



# Children's Rights Protection Policy

## DDM Kojetín

Jana Hrušáková

## Contents

1	Basic Context and Goals.....	2
1.1	Basic situation .....	2
1.2	Goals .....	3
2	Child Rights Protection Policy .....	4
2.1	Raising awareness of the need of children’s rights protection .....	4
2.2	Evaluating risks and creating a safety program .....	5
3	Child protection .....	5
3.1	Child maltreatment.....	6
3.2	Detecting child maltreatment.....	7
4	Implementation .....	9
4.1	Prevention.....	9
4.2	Monitoring .....	9
4.3	Feedback .....	10
4.3.1	Feedback Procedures.....	10
4.4	Rules for employees and other personnel.....	12
4.5	Parties included in the Policy application .....	13
5	Codex of Conduct.....	13
	Addendum 1: .....	15
	Addendum 2.....	18
	Addendum 3.....	19
	Addendum 4.....	20

# 1 Basic Context and Goals

## 1.1 Basic situation

Child and Youth Center Kojetín (Dům dětí a mládeže, hereinafter as DDM) provides support for participants of extracurricular education, who subsequently influence their immediate surroundings and the country as a whole. Activities of the DDM, as well as activities and projects adjacent to it, often involve participation of children and youth. The DDM is an educational institution, which provides services in the field of extracurricular activities throughout the year. The mission of the DDM is to motivate participants and to provide high quality options to spend free time, during which the participants are able to learn about themselves through various activities, to help them with future employment possibilities, and to create bond and connections with others. Aforementioned activities of the DDM focus on the prevention of the potential socially negative phenomena, and on creating the means and the support of desirable extracurricular activities in a multitude of different fields of extracurricular education.

The main goals of the extracurricular education are based on legal education documents approved by the EU, the Czech Republic, the Olomouc region, as well as other documents focusing on the issue of child and youth education (i.e. children, pupils, young student, adults). With the Children's Rights Protection Policy, we pledge to protect children from any form of mistreatment. We consider it our duty to ensure that our employees, our activities and our programs do not cause any harm to the children, do not encourage any mistreatment or discrimination.

Our main perspective is the conduct that is in the best interest of the children. Every single child and every single youth have the right to fully develop his/her potential, to get a good education, to be able to live a normal social life, and not to be a victim of discrimination. Every one of us is responsible for the protection of children from any mistreatment. Children have the possibility to become strong individuals, fully in control of the changes in their lives, the lives of their families and their community, but only if they are protected from mistreatment, discrimination, any form of abuse (physical, sexual, emotional), or neglect.

All children and youth, who participate in the activities organized or supported by the DDM have the right to:

- have their interest, safety and well-being be the priority of all their activities
- have their development protected and supported, thus allowing their potential to flourish

- be respected and accepted in terms of their cultural, national and religious identity
- be heard and have their opinions be taken into account
- be a part of the decision process directly involving them

This Policy stems from the Children Protection Policy, created by the Eurochild organization, from the Children's Rights Protection Policy by SOS Kinderdorf International and from the documents by Keeping Children Safe Coalition.

## 1.2 Goals

This Policy encompasses:

**Child Protection:** DDM is responsible for all activities, projects and programs being safe for the children, meaning that the employees of the DDM are not a potential threat for the children, in any sense, and the projects and the programs are created such as to protect and support the safety of children.

**Employee Protection:** The DDM establish with this Policy a clear set of guidelines, which are followed by employees, volunteers and coworkers, who are in both direct and indirect contact with the children. These guidelines are put in place in order to prevent possible misunderstandings, inappropriate or dangerous behavior, or false accusations.

**Organization's Good Name Protection:** Institution working with children may be subject to false accusations concerning child mistreatment. Therefore, the Policy states mechanisms and guidelines, that instruct the organizations how to prevent any possible unfortunate situations, and in case of facing possible accusations, how to defend themselves.

