



CHILDREN and YOUTH PROTECTION POLICY

HEALTHY CITIES OF THE CZECH REPUBLIC

IMPORTANT NOTICE: this Policy applies also to all organizations and external partners of HCCZ working with children / youth event. especially vulnerable adults in the scope of HCCZ activities, projects, events.

See list of relevant committed partners (continuously updated)

Child Protection Policy IN BRIEF

The Healthy Cities of the Czech Republic national network (Národní síť Zdravých měst ČR) is fully committed to safeguarding the welfare of all children connected in any way with its activities. It recognises the responsibility to promote safe practice and to protect children / youth from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

This document outlines Healthy Cities of the Czech Republic commitment to protecting children / youth / eventually vulnerable adults (explanation on page 6).

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.

The HCCZ / relevant partners will:

- Promote the health and welfare of children by providing opportunities for them to take part in its activities safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within HCCZ
- Following any issues or concerns raised about the protection of children within HCCZ

1. The Context and Objectives

Introduction

Healthy Cities of the Czech Republic (HCCZ) is a municipal association focusing on health, quality of life and sustainability principles, involving the public in decision-making processes and systematically supporting quality strategic planning and management in public administration. HCCZ has Cities, towns and region as members, activities are also open to other non-member municipalities and interested parties (NGOs, professional organizations, schools etc.). The subject of the HCCZs' activities is mainly methodological support to its members in the areas of sustainability, quality of public administration with a focus on strategic planning and management and public engagement.

HCCZ belongs to the "family" of other accredited national healthy cities networks under the auspices of UN World Health Organisation (UN-WHO). Both with WHO and the individual HC networks it cooperates tightly and can further disseminate gained inspirations and project know how as well as gather participants, other experience etc. WHO is interested in the proposed project (see Letter of support).

With this Safeguarding Policy, we publicly commit ourselves to protecting children / young / vulnerable adults from any form of maltreatment. We take it as our responsibility to ensure that our employees, activities and programmes do not cause any harm to children / vulnerable adults, do not promote their ill treatment or discrimination.

Our main consideration is the principle of the best interests of the child. Every child has the right to fully develop their potential, to receive a high-quality education, to participate in social life and not become a victim of discrimination. Each of us is responsible for protecting children from all kinds of abuse. Children can become strong individuals, drivers of change in their lives and in the lives of their family and community only if they are protected from violence, discrimination, any other kinds of abuse (physical, sexual, emotional) and neglect. We have therefore created this Policy to ensure that the highest standards of professional approach and behaviour for both our employees and colleagues are in place to prevent any abuse of children or especially vulnerable adults while engaging in activities, projector programmes that HCCZ implements. In addition, we want to promote social awareness of the need to protect children through this Policy. We encourage the children themselves to participate in the protection system and to actively help protect their peers.

All children / young / vulnerable adults participating in HCCZ activities have the right to:

- their interest, safety and well-being to be the primary consideration of all activities;
- their development to be protected and supported, thus enabling their potential to be developed and realised;
- be respected and understood within their cultural, national, and religious identity;
- be listened to and have their views fully taken into account;
- become active participants in decisions directly related to them.

This Policy is based on Eurochild's Safeguarding Policy, while also drawing inspiration from OSF Foundation Safeguarding Policy and from the materials of the Keeping Children Safe Coalition.

With this Policy, we publicly commit ourselves to protecting children / young / vulnerable adults from any form of maltreatment. We take it as our responsibility to ensure that our employees, activities and programmes do not cause any harm to children / vulnerable adults, do not promote their ill treatment or discrimination.

Our main consideration is the principle of the best interests of the child. Every child has the right to fully develop their potential, to receive a high-quality education, to participate in social life and not become a victim of discrimination. Each of us is responsible for protecting children from all kinds of abuse. Children can become strong individuals, drivers of change in their lives and in the lives of their family and community only if they are protected from violence, discrimination, any other kinds of abuse (physical, sexual, emotional) and neglect. We have therefore created this Policy to ensure that the highest standards of professional

approach and behaviour for both our employees and colleagues are in place to prevent any abuse of children, or eventually especially vulnerable adults while engaging in activities, programmes that HCCZ implements. In addition, we want to promote social awareness of the need to protect children through this Policy. We encourage the children themselves to participate in the protection system and to actively help protect their peers.

