



Sombor Educational Center

Child and Youth Protection and Safety Policy



*Sombor,
February, 2018.*



1. Policy Statement

Values and principles of the organization:

In addition to the vision, mission and goals of the organization, which are already defined in the statute and are in accordance with the Constitution of the Republic of Serbia as the highest legal act of a state, Sombor Educational Center (hereinafter referred to as: the organization) is guided by the following principles:

- ✓ All children and young people are without exception entitled to protection from abuse and neglect,
- ✓ The well-being of the child / young person is paramount,
- ✓ Every doubt and allegation⁴ of abuse will be taken seriously and responded to promptly and appropriately,
- ✓ All employees/volunteers are required to report concerns regarding the issue of protection and safety of children and young people to the Child and Youth Protection and Safety Officer in youth work and /or line management;
- ✓ Abuse of children and young people is never acceptable,
- ✓ The organization has an obligation to protect the children and young people with whom and for whom it works,
- ✓ The organization is continuously working on promotion and improvement of the rights of children / youth, in accordance with the UN Convention on the Rights of the Child (right to freedom from abuse and exploitation),
- ✓ When the organization is working in partnership, it has the responsibility to ensure that the partner organization/institution meets the minimum standards of protection and safety of children and young people in youth work programs.

The organization will work to ensure the protection and safety of children and young people in the following ways:

Awareness Raising: The organization will ensure that all employees, associates, partners, members and volunteers are made aware of the issues of protection and safety of children and young people.

Prevention: The organization will ensure that the risk of compromising the safety of children and young people is reduced through awareness raising and good practice by all employees, members and volunteers.

Reporting: The organization will ensure that all employees, members and volunteers are aware of the procedures for reporting child and youth safety violations, as well as the next steps regarding it..

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Responding: The organization will ensure that all support and protection measures for children and young people are taken in the event of a breach of their safety.

Advocacy: The organization will publicly advocate (in accordance with its capabilities) the establishment and improvement of systematic support for the protection of children and young people, as well as improving their status in society, in accordance with the legal framework and the UN Convention on the Rights of the Child.

Children and young people are the most vulnerable members of our society, therefore, they need to know that they have the right to be safe and to feel safe at all times.

The main purpose of the Policy:

- ✓ To ensure the