### **Specific Policy Goals:**

- prevention of child mistreatment (child-on-child, adult-on-child), especially in own programs and associated projects/activities;
- creation of clear procedural guidelines for open, reliable and fair solutions of potential accusations concerning violations of child rights;
- practice of transparent communication both in and out of the frame of the organization, thus raising the awareness of the principles of child rights protection (regarding children, employees, families, volunteers, and partners including benefactors, journalists, civil servants, government officials etc.);

- helping the children understand their rights and taking an active role in the child protection discourse and participating in public affairs;
- issue measures, thanks to which every child and adult will feel safe and secure in our organization.

## 2 Child Rights Protection Policy

The purpose of the Policy is to ensure the highest possible level of professional conduct and personal know-how when working with children, in order to prevent any potential endangerment during their participation in activities organized by the DDM. For the implementation of the Policy to be effective, it is vital for all the educational and non-educational personnel, volunteers, consultants etc. to be familiarized with the Policy, to understand it fully, and to abide by it, so that no harm can come to the children.

Child Rights Protection Policy DDM Kojetín pertains to:

- a)** Personnel (direct employees, indirect employees, close and regular service providers, civil officials, volunteers and interns)
- b)** Collaborators working, even tangentially, with the DDM (instructors, educational staff, trainers)
- c)** Adults, accompanying children during the extracurricular activities of the DDM Kojetín
- d)** journalists, photographers, who actively participate in the children events hosted by the DDM Kojetín and are in direct contact with the children.

All aforementioned parties are obligated to familiarize themselves with the Child Rights Protection Policy.

### 2.1 Raising awareness of the need of children's rights protection

For the Policy implementation to be effective, it is vital for all personnel and collaborators to familiarize themselves with its contents, to fully understand it and to abide by it, in order to ensure that no harm can come to the children, who come into contact with them within and without the workplace. A copy of the Policy is sent to every adult participating in the activities of DDM beforehand. If a small amount of minor infractions, a major infraction, or a violation of the safety of a child, were to occur, the DDM reserves the right to terminate any collaboration with the offender.

## 2.2 Evaluating risks and creating a safety program

The DDM pledges to create such activities, that will have the safety of the children as one of the top priorities. Therefore, the utmost care will be taken in evaluating risks and in conceiving safety strategies during the activities' creation process. Simultaneously, the DDM will take measures to reduce the risk factor; measures, that will become an integral part of the creation, realization, and evaluation of the activities, which the children are direct participants in, or have an influence on them. It is difficult for an organization to defend itself against false accusations and to maintain good name without the Policy. Such accusations may have a negative impact on further financing of the organization, as well as the good name of the DDM Kojetín.

## 3 Child protection

### **Child**

In accord with the Convention on the Rights of the Child, a child is defined as a human being not of legal age. The Article 1 specifies, that a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

### **Child protection**

Child protection is a broad term, including all principles, standards, guidelines and processes created to protect the children and youth from both intentional and unintentional mistreatment. In this discourse, the child protection is perceived as an obligation of the DDM to ensure, that the aforementioned personnel, activities and programs do not cause any harm to the children, or expose them to any risks of being harmed or mistreated. In case of a suspicion of possible child mistreatment during the activities or programs they are involved in, the DDM will act in a manner as stated in the Policy.

### **Direct contact with children**

Direct contact is defined as a situation, where a party actively devises the child's program and during the program directly interacts with the child.

### **Indirect contact with the child**

Indirect contact is defined as a situation, where parties have access to the information about the child taking part in the DDM activities, i.e. name, home address, photos, program feedback

### 3.1 Child maltreatment

World Health Organization (WHO) defines child maltreatment as all forms of physical and/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.

One of the child maltreatment's characteristics is the abuse of the child's trust and dependency in close relationship and/or the chronic nature of the abuse (physical ill-treatment, sexual abuse, or negligent treatment are seldom isolated incident, it is the base of the child-parent relationship).

**Physical abuse** is manifested in many forms, e.g. hitting, beating, shaking, scolding, suffocating, strangling, drowning etc. Negligence of illness symptoms, or intentional exposure, either by parent, or the caregiver, are also considered a form of physical abuse.