All children / young / vulnerable adults participating in HCCZ activities have the right to:

- their interest, safety and well-being to be the primary consideration of all activities;
- their development to be protected and supported, thus enabling their potential to be developed and realised;
- be respected and understood within their cultural, national, and religious identity;
- be listened to and have their views fully taken into account;
- become active participants in decisions directly related to them.

This Policy is based on Eurochild's Safeguarding Policy, while also drawing inspiration from OSF Foundation Safeguarding Policy and from the materials of the Keeping Children Safe Coalition.

1.2 Legal framework

The HCCZ Safeguarding Policy (hereinafter the 'Policy') is based on the UN Convention on the Rights of the Child (hereinafter the 'Convention'), the related Optional Protocols and the European Convention on the Procedural Rights of the Child. The Convention provides an international framework defining the rights of children to be protected against abuse and neglect (Article 19), discrimination (Article 2) and various forms of exploitation (Articles 32-36); in particular, it deals with children who are not receiving parental care (Article 20), refugee children (Article 22), children at risk of drug addiction (Article 33), children living under a lack of freedom (Article 37, 40) and children living in situations affected by armed conflict (Article 38, 40), and takes into account children's rights to information and the right to participate in solving situations concerning them.

Issues related to the especially vulnerable persons protection are based primarily on the Hague Convention on the International Protection of Adults; the Charter of Fundamental Rights of the European Union; the UN Convention on the Rights of Persons with Disabilities; Recommendation of the Committee of Ministers of the Council of Europe on the principles of legal protection of adults with reduced legal capacity and the Geneva Convention relating to the status of refugees. The Policy respects the basic legal regulations for the protection of children / youth in the Czech Republic:

The Convention on the Rights of the Child

- Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflicts
- Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography
- The Charter of Fundamental Rights of the European Union
The European Social Charter
The European Convention on the Exercise of Children's Rights
The Convention on the International Protection of Adults
The UN Convention on the Rights of Persons with Disabilities
Recommendation of the Committee of Ministers of the Council of Europe on the principles of legal protection of adults with limited legal capacity
The Geneva Convention Relating to the Status of Refugees
Civil Code - Act No. 89/2012 Coll., as amended
Social and Legal Protection of Children Act No. 359/1999 Coll., as amended
Criminal Code, Act No. 40/2009 Coll., as amended
Victims of Crime Act No. 45/2013 Coll., as amended
Labour Code, Act No. 262/2006 Coll., as amended
Volunteer Service Act - Act No. 198/2002 Coll., as amended

We recognize that child abuse and exploitation occur in every country and society in the world. HCCZ respects all cultural and religious specificities, so this Policy takes into account the common framework based on a broad intercultural and interdisciplinary approach.

1.3 Objectives

This Policy ensures:

The protection of children/youth/vulnerable adults: HCCZ is responsible for ensuring that all its activities, projects and programs are safe for children. This means that HCCZ employees do not pose a risk to children, and programs and projects are designed to defend and promote children's safety.

The protection of employees: in this Policy, HCCZ sets clear and transparent rules of conduct for employees, volunteers and associates working both in direct and indirect contact with children. These rules help prevent possible misunderstandings, inappropriate or dangerous behaviour, or false accusations.

The protection of the organization's reputation: institutions working with children are at risk of unproven allegations of abuse. The Policy therefore describes the mechanisms that will help prevent the organization from risky situations and defend itself in the event of allegations.

Specific Policy objectives:

- to prevent the abuse of children (child-child, adult-child) and especially vulnerable adults in our own programmes and supported projects/activities;
- to establish clear procedures for open, reliable, and fair dealing with possible allegations of violations of the rights of children and especially vulnerable adults;
- to practice transparent communication within and outside the organization to promote awareness of the principles of protecting the rights of the child (towards children, employees, members of the Board of Directors and the Supervisory Board, families, community members, volunteers and partners, including donors, journalists, officials and government officials, etc.)
- to help children become aware of their rights and to play an active role in protecting children and participating in public affairs;
- to introduce measures to keep all children and adults in our organization safe and protected.

