and projects are designed to safeguard and promote children's safety.

**Protection of staff:** In this Policy, DDM establishes clear and transparent rules of conduct to be followed by staff, volunteers, and collaborators working in direct or indirect contact with children. These rules help prevent potential misunderstandings, inappropriate or dangerous behavior, or false accusations.

**Protection of the organization's reputation:** Institutions that work with children are at risk of facing unsubstantiated allegations of abuse. The Policy therefore describes mechanisms that will help the organization prevent risky situations and defend itself in the event of an allegation.

**Specific objectives of the Policy:**

- Prevent cases of child abuse (child-to-child, adult-to-child), particularly within our own programs and supported projects/activities;

- Establish clear procedures for the open, reliable, and fair resolution of any allegations of violations of children's rights;

- Practice transparent communication both within and outside the organization to promote awareness of child rights principles (toward children, staff, families, volunteers, and partners, including donors, journalists, officials, and government representatives, etc.);
- Help children become aware of their rights and take an active role in child protection and participation in public affairs;
- Implement measures to ensure that all children and adults in our organization are safe and protected.

## Child Rights Protection Policy

The purpose of this Policy is to ensure the highest possible standards of professional conduct and personal practice when working with children, so as to prevent any risk to their safety while participating in activities organized by the DDM. For the effective implementation of the Policy, it is essential that all teaching and non-teaching staff, volunteers, consultants, trainers, etc., be familiar with the content of the Policy, understand it, and follow all steps to ensure that no harm comes to a child.

The DDM Kojetín Child Rights Protection Policy applies to:

- a) all staff (employees, as well as regular workers in non-employee relationships, close associates, and regular service providers, statutory representatives of the organization, volunteers, and temporary workers)
- b) all collaborators who work with DDM Kojetín in any capacity (lecturers, educational staff, instructors)
- c) all adults who accompany children during DDM Kojetín activities.
- d) journalists and photographers who actively participate in children's events organized by DDM Kojetín and are in direct contact with children.

It is the responsibility of all the aforementioned parties to familiarize themselves with the child rights protection policy.

### Raising awareness of the need to protect children's rights

For the Policy to be effectively implemented, it is essential that all employees and staff members be familiar with its contents, understand it, and follow all steps necessary to ensure

that they do not harm any child with whom they come into contact, whether during or outside of work. In the event of several minor or a single serious violation of the agreed-upon rules and principles, or a breach of a child's safety, DDM reserves the right to terminate its relationship with the individual in question.

## Confidentiality and Privacy

All employees, volunteers, and associates of DDM Kojetín are required to maintain confidentiality regarding information about children and their families that they learn in the course of their work.

All personal and sensitive data is processed in accordance with applicable legislation and data protection regulations (GDPR). Information regarding suspected child endangerment may only be disclosed to authorized individuals and institutions.

## Risk Assessment and Development of a Safety Program

DDM is committed to creating activities for children that are safe for them, and will therefore conduct risk assessments and implement safety strategies during the planning process. At the same time, it will take measures to mitigate risks as part of the planning, implementation, and evaluation of activities in which children directly participate or that have a specific impact on them. Without a policy, the organization would struggle to defend itself against false accusations, and its reputation could easily be damaged. Such accusations can negatively impact not only future funding but also the reputation of DDM Kojetín.

## Child Protection

### **Child**

In accordance with the Convention on the Rights of the Child, the term "child" is defined as a person who has not reached the age of majority. According to Article 1 of the Convention, a child means every human being under the age of 18, unless the legal system applicable to the child provides for the attainment of majority at an earlier age.

### **Child Protection**

Child protection is a broad concept that encompasses principles, standards, guidelines, and procedures established with the aim of protecting children and youth from intentional or unintentional harm. In this context, we understand child protection as the DDM's obligation to ensure that instructors, activities, or programs do not cause harm to children or expose children to risks of potential abuse or harm. In the event of a suspected threat to the safety of children within the activities or programs in which they are involved, the DDM will apply the procedures set forth in this Policy.

### **Direct contact with children**

By this term, we mean a situation in which a person actively designs a program for a child and interacts directly with the child during the program.

### **Indirect contact with children**

By this term, we mean access to information about children participating in DDM activities, such as names, addresses, photographs, and feedback

## **Child Abuse**

The World Health Organization (WHO) defines child maltreatment as the use of any form of physical or psychological violence, injury, or abuse; neglect or negligent treatment; and commercial, sexual, or other exploitation, resulting in actual or potential harm to the child's health to the child, a threat to life, or an impairment of development or human dignity, through the abuse

of responsibility, trust, or power that the abuser holds in the relationship.