**Psychological abuse** is a conduct, which may have a high probability of damaging the child's psychological and emotional development, as well as his/her behavior. It may be manifested in various ways, e.g. belittling, blaming, frightening, repeated expressions of abhorring, or, in the scope of DDM, belittling for the inability to meet the expectations of caregivers. Psychological abuse also includes unreasonable expectation w.r.t. the age or the development of the child, or knowingly exposing the child to danger or frightening the child. Psychological abuse is often a part of all the forms of abuse, it may, however, occur independently.

**Sexual abuse** is defined as the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give an informed consent to, or for which the child is not developmentally prepared, or else violates the laws or social taboos of society. The primary intentions of the abuser are to derive her/his own gratification from the sexual abuse. It includes all types of behavior with sexual subtext; therefore, the child may not appear to be maltreated at the first glance. Whatever form the sexual abuse may take, it has severe impact on further psychological development of the child.

**a. sexual abuse without physical contact:** exposing oneself, masturbation in front of the child, meeting an exhibitionist, observing a naked child with the intention of own sexual gratification, exposing the child to pornography, forcing the child to watch sexual intercourse

**b. sexual abuse with physical contact:** groping and kissing the child's genitals or breasts, forcing the child to touch their genitals or the genitals of the abuser, any form of sexual intercourse i.e. oral, anal, vaginal (including rape)

**c. sexual abuse with the exploitative intent:** sexual abuse linked with creation of child pornography, sexual abuse linked with child prostitution.

**Neglect** is a severe endangerment of the child as a result of failure over time to provide for the child's physical and psychological development and well-being of the child.

**Bullying** is defined as an ongoing and deliberate misuse of power, over one or more persons who feel unable to stop it from happening, through physical behavior (beating, kicking, theft of the victim's personal property), verbal abuse (inappropriate racial or homophobic remarks, threats, swearing) and psychological behavior (isolating the victim, social exclusion).

**Exploitation** is defined as the act of treating the child unfairly for work or other related activities for the responsible person's own benefit, whilst the activities may cause physical and/or psychological harm to the child, threatening her/his education and emotional development. Child may be the victim of other forms of maltreatment in addition to exploitation.

### 3.2 Detecting child maltreatment

Detecting child maltreatment is a very complicated matter and there is no simple manual for fast and easy detection. There are certain indicators that may raise suspicion, these must be, however, judged particularly carefully as it may not be a case of child maltreatment. When someone notices a sign of child maltreatment, he or she is obligated to immediately inform any person responsible for upholding the Policy of DDM Kojetín.

#### **Potential signs and results of physical abuse:**

- bruises, burn marks, dislocations, bite marks, gashes,
- improbable explanation of injury,
- refusal to discuss injury,
- flinching from physical contact,
- refusal to expose limbs during warm weather,
- refusal to take part in activities (e.g. sport activities), where the top is to be taken of,
- fear of returning home or of being in contact with parents,
- mistrusting or suspecting adults,



- self-abuse,
- aggression towards others,
- passivity and numerous complaining,
- running away from home repeatedly.

**Potential signs of psychological abuse:**

- abnormal or delayed psychological, cognitive and emotional development, fearfulness,
- delayed speech development or sudden speech change or impediment,
- fear of new situations,
- low self-esteem,
- inappropriate emotional expressions/reactions to everyday situations,
- extreme passivity and/or aggressivity,
- substance use disorder,
- repeatedly running away,
- predelinquency.

**Potential signs of neglect:**

- frequent hunger, taking food from trash bins, stealing and hoarding food,
- insufficient personal hygiene,
- frequent fatigue,
- inappropriate clothing (summer clothing in winter),
- frequent late arrivals to free-time activities, unexplained absences,
- neglected health issues,
- low self-esteem,
- lack of social habits,
- predelinquency,
- substance use disorder.

**Potential signs of sexual abuse:**

- sexually charged behavior inappropriate to the age of the child,
- bedwetting and soiling the bed,
- aching anus or genitals,

- insomnia,
- fear of being left alone with an adult,
- sexual promiscuity,
- extremely risky sexual behavior in adolescence,
- pregnancy before the age of 15.