The Policy applies to:

- all children and especially vulnerable adults who receive HCCZ/partner support; all staff (both employees and other permanent workers in a different working
- relationship), members of the Board of Directors and the Supervisory Board, other advisory bodies, and volunteers;
- all supported organizations or activities; all adults accompanying children to HCCZ events and activities; all participants in activities and events for children organized/supported by HCCZ

2. Basic Definitions

Child

According to the Convention on the Rights of the Child and in accordance with Czech legislation, child means any human being under the age of 18, unless under the law applicable to the child, the status of adulthood has been reached earlier.

Direct contact with children

This refers to a situation in which a person finds themselves in the direct presence of the child during an activity organized/supported by HCCZ and its relevant partner institutions working with children/youth, regardless of whether these are regular, short- or long-term meetings. It includes employing children in a relationship governed by labour-law or in the form of a volunteer service, formal and non-formal education of various forms, leisure activities and activities supported by HCCZ.

Indirect contact with children

- access to information about children involved in activities of HCCZ/rel. partners or activities implemented by organizations supported by HCCZ/rel. partners, such as names, addresses, photos, and case studies;
- providing funding for organizations that work directly with children. Although HCCZ/rel. partners defines this contact with children as indirect, it will promote the rights and safety of children in this case as well.

Especially vulnerable adults

A person over the age of 18 who, due to disability, age, illness, context, gender or social or other inequality, is or may be unable to defend themselves against possible abuse or other harm. Recommended procedures of this Policy relate to especially vulnerable persons to the extent that corresponds to their level of vulnerability.

3. Principles

Principle of dignity – HCCZ / rel. partners will not use humiliating or discriminatory expression in describing its programmes and activities, and will not require children to do or say anything that may make them feel like being presented as “an object of compassion”. All children will be able to decide for themselves whether they want to talk about their privacy and will not be put under any pressure. When being photographed children will be appropriately dressed and will not appear in the photographs in poses that could be perceived as sexually provocative or violent.

Principle of Correctness - HCCZ / rel. partners undertakes not to manipulate, misrepresent information about children, for example to cause a sensation. Stories and photographs should represent in a balanced way the lives of the children and the circumstances or challenges they face. In communication, we will do our utmost to avoid generalizations that do not reflect the given situation. We act with caution when combining texts and visual information, especially if the text contains sensitive information about a child, and photographs or video capturing sensitive aspects of his/her life and reveal his/her identity.

Privacy Principle - HCCZ / rel. partners undertakes not to use any information about children whose publishing may put children at risk or lead to the disclosure of their privacy and identity, or which may lead to their secondary traumatization through media coverage. We treat children's names carefully particularly in connection with information about their family background, health status, disability or negative behaviour, and other sensitive information.

HCCZ / rel. partners further undertakes to:

- for public use: always use only the child's first name; make sure that the child's full name, and address of

the school the child is attending, or other information about his / her residence are not public (stored relevantly to GDPR) unless otherwise agreed with the guardian and the child. In case it is really necessary to protect the child's safety, a changed name will be used;

- securely store all information and photos of a child (including those stored on the computer). Only persons directly involved in the activity, project or activity concerned and authorized to handle such information shall have access to the information;

- with respect to its promoted activities represent in its publications and videos a wide range of children: boys, girls, children of different ages, children of different nationalities, ethnic groups, and abilities.

4. Implementation of the Safeguarding Policy

The purpose of this Policy is to ensure the highest possible level of professional behaviour and personal experience in working with children and especially vulnerable adults in order to prevent putting them at risk when participating in activities organized by HCCZ/rel. partners. For effective implementation of the Policy, it is imperative that all workers, volunteers, consultants, trainers, etc. are familiar with the contents of the Policy, understand it and take all steps to ensure that the child is not harmed. HCCZ/rel. partners undertakes to inform all concerned persons (employees, volunteers, trainees, external collaborators etc.) within 6 months of the adoption of the Safeguarding Policy (or any subsequent revision) and ensure the consent of all newly hired employees and and provide them with all necessary support, in order to conduct in accordance with this Policy.