Child maltreatment is characterized by the abuse of a child's trust or dependence in a close relationship and/or by chronicity (child abuse, exploitation, or neglect is rarely a single, isolated incident, but rather a fundamental characteristic of the adult-child relationship or the nature of care).

**Physical abuse**, which takes various forms and manifestations, such as: hitting, shaking, pushing, burning, suffocating, strangling, and drowning, etc. Physical abuse also occurs when a parent or other responsible person neglects symptoms of illness or intentionally causes a child to become ill.

**Psychological abuse** includes behavior by individuals that adversely affects a child's psychological and emotional development and behavior. It can take various forms and

manifestations, such as constantly repeating that the child is unloved, worthless, not good enough, or that they do not meet the expectations of the caregiver or those involved in their activities at the DDM. Psychological abuse may also include age-inappropriate or developmentally inappropriate expectations on the part of this person, or exposing the child to danger or intentionally instilling fear. Psychological abuse is a component of all forms of child abuse, but it can also occur on its own.

We define child sexual abuse as contact between a child and an older or more mature person (including a teenager). Sexual abuse is considered to be any inappropriate exposure of a child to sexual contact or behavior that primarily serves to satisfy the sexual needs of the abuser. Sexual abuse encompasses all forms of behavior with sexual undertones, including those where the child does not appear to be suffering at first glance. Regardless of its form, it has a serious negative impact on the further psychological development of the child or adolescent.

a. sexual abuse without physical contact: exposing oneself to a child, masturbating in front of a child, encountering an exhibitionist, observing a naked child for the purpose of one's own sexual arousal or gratification, exposing a child to pornography, forcing a child to watch the sexual activities of others

b. Sexual abuse involving physical contact: touching or kissing a child in intimate areas, fondling the breasts or genitals, forcing a child to manipulate their own or the abuser's genitals, oral or anal sex, sexual intercourse (including rape)

c. sexual abuse for financial gain: exploiting a child for child pornography, exploiting a child for child prostitution.

Neglect is an acute and serious threat to a child resulting from a lack of care and stimulation essential for their healthy physical and mental development.

Bullying is defined as intentional harm that occurs repeatedly over a certain period and against which the victim can hardly defend themselves. It manifests in various ways; the most common forms include: physical bullying (hitting, kicking, stealing the victim's belongings), verbal bullying (inappropriate racist or homophobic remarks, threats, insults), and psychological bullying (isolating the victim, exclusion from a peer group).

Child exploitation for profit is defined as the use of children for work or other activities with the aim of obtaining benefits for the person responsible for the child, where such activities harm the child's physical or mental health, jeopardize their education, or hinder their moral and emotional development. A child who is abused in any way is often a victim of multiple forms of

violence. Some of these other forms may include discrimination or harassment, which also negatively impact the child's development and cause them physical and psychological harm. the content of the Policy, understood it, and followed all steps to ensure that no harm comes to the child.

## Protecting Children Online

The Kojetín Children's and Youth Center is aware of the risks associated with online communication and the use of digital technologies.

Employees, instructors, and other staff members:

- communicate with children appropriately, transparently, and professionally,
- do not engage in inappropriate private communication with children via social media or private messaging apps,
- do not share inappropriate content with children,
- respect children's privacy in the online space,
- take care to prevent cyberbullying and inappropriate electronic content.

All online communication within the scope of DDM activities should be conducted in a manner that is traceable, transparent, and, if necessary, accessible to the organization's management or legal guardians.

## Recognizing Signs of Child Abuse

Recognizing the signs of child abuse is a very complex matter, and there is no easy guide for quick and simple detection. There are certainly certain signs that may raise suspicion, but it is always necessary to evaluate them carefully, and one should not automatically conclude that child abuse is occurring. If anyone observes signs of possible child abuse, they are required to report them as soon as possible to the person responsible for enforcing this Policy at DDM Kojetín.