#### **Risk behavior of adults:**

- person, whose presence changes the child's behavior, e.g. flinching, fearfulness, aggravation, irritation,
- person instructing the child to lie or to withhold information,
- person, who knowingly breaches any of the principles of the Policy or the Codex of Behavior,
- person, who suggests a private communication with the child using e-mail, cell phone; or in person.

## 4 Implementation

Implementation of the Policy of the DDM encompasses three areas: Prevention, Monitoring, and Feedback.

### 4.1 Prevention

The DDM pledges to create and to implement programs, which will be safe for the children. The safety measures will be subsequently interwoven into the realization of all programs, operations and activities, which include the participation of the children, or may influence them. In case of the creation of brand-new programs or activities by the DDM, the analysis of the potential risk factors will take place without exception.

### 4.2 Monitoring

The DDM will regularly monitor the implementation of the Policy and its processes. The aim of the Policy's monitoring and evaluation is to learn from past experiences; and, if need be, further elaborate on the Child Protection Policy.

#### **Monitoring measures**

- Person responsible for upholding the Policy will monitor progress, abidance, and possible lessons from the activities, and will deliver annual reports to the directorial body.

- Monitoring and evaluation will focus mainly on abidance by the principles of the Policy and the measures implemented by the DDM (Enrollment rules, training progress, providing consultation).

- Supervision will be carried out in the form of surveys, distributed to employees and volunteers, in which they will comment on the abidance of aforementioned parties by the Policy standards, on the standards' effectiveness, and on possible changes and/or improvements.

- Monitoring of the Policy abidance of the collaborating organizations is implemented as a part of the supported programs' interim reports and final reports.

- In conjunction with the general monitoring and evaluation, the person responsible for the Policy upholding will carry out reactionary evaluation, in case of the Policy breach. Based on such evaluation, the DDM will consider possible Policy changes, or changes to the system of the Policy breaches reporting.

### 4.3 Feedback

The person responsible for the Child Rights Protection Policy of the DDM is the director, who is responsible for:

- informing all parties of the DDM about the Policy and its implementation
- monitoring the implementation of the Policy
- documenting, investigating, and solving any possible breaches of the Policy
- collecting and managing the information about legal requests, exemplary courses of action etc.
- providing support and help to other personnel in the scope of the child rights protection discourse

#### 4.3.1 Feedback Procedures

Every member of the personnel, collaborators and volunteers are expected to be able to recognize signs of child maltreatment, indicating the child's need for help. It might be difficult to decide, whether to announce this type of monitoring. For this reason, we have established feedback procedures, which are designed to be an appropriate reaction in the process of securing the child's safety or potential witnesses.

All Policy breaches (regardless of suspicion of a breach, alleged breach, or breach with witness testimony) are to be reported to the headmaster of the DDM Kojetín, via the Child Safety Violation Report (Add. 1), whereby it is vital to prioritize the child's safety and best interest at all times. All reports and records are to be put in a secure place in the DDM headmaster's office, accessible only by the headmaster. In the event of the Policy breach being reported, it is necessary to react immediately – a tool useful for such cases is the ACT method (Act/Child-centered/Time counts):

**Act:** if a suspicion of the Policy or the Codex of Behavior breach arises, it is important to report such a suspicion without delay.

**Child-centered:** in the process of evaluation of the breach, the best interest of the child is the top priority.

**Time counts:** it is important to consider the most appropriate and the most effective solution, which leads to the child's protection, in the shortest time frame possible.

The next step in the evaluation process is to determine, whether the incident was an internal affair or external affair.

**Internal Affair** – the accused is a personnel member, a trainer, or a volunteer. It is for the DDM to decide, whether the incident will be reported to the local, or state authorities. If it is not reported to the authorities, the incident will be dealt with according to the Procedure stated in the Child Rights Protection Policy (Add. 2). If the incident is reported to the authorities, the headmaster will contact the authorities and will proceed as agreed upon with the authorities.