The implementation of the Policy is divided into three areas:

4.1 Prevention

Risk Assessment and Safe Program Design

HCCZ/rel. partners are committed to designing and delivering programmes that are safe for children/youth/vulnerable adults. A risk assessment of all programs has been carried out when writing this Policy. Risk mitigation strategies were discussed, which minimize the risks to children/youth/vulnerable adults and were incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or have an impact upon children.

Staff Recruitment and Guidelines

Employees, volunteers working for HCCZ/rel. partners:

1. is informed about the fact that HCCZ/rel. partners is committed to protection of children and especially vulnerable persons in the job advertisement;
2. is informed about the main principles of child protection during the initial interview;
3. may be asked questions about their working history in terms of the safeguarding suitability during the job interview;
4. in the event of the commencement of employment or other cooperation, they shall sign a binding declaration that they agree with the principles and conditions of the Policy
5. will receive practical training about the processes covered by this Policy after the commencement of their work.
6. has the right to follow-up regular education in the area of the Policy and consultation with the person responsible for its implementation or with external experts whenever needed.

Consultants, trainers, suppliers

Any person who wishes to cooperate externally with HCCZ through the provision of services (consultant, trainer, supplier): is informed about the main principles of child protection and this Policy during the initial interview and by signing the cooperation agreement undertakes to fully understand and adhere to the principles in this Policy, including its Code of Conduct.

The HCCZ Director plays another vital role in the implementation of the Policy is responsible for:

- assisting in investigating the Policy violations whenever necessary;
- taking disciplinary actions against employees who violated the Policy;

Other preventative measures

Furthermore HCCZ/rel. partners has approved the following preventative measures:

- If children participate in an activity or meeting, they will be initially acquainted with the main points of this Policy, All information will be communicated to children in a friendly and understandable way, as described in Attachment 5.4.
- In the event of a fundamental violation of the rules and principles of the Policy, HCCZ / rel. partners reserves the right to terminate the collaboration with or the support of the organization or institution in question.

4.2 Monitoring

HCCZ/rel. partners will regularly monitor the implementation of the Policy and its processes. The aim of monitoring and evaluating the Safeguarding Policy is to learn from experience and whenever necessary to improve the measures, in order to maximize the protection of children and especially vulnerable adults.

Monitoring measures

- The appointed person monitors progress, compliance and any lessons learned from practice, and reports it to HCCZ Director once a year.
- Monitoring and evaluation will focus primarily on adherence to the principles of the Policy and the measures adopted by HCCZ/rel. partners for this purpose (recruitment rules, training courses, provision of expert consultancy).
- The review will be conducted through a survey among the staff, volunteers, temporary workers and grant beneficiaries of HCCZ/rel.partners, in which they will be able to state whether all standards set out in the Policy are being met, if they are effective and if something needs to be changed to improve them.

4.3 Reporting

All employees, volunteers and part-time workers should be able to recognize signs and symptoms in a child indicating that they need help (Attachment 5.2) and to identify signs of a potential breach of the Policy. If anyone notes a potential violation of the Policy, it is necessary to react immediately:

- Act: if there is a suspicion that the Policy or the Code of Conduct have been violated, it must be reported immediately.
- Child-Centred: the best interests of the child is the most important aspect to consider when making decisions.
- Time Counts: it is important to consider the most appropriate and effective solution in the shortest time possible to ensure child protection.

The employees, volunteers and part-time workers are obliged to report all potential violations of the Policy (whether it is a suspicion of violation, alleged violation or violation with a witness statement) immediately to HCCZ. All records and reports must be kept in a secure place. Only the person responsible for the Policy, the HCCZ Director and, for technical reasons, also the IT Manager have access to them. After receiving the information, the person responsible role is to assess the potential Policy breach, further investigate it (consult it with external experts if necessary), determine whether this is an internal or external matter and act in accordance with the Czech legislation (report all serious cases to the respective authorities). The first step is to decide whether the breach is of internal or external character: In the case of an internal matter - the allegation concerns an employee, volunteer, temporary worker, it is necessary to follow this Policy and the legislation of the Czech epublic. HCCZ

undertakes to contact the child's family members or guardians immediately to inform them of the event and the assistance provided. HCCZ will also immediately prohibit contact with children of any employee, volunteer, temporary worker, member of the Board of Directors, advisor or trainer who is accused of violating the Policy until the results of the investigation are known. The investigation will be conducted and the final report.