### **Possible signs and consequences of physical violence:**

- bruises, burns, dislocations, bite wounds, cuts
- unplausible explanations for injuries
- refusal to discuss injuries

- withdrawal during physical contact
- refusal to expose arms and legs when it is hot
- refusal to participate in activities (such as sports) that require removing outer clothing
- fear of returning home or of contact with parents
- signs of distrust and wariness toward adults
- self-harming behavior
- aggression toward others
- passivity and frequent complaining
- repeated running away from home

**Possible manifestations of psychological abuse:**

- impaired or delayed mental, cognitive, and emotional development; timidity
- delayed speech development or a sudden change or disorder in speech
- fear of new situations
- low self-esteem
- inappropriate emotional expressions/reactions to everyday situations
- extreme passivity and/or aggression
- drug and alcohol use
- repeated runaways
- pre-delinquent behavior

**Possible signs of neglect:**

- frequent hunger, scavenging for food in trash cans, stealing and hoarding food
- poor personal hygiene
- frequent fatigue
- inappropriate clothing (e.g., summer clothes in winter)
- frequent tardiness to extracurricular activities or unexplained absences
- unresolved health issues
- low self-esteem
- poor social skills
- pre-delinquent behavior
- substance abuse

**Possible signs of sexual abuse:**

- sexual behavior or language inappropriate for their age
- bedwetting and soiling
- pain in the anus or genitals
- problems with insomnia
- fear of being left alone with an adult
- sexual promiscuity
- extreme risk-taking in adolescents
- pregnancy in girls under 15

### **Risky behavior among adults:**

- a person in whose presence the child's behavior visibly changes—the child withdraws, becomes frightened or stressed, or gets irritable
- a person who asks a child to lie or keep something secret
- a person who violates any of the principles of this Policy or the Code of Conduct
- a person who suggests private communication with the child via email, telephone, or in person

## **Implementation**

The implementation of this Policy at DDM covers three areas: prevention, monitoring, and reporting

### **Prevention**

DDM is committed to developing and implementing programs that are safe for children. These measures will be gradually incorporated into the implementation of all programs, operations, and activities that involve children or affect them.

#### **Employee Training**

Employees and staff members of the Kojetín Children's and Youth Center are regularly briefed on the Child Rights Protection Policy and the principles of safe work with children.

Training takes place upon joining the organization and is provided on an ongoing basis as needed.

## Monitoring

DDM will regularly monitor the implementation of the policy and its processes.

The goal of monitoring and evaluating the Policy is to learn from experience and, if necessary, further refine measures to protect children.

### **Monitoring measures**

- The person responsible for the Policy monitors progress, compliance, and any lessons learned, and reports to management once a year.
- Monitoring and evaluation will focus primarily on compliance with the principles of the Policy and the measures adopted by DDM for this purpose (recruitment rules, training procedures, provision of expert consultations).
- Monitoring will be conducted through a survey of employees and volunteers, in which they will be able to express whether all standards set forth in the Policy are being followed, whether they are effective, and whether changes are needed to improve them.
- Monitoring of Policy compliance by partner organizations takes place as part of the interim and final reports of supported projects.
- In addition to general monitoring and evaluation, the person responsible for this Policy will conduct a reactive assessment in the event of a Policy violation, and based on this assessment, DDM will consider possible changes to the Policy or to the method of reporting and notifying violations.

## Reporting

At the Kojetín Children's and Youth Center, the director serves as the designated official responsible for the Child Rights Protection Policy and is accountable for

- informing all staff members of the Center about the Policy and its implementation
- monitoring the implementation of the Policy
- documenting, investigating, and addressing any violations of this Policy
- collecting and managing information on legal requirements, best practices, etc.
- providing support and assistance to other team members regarding child rights protection

## Reporting Requirement

Every employee, volunteer, or partner of DDM Kojetín is required to immediately report any suspected child endangerment or violation of this Policy to the designated person.

## Reporting Procedures

All staff members, instructors, and volunteers should be able to recognize signs and behaviors in a child that indicate the child needs help. Deciding whether to report such observations can sometimes be very difficult. For this reason, we have established reporting procedures designed to ensure the safety of the child and any witnesses.

All violations of this Policy (regardless of whether they are suspected violations, alleged violations, or violations with witness testimony) must be reported immediately to the Director of DDM Kojetín. Report a safety violation (Appendix No. 1), always prioritizing the best interests of the child and their safety above all else. All records and reports must be stored in a secure location in the DDM Director's office. Only the Director has access to them. If someone reports a safety policy violation, it is necessary to respond immediately—a useful tool is the ACT methodology (from English: Act /Child-Centered/ Time Counts).

**Act – Take Action:** If there is a suspicion that a policy or code of conduct has been violated, this suspicion must be reported immediately

**The Child at the Center – The Child's Best Interests:** When making decisions, the most important consideration is the child's best interests

**Time Counts** – Time is of the essence: it is important to consider the most advantageous and effective solution that will ensure the child's safety in the shortest possible time.