**External Affair** – the accused is a person outside of the DDM. The impact on the functioning and the principles of the DDM is taken into consideration, influencing the following proceeding. The DDM pledges to regard the suspicion or accusation information as confidential, will abide by the principles of the current legislation, and in accordance with the Policy, while prioritizing the best interest of the child, regardless of who the subject of the report is, who reported the incident, or where the person reporting the incident comes from.

The DDM pledges to do everything in its power, so that no further harm will be caused to the child/children during, or after, the reported incident. Simultaneously, after considering the impact of the incident on the child, the DDM will help with seeking a professional help, even in the case that a medical evaluation would be necessary. Important contacts for police, ambulance, social guardianship programs, social workers, crisis hotline, and other individuals or organizations, which provides the necessary help, are posted and available (Add. 3). The DDM also pledges to immediately contact family members or legal guardians and inform them about

the incident and about the help provision options. Subsequently, the Child Safety Violation Report will be filed. During the entire process, the DDM will consider the child's best interest the top priority.

#### 4.4 Rules for employees and other personnel

Everyone, who applies for a position in the DDM:

- is informed that the DDM has made a pledge to protect the children in the job offer advertisement
- is familiarized with the child protection's main principles during the job interview
- may be asked during the interview about his/her job history and its relevance with the issue of the child rights protection
- is required to provide the extract from the judicial record as a prerequisite, when he/she is accepted for the applied position
- is required to provide the medical examination report, marking him/her as suitable for work with children, when he/she is accepted for the applied position
- signs a sworn statement, thus agreeing with the terms and the principles of the Policy and pledging to abide by them, when he/she is accepted for the applied position, or joins in other collaborative effort. This sworn statement is a part of the job contract, or other contracts of collaboration. (Add. 4)
- is required to participate in the training about the processes of the Policy, taking place in the first days of his/her employment
- is required to learn how to differentiate between appropriate and inappropriate behavior during his/her training, as stated in the Policy's Codex of Conduct, which is binding for the employment in the DDM
- will abide by the Policy's principles and by the Codex of Conduct during his/her everyday job activities
- is eligible for further regular education in the field of the child rights protection, and for consults with a person responsible for its implementation, or with external experts, whenever he/she needs

#### 4.5 Parties included in the Policy application

- all children participating in the activities of the DDM
- all personnel and volunteers of the DDM
- all activities hosted by the DDM
- all adults, accompanying the children on the activities and events of the DDM
- all, who participate in the activities and events for the children, organized by the DDM (journalists, sponsors, benefactors etc.)

## 5 Codex of Conduct

### **Every participant ought to:**

- know, what a child maltreatment is, and know the related legal provisions;
- recognize the signs of child maltreatment and to report any suspicious activity to the person responsible for upholding the Policy;
- know, who the person responsible for the upholding of the DDM Kojetín's Child Rights Protection Policy is;
- know other responsible persons and suspicious activity procedures, and to proceed in accordance with the defined steps;
- protect health, safety, well-being, and dignity of oneself and others;
- respect basic rights of others, and treat others with respect;
- treat all children equally and engage them in the activities without any discrepancy or discrimination;
- take notice, how the children react to his/her speech, behavior, and relationships;
- provide such a supervision, so that younger, or endangered children were safe from maltreatment from older children or adults, and to take into account the possibility of mutual bullying, incl. cyberbullying;
- create an environment, in which the children are able to develop physically, psychologically, socially, morally, intellectually, and personality-wise;
- encourage the children to not be afraid to express their opinions, and to have their opinions been respected by others;
- prevent and/or disallow the children to access any inappropriate online content;

- respect the children's sensitive information rights in all circumstances;
- get a written consent from the children's parent/legal guardian on possible photographing, filming, or handling personal information within the scope of the activity.

**All participants must not:**

- seek physical contact with the child (e.g. holding hands), unless the impetus comes from the child, i.e. the child consents;
- express affection towards the child, that is inappropriate or insensitive, culturally or otherwise (kissing, hugging, caressing, touching, etc.);
- suggest an inappropriate relationship or encourage the child to express sympathies, or interest in having a relationship (applicable to cyberspace as well);
- arbitrarily violate the child's privacy;
- engage in any sexual activity with the children, encourage any sexual activity between the children, allow children to engage in any activity with sexual subtext;
- intentionally spend time with the child alone, with the intention of behaving in a provocative manner, or, by behaving inappropriately, instigate an allegation of maltreatment.