In the case of an external matter - the allegation concerns someone outside HCCZ - it is necessary to consider to what extent this violation interferes with the operation and violates the principles of operation of HCCZ and how to proceed accordingly. HCCZ Prague undertakes to treat information about a suspicion or accusation confidentially and to comply with all procedures, taking into account the best interests of the child, regardless of who reported the case, who the report refers to, or where the person reporting it comes from.

5. Attachments

5.1 Code of Conduct

Everyone involved should

- know what is considered maltreatment of children (also described in detail in this Safeguarding Policy) and know the related legal provisions;
- recognize the symptoms of inappropriate child treatment and report any suspicion to the Safeguarding Policy Officer;
- know other responsible persons and procedures for reporting suspicions and follow the given steps;
- protect the health, safety, well-being and dignity of themselves and others;
- respect the fundamental rights of others and treat other people with respect and dignity; treat all children equally and engage them in activities without making distinctions and discrimination;
- take into account how children perceive his/her words, behaviour, and relationships;
- ensure that children are supervised in such a way that the younger or vulnerable children are protected from abuse by older children or adults; take into account possible bullying among children, including cyber-bullying;
- ensure an environment in which children can develop their personal, physical, mental, social, moral, and intellectual aspects;
- encourage children not to be afraid to express their opinion and respect their pinion;
- stop and/or prevent children's access to inappropriate electronic content;
- respect the right to private information at all times;
- ensure the written consent of the child or its parent/guardian in regard to taking photographs, making films, or processing personal data as part of an activity.

Everyone involved must not

- seek physical contact with the child (e.g. holding hands) if the impulse does not come from the child or unless the child has given their consent;
- show attention to children in a way that is culturally inappropriate or otherwise insensitive (kissing, hugging, caressing, rubbing, touching, etc.);
- suggest an inappropriate relationship and encourage sympathy and interest in a relationship with the child (also in cyberspace)
- wilfully breach the child's privacy;
- engage in any sexual activity with children, encourage sexual activity among children, allow children to engage in games with a sexual subtext;
- stay alone with the child deliberately, behave provocatively or inappropriately, giving rise to allegations of abuse;
- allow an adult person to sleep alone with the child in the same room or bed (unless the parent/guardian of the child has given written permission); dress, bathe and otherwise care for the personal hygiene of children if they are already able to perform these tasks independently or if this role is not part of their professional work (e.g. healthcare workers in children's camps);
- apply any form of corporal punishment and other brutal or degrading forms of treatment and punishment of the child which cause or may cause physical and/or harm to the child;
- use social exclusion as an educational tool, require disproportionate physical performance, interfere with the external appearance and the wearing of degrading clothing, unjustified interference with the diet, and other educational means and work practices that can cause humiliation to the child and unduly afflict their human dignity;
- use an educational tool against a child simply because it is part of the same educational group as the child against whom the educational tool is to be used (so-called collective punishments);
- discriminate, disrespect, embarrass, humiliate children, and torture them mentally in any way (e.g. express themselves in ways that offend and hurt children, or show pictures and tell stories that can harm children emotionally or mentally);
- behave in a way that can directly harm or expose the child to the risk of abuse by others, including bullying by peers; delegate the responsibility of the child for the decision-making and/or determination of the educational tool for another child;
- photograph, film and request private information, except for those that are approved and required for HCCZ activities;
- improperly use private information about children (e.g. in social media), except for approved and permitted HCCZ activities;
- support and defend the behaviour of other adults (workers, volunteers, trainers, and others) which would violate the Code of Conduct.