The next step in the decision-making process is to determine whether this is an internal or external matter.

**Internal matter** – the allegation concerns an employee, instructor, or volunteer. It is at the discretion of the DDM whether to also notify local or state authorities. If this is not necessary, the procedures set forth in the Child Protection Policy (see Appendix 2) must be followed.

If it is necessary, the director will notify local or state authorities and then proceed according to the agreed procedures.

**External matter** – the allegation concerns someone outside DDM. The extent to which this violation affects the operations and undermines the principles of DDM's functioning will be assessed, and the next steps will be determined accordingly. DDM commits to treating

information regarding suspicions or allegations confidentially and to following procedures in accordance with applicable law and this Policy, while taking into account the best interests of the child, regardless of who makes the report, who the report concerns, or the background of the person making the report.

DDM commits to doing everything possible to prevent further harm to the child(ren) during or after the incident to which the report relates.

At the same time, after assessing the impact of the incident on the child, the DDM will assist in seeking professional help, including, if necessary, a medical evaluation of the child's health. Important contact information for the police, emergency services, social services, social workers, helplines, and other organizations and individuals who can provide assistance will be published and made available (Appendix 3).

The DDM commits to immediately contacting family members or legal guardians to inform them of the incident and the assistance provided. Subsequently, a Report of Violation of Child Safety will be prepared. Throughout the entire process, the DDM will prioritize the best interests of the child.

### Protection of the child during the investigation

If there is reasonable suspicion of inappropriate conduct by a staff member toward a child, the staff member may be temporarily restricted from or excluded from direct contact with children until the situation is clarified.

At the same time, the Kojetín Children's and Youth Center will ensure the child's protection, provide support to the legal guardians, and cooperate with the relevant authorities.

### Rules for Employees and Other Staff

Any person who wishes to work at DDM:

- is informed in the job posting that DDM is committed to protecting children
- is briefed on the main principles of child protection during the in-person interview
- may be asked during the in-person interview about their work history relevant to the protection of children's rights
- upon starting employment, must provide a criminal record check

- upon starting employment, must provide a medical evaluation certifying that the person is medically fit to work with children
- during orientation, will learn to distinguish appropriate behavior from inappropriate behavior, as outlined in the Code of Conduct of this Policy, which is binding for work at DDM
- will adhere to the principles of this Policy and the Code of Conduct in their daily work
- is entitled to ongoing regular training in the area of child rights protection and consultations with the person responsible for its implementation or with external experts, whenever necessary

### Who This Policy Applies To

- all children who participate in DDM activities
- all DDM staff and volunteers
- all activities organized by DDM
- all adults accompanying children at DDM events and activities
- everyone who participates in activities and events for children organized by DDM (journalists, sponsors, donors, etc.).

### Code of Conduct

#### **Every participant should:**

- understand what constitutes child abuse and be familiar with the relevant legal provisions
- recognize the signs of child abuse and report any suspicions to the person responsible for the Policy
- know who is responsible for compliance with the Child Rights Protection Policy at DDM Kojetín
- be familiar with other responsible persons and procedures for reporting suspicions and follow the specified steps

- protect the health, safety, well-being, and dignity of oneself and others
- respect the fundamental rights of others and treat people with respect and dignity
- treat all children equally and involve them in activities without distinction or discrimination
- be mindful of how children perceive his/her words, behavior, and relationships
- ensure supervision of children so that younger or vulnerable children are protected from abuse by older children or adults, take into account possible bullying among children, including cyberbullying
- ensure an environment in which children can develop personally, physically, psychologically, socially, morally, and intellectually
- encourage children not to be afraid to express their opinions and to respect their opinions
- restrict and/or prevent children's access to inappropriate electronic content
- respect the right to privacy under all circumstances
- obtain written consent from the child or their parent/legal guardian for any photography

**No participant may:**

- seek physical contact with a child (such as holding hands) unless the child initiates it or has given their consent;
- show affection toward children in a manner that is culturally inappropriate or otherwise insensitive (kisses, hugs, caresses, rubbing, touching, and the like);
- suggest an inappropriate relationship and encourage the child to show affection or interest in such a relationship (including in cyberspace)
- arbitrarily invade the child's privacy;
- engaging in any sexual activities with children, encouraging sexual activities among children, or allowing children to participate in games with sexual undertones;
- deliberately spending time alone with a child with the intent to behave provocatively or engage in inappropriate conduct that could give rise to allegations of abuse

**Photography and Media**

- When taking photographs, recording videos, or creating media content, care must be taken to preserve the child's dignity.

