



**Citizens' Association "NEŠTO VIŠE"**

## **CHILD SAFEGUARDING RULEBOOK**

Sarajevo, 17.05.2023.

## **I INTRODUCTORY PROVISIONS**

### **Article 1.**

The Child Safeguarding Policy of the Citizens' Association "NEŠTO VIŠE" (hereinafter: the Policy) is a document that contains a set of measures and rules contributing to the protection of children in the work of the Association. The purpose of this Policy is the acceptance, affirmation, and implementation of child safeguarding principles so that its provisions become established behavior of all employees, volunteers, and associates in the daily work of the Association. The terms used in this Policy that have gendered meaning, regardless of whether used in the masculine or feminine form, equally encompass both genders.

### **Article 2.**

This Policy defines the activities, measures, and rules of conduct of employees, volunteers, and associates with the aim of protecting children, in accordance with applicable laws and by-laws in Bosnia and Herzegovina, international conventions, and Child Safeguarding Standards.

### **Article 3. (Definition)**

Child safeguarding, within the meaning of this Policy, refers to a set of activities, measures, and policies that prevent, detect, and sanction any form of abuse, neglect, exploitation, or endangerment of the child's well-being.

### **Article 4. (Application)**

The provisions of this Policy apply to all employees, volunteers, partners, and associates of the Association.

### **Article 5. (Principles of action)**

- Best interest of the child
- Zero tolerance for abuse
- Confidentiality and protection of identity
- Responsibility and transparency
- Participation of children

## **II STANDARD 1 – POLICY**

### **Article 6. (Child Safeguarding Policy)**

The Association has a clear and publicly available Child Safeguarding Policy, which is regularly updated and binding for all members of the organization and associates.

### **Article 7. (Code of Conduct)**

The Code of Conduct is an integral part of the policy and includes:

- prohibition of all forms of violence and abuse,
- professional conduct towards children,
- prohibition of private and informal contact with children outside of approved activities,
- mandatory compliance with procedures related to photographing, recording, and using data about children.

## **III STANDARD 2 – PEOPLE**

### **Article 8. (Responsibilities of employees and volunteers)**

Everyone working with children must be familiar with this Policy. Employees and volunteers sign a statement confirming that they understand and will comply with its provisions.

### **Article 9. (Training and education)**

The Association, where appropriate, provides training on child safeguarding for all employees and volunteers. Training is renewed as needed.

### **Article 10. (Selection and vetting of staff)**

All candidates for working with children undergo checks and selection. The Association will not engage any person for whom there are indications of inappropriate behavior towards children.

## **IV STANDARD 3 – PROCEDURES**

### **Article 11. (Reporting suspicion of abuse)**

Anyone who has knowledge of or suspicion of child abuse is obliged to report it to the responsible person in the Association. Reports may be oral, written, or electronic.

### **Article 12. (Handling of reports)**

The responsible person records the report and undertakes measures to protect the child. If there is reasonable suspicion of a criminal act, the case is immediately reported to the competent authorities. The child and family receive the necessary support and referral to appropriate services.

### **Article 13. (Prevention and risk assessment)**

For every activity involving children, a risk assessment is mandatory. The organization applies preventive measures to minimize risks.

## **V STANDARD 4 – ACCOUNTABILITY**

### **Article 14. (Accountability and oversight)**

The Executive Director, who is also the Child Protection Focal Point, is responsible for the implementation of this Policy. Violation of the provisions of the Policy entails disciplinary and legal accountability.

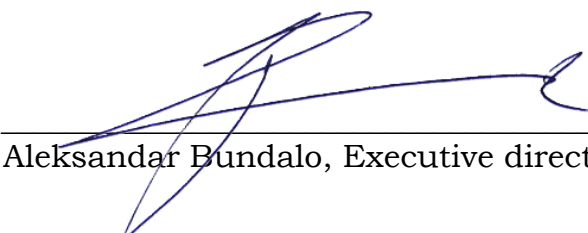
### **Article 15. (Monitoring and evaluation)**

The implementation of the Policy is monitored regularly. Reports on policy implementation are submitted as needed. The Policy is reviewed every two years or as required.

## **VI FINAL PROVISIONS**

### **Article 16.**

This Policy enters into force on the date of its adoption.



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Aleksandar Bundalo, Executive director