5.2 Recognizing signs of child maltreatment

Recognizing the manifestations of violence against children is a very complex issue and there is no simple method of its quick and easy detection. There are some indications.

However, it is necessary to assess them carefully and to not automatically claim maltreatment. If anyone notices any signs of possible maltreatment of children, they must inform the Safeguarding Policy Officer as soon as possible.

Possible manifestations and consequences of physical violence:

- bruises, burns, dislocations, bites, cuts,
- an unlikely explanation for an injury,
- refusal to talk about injuries,
- withdrawal from physical contact,
- refusal to expose hands and legs when it is hot,
- refusal to engage in activities (such as sports) that require taking off outerwear,
- fear of returning home or of contact with parents,
- manifestations of distrust and cautiousness towards adults;
- self-harming behaviour,
- aggression towards others,
- passivity and frequent complaints,
- running away from home repeatedly.

Possible manifestations of psychological violence:

- adverse or delayed psychological, cognitive and emotional development,
- timidity,
- delayed speech development or sudden change or disorder of speech,
- fear of new situations,
- low self-esteem,
- inappropriate emotional manifestations / reactions to common situations;
- extreme passivity and / or aggression;
- drug and alcohol use;
- repeated escapes,
- pre-delinquent behaviour.

Possible signs of neglect:

- frequent hunger, searching waste bins for food, stealing and hiding food,
- insufficient personal hygiene,
- frequent tiredness,
- unsuitable clothing (e.g. summer clothing in winter)
- frequent late arrivals in school and after school activities or inexplicable absences,
- unsolved health issues,
- low self-esteem,
- unsatisfactory social habits;
- pre-delinquent behaviour
- substance abuse.

Possible manifestations of sexual abuse:

- age-inappropriate sexual behaviour or language
- bed-wetting and bed-soiling,
- soreness in the genital or anal areas,
- sleep problems
- fear of being alone with an adult;
- sexual promiscuity,
- extreme risk taking in adolescents
- pregnancy of girls under 15 years.

5.3 Informed consent

In order to ensure children's safety, HCCZ undertakes to obtain, under all circumstances, the informed consent signed by a parent or legal guardian expressing consent with the use of children's photographs and statements in the media or publications. It is absolutely necessary to obtain signed informed consent before we make photographs of children or videos of their lives. The completed Informed Consent form must be signed parent/guardian, children will be informed on the event itself, signing this information on a participants list. In case of realizing a HCCZ event in school-time and with school cooperation, the already existing consent (school responsibility) is valid and in force. HCCZ/rep. partners shall archive the informed consent and other forms in a safe place. In spite of receiving a written consent, it is necessary to verify the consent of children to participate in photography / filming, etc. again, directly during the activity.

Child / Guardian Informed Consent Template

Name and age:

Phone number (mobile):

Email:

Are you taking part in (activity) voluntarily?

YES NO (please mark your answer)

Is there an area where we can help you during this event (if you have any physical disability / mental illness / communication problems / low self-esteem and others)?

YES NO

Further information:

Is there anything we can do to help you fully engage in the event?

YES NO

Further information:

Are you allergic to something? YES NO

Are you taking any medication we should know about? YES NO

Do you have special dietary requirements or needs? YES NO

If you have answered YES in any of the three above mentioned questions, please provide us with further information here:

Emergency contact persons:

Person 1

Name:

Relationship to you:

Phone number (mobile):

Person 2

Name:

Relationship to you:

Phone number (mobile):

Do you agree to assistance in case of emergency (hospitalization, dental treatment, or the administration of anaesthetics)?

YES NO

Further information:

Consent:

Signature:

Place:

Date:

If you are under the age of 18, we ask your parents or guardian to complete the form and confirm their consent with their signature.

Child / person under 18:

- may participate (in an activity / event / meeting and others)*
- may participate in an activity that will be recorded by the media;*
- has been informed about the objectives of the event, his / her free decision to participate and age appropriate anonymity;*
- has been informed that he / she can decide at any time not to continue the activity without any consequences,*
- may receive medical assistance provided by an expert in an emergency.*

Name and surname:
Relationship with child / young person:
Place:
Signature:
Date:

Child informed consent to the use of his / her data in the media

HCCZ promotes/implements/organizes activity/programme and others). We will use your photographs and/or statements to publicize these activities.