- It is not permitted to publish photographs or information that could ridicule, harm, or endanger the child's safety.
- Photographs and audiovisual materials may only be taken with the consent of the child's legal guardians.

DDM Kojetín considers the protection of children's rights and safety to be one of its highest priorities. All employees and associates of the organization are required to actively contribute to creating a safe, respectful, and stimulating environment for all children.

## Attachment No 1:

### Reporting child safety violations

If there is a suspicion that a child's rights have been violated, the director will complete this report together with the person reporting the incident.

Please also use this report if you wish to report an accident. We define an accident as an unplanned and unforeseeable situation that caused injury or could have caused injury or property damage, or resulted in environmental contamination.

For privacy reasons, this report will be completed and signed by the director of DDM Kojetín, who will store it in a secure location.

#### 1. Information about the notifier

Name:.....

Job/Position:.....

The organization you work for:.....

Relationship with the

child:.....

Contact:.....

Phone

number.:.....

email:.....

#### 2. Information about the child:

Name:.....

Gender:.....

Age:.....

Address:.....

Parent / Legal

Guardian:.....

Was medical assistance provided?

Where?.....

Hospitalization?                      YES                      NO

If so,

where?.....

#### 3. Information about a suspicion or incident

In this case, it is (check the appropriate box):

- your concerns regarding the child
- an incident you witnessed
- an incident reported to you by a third party

If you were informed by someone else, please indicate that person's relationship to the child who was at

risk:.....

What happened? Describe the circumstances under which the event took place (where / when / who....) and the causes (why / how....):.....

.....  
.....  
.....

Please clearly distinguish between facts and assumptions or observations. (For example, subjective observations of a child's emotional state or injuries.).....

.....  
.....

Did the child or anyone else tell you anything else relevant to the case? If so, how did you respond? (If the child is the one reporting the incident, please do not prompt the child to answer; record only the child's actual statements.).....

.....  
.....  
.....

Date, time, and location of the alleged incident:.....

Name of the alleged perpetrator (in connection with the commission of the offense):.....

Were there any other children or older people present during the alleged incident?.....

Are other children also at risk?.....

How did you react, and what did you do (as the person who reported it)?.....  
.....  
.....

Signature:..... Date:.....

**To be completed by the director:**

Was the accident/incident investigated?	YES	NO
Will a written report on the investigation be required?:	YES	NO

In order to further investigate and determine the cause of the accident or incident, it would be helpful to obtain statements from additional witnesses.

Please provide the following information about the witnesses, their statements, or any other relevant

details:.....  
.....  
.....

## Attachment No 2

### Important contacts

#### **Dům dětí a mládeže Kojetín**

Svatopluka Čecha 586

75201 Kojetín

#### **Director - Child Rights Policy Manager**

Mgr. Jana Hrušáková

Tel. 737 442 055

E-mail. [reditelka@ddm.kojetin.cz](mailto:reditelka@ddm.kojetin.cz)

**Helpline:** 116 111 (Anonymously, free of charge, 24 hours a day)

#### **Children's Crisis Center Helpline:**

For children, parents, relatives, and professionals who have encountered CAN (Child Abuse and Neglect) syndrome, but generally for anyone who finds themselves in a crisis situation and needs quick and accessible help.

Outpatient Services: 241 780 511, 777 664, 672

E-mail: [ambulance@ditekrize.cz](mailto:ambulance@ditekrize.cz)

Nonstop: 241 484 149, 777 715 215

E-mail: [problem@ditekrize.cz](mailto:problem@ditekrize.cz)

Web: <http://www.dkc.cz>

#### **OSPOD – the social and legal protection authority for children in cities across the Czech Republic**

Přerov: Bc. Eva Poláčková, Dis, telefon: 581 268 792, e-mail: [eva.polachova@prerov.eu](mailto:eva.polachova@prerov.eu)

Kojetín: Masarykovo náměstí 20 - dveře č. 4, 75201 Kojetín

E-mail: [a.stavova@radnice.kojetin.cz](mailto:a.stavova@radnice.kojetin.cz); Tel: +420 581 277 431

E-mail: [m.stastna@radnice.kojetin.cz](mailto:m.stastna@radnice.kojetin.cz); ; Tel: +420 581 277 436

Masarykovo náměstí 20 - dveře č. 4, 75201 Kojetín

**The single European emergency number: 112**

**Emergency Medical Services: 155**

**Firefighters: 150**

**Police: 158**