## Addendum 1:

### Child Safety Violation Report

If a suspicion, that a child's rights safety was violated, arises, the headmaster will fill this report together with the incident notifier.

The report is to be used even in a case of an accident. That is understood as an unplanned and unsuspected situation, which caused the child any harm; or could have potentially caused the child any harm, could have damaged property, or polluted the grounds.

With regards to confidentiality, the report is filled in and signed by the headmaster of the DDM Kojetín, who will subsequently put the report in a secure place.

#### **1. Incident Notifier Information**

Name:.....

Employment/position:.....

Organization, for whom you work for:.....

Relation to the child:.....

Contact:.....

Phone Number:.....

E-mail Address:.....

#### **2. Child Information:**

Name:.....

Sex:.....

Age:.....

Home Address:.....

Parent/Legal Guardian:

.....

Was First Aid provided?

By whom?.....

Hospitalization?                      YES                      NO

If YES, then where?

.....



### 3. Incident or Suspicion Information

This is the case of: (tick the correct answer):

- suspicion you have regarding the child
- incident you witnessed
- incident you were informed about by a third party

If you were informed by a third party, state the relation between the maltreated child and the third party:

.....

What happened? Describe the incident (where/when/who...) and what lead to it (why/how...):

.....

.....

.....

.....

Be take extra caution separating facts from presumptions, speculations and observations (e.g. subjective observation of the child's emotional state or injury)

.....

.....

.....

Has the child or others shared any other relevant information about the incident with You? If yes, how did you react? (If the informant is the child, take care not to lead it to an answer, take note of the actual authentic child's testimony)

.....

.....

.....

.....

Date, time, place of the incident:

.....

Name of the supposed violator (in case of a criminal offence):

.....

Were other children or adults present during the incident?

.....

Are other children imperiled as well?

.....

How did You react/and what did you (and the informant) do?

.....

.....

.....

Signature:.....

Date:.....

**Filled by the Headmaster:**

Was the accident/incident investigated?

ANO

NE

Is the written investigation report a necessity?

ANO

NE

For the purpose of further investigation and of identifying the cause of the accident or incident, it is desirable to gather testimonies from other witnesses.

Fill in witness information, testimony, and other relevant information:

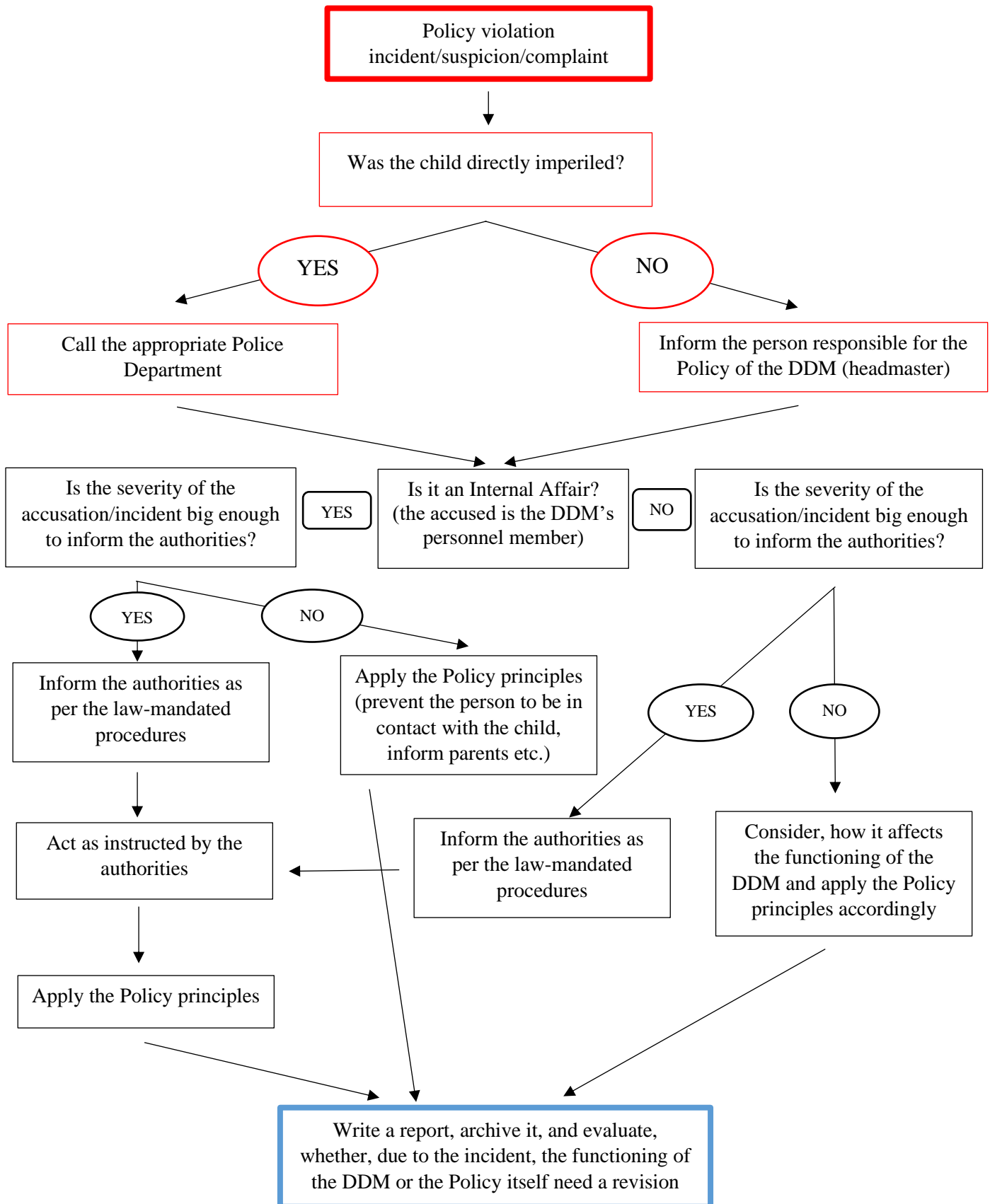
.....

.....

.....

Addendum 2.

Synoptic table of the possible Policy violation solution:



## Addendum 3.

### Important contacts

#### **Dům dětí a mládeže Kojetín**

Svatopluka Čecha 586

75201 Kojetín

#### **Headmaster – Child Rights Protection Policy Manager?**

Mgr. Jana Hrušáková

Tel. 737 442 055

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

**Crisis Hotline:** 116 111 (anonymous, free, daily 24 hours)

#### **Child Crisis Center Hotline:**

for children and parents, relatives, collaborators, who has come into contact with the CAN syndrome (Child Abuse and Neglect), or for others in general, who are in a crisis situation and need fast and accessible professional help.

Ambulant 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 - Child Socio-Legal Protection Agency in the cities of the CR**

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

Kojetín: Masarykovo náměstí 20 - Door Number 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 - Door Number 4, 75201 Kojetín

#### **Common European Emergency Telephone Number: 112**

**Ambulance: 155**

**Fire Department: 150**

**Police: 158**

Addendum 4.

**Binding Child Rights Protection Policy Agreement Statement**

**To be signed and filled in by all parties in direct contact the children**

State the name, home address, and contact information of two other people, who know You for no less than two years, are not Your relatives, and are able to provide adequate references:

Name:.....

Home Address:.....

Phone Number:.....

E-mail:.....

Name:.....

Home Address:.....

Phone Number:.....

E-mail:.....

**Sworn Statement of Integrity**

I, *(full name, date of birth, home address, phone number)*

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

signed below, hereby declare, that I was not convicted for any criminal offences and no criminal prosecution is being led against me at this time. I am fully aware of the possible legal repercussions in the case of obfuscating the truth in this sworn statement. I understand that, if any fact stated in this sworn statement changes, I am required to report these changes immediately.

In: ..... On: .....

Signed: .....