Do you agree:

• that the photographs, audio and video recordings you appear in, your artwork or statement are used on our website, in social media, flyers, publications or other forms of public presentation of our work and the work of other organizations helping children and youth?

Circle your answer: YES NO

• that we record your statements and use them to promote our programmes and activities?

Circle your answer: YES NO

• that we use your name when sharing the above-mentioned content (you can participate in the activity, whether or not you agree to the use of your name)?

Circle your answer: YES NO

• to be contacted by journalists and interviewed by them during (activity) and for them to use photos or video / audio recordings on which you appear? During all interviews you will be accompanied by the adult who arrives with you and an HCCZ employee and you have the right not to answer questions you disagree with or do not want to comment on.

Circle your answer: YES NO

Signature:
Place:
Date:

5.4 Explanation of the Policy principles for children

The following is information that all children participating in one of the programs and activities of the HCCZ / rel. partners should receive orally or in writing in age-appropriate manner:

We care about all children feeling safe in our programs and recognize the importance of good relationships between children and adults and between children and each other. That is why we have created these rules for cooperation with us:

No one you meet as part of one of our programs may:

- behave in a way that is uncomfortable for you, once you have pointed it out to him/her,
- arbitrarily invade your privacy,
- intimidate and / or humiliate you,
- use physical, verbal, or sexual violence against you, publish your personal data, including online

The adults who are responsible for you in our programs may not:

- use any form of corporal punishment against you or treat you in any rude or degrading manner (i.e. insulting and humiliating you, detaining you in solitary confinement, or otherwise isolating you from other children, requiring the carrying out of inappropriate physical acts, interfering with your appearance, forcing you to wear inappropriate clothing, interfering with your diet for no reason, the use of collective punishment, or instructing you to impose a punishment on another child)
 - to stay alone with you intentionally, to behave provocatively or inappropriately, for example to sleep in the same room with you, unless your parent gives written permission or unless it is a relative of yours (for example, an older sibling); dress, bathe and otherwise take care of your personal hygiene if you do not ask for help or if it is not part of their specific work (e.g. doctors or nurses at children's camps)
 - seek physical contact with you, if you do not agree with it (holding hands, hugging), establish any other form of inappropriate relationships with you, including virtual ones
 - engage in any sexual activity with you, including inappropriate conversation via the Internet
 - photograph, record, request and make publicly available your private information, except for information to which you and your parents have granted consent
 - encourage and defend the behavior of other adults who behave inappropriately.
- If anyone (a child or an adult) treats you in one of these ways, let us know. We are here for you. You can talk to us about it, and we will respond sensitively to any of your suggestions.

You can contact anyone from the HCCZ Prague who is currently at hand, or contact Jitka Bouskova, who is in charge of child protection: bouskova@nszm.cz, phone: +420 696 755 373. Or you can confide in the staff of the Helpline: call the telephone number 116 111 free of charge or write to pomoc@linkabezpeci.cz.

IMPORTANT NOTICE: this Policy applies also to all organizations and external partners of HCCZ working with children / youth / vulnerable adults in the scope of HCCZ activities, projects, events.

5.5 List of relevant committed partners (continuously updated)

signatures stored in a secure place respecting GDPR principles

PARTNER ORGANIZATION	PERSONS
Institut komunitního rozvoje – IKOR <i>/Institute for Community Development/</i>	Ing. Dana Diváková
Rada dětí a mládeže kraje Vysočina <i>/Children and Youth Council of the Vysocina Region/</i>	Jan Burda
Univerzita Palackého Olomouc <i>/Palacky University Olomouc/</i>	Jiří Pánek, PhD.
Únia miest Slovenska <i>/Union of Towns and Cities Slovakia/</i>	Daniela Piršelová
Independent consultants / trainers	Mgr. Marketa Lexova Ing. Petr Kozel Marta Vencovska

The Healthy Cities of the Czech Republic national network
(Národní síť Zdravých měst ČR z.s.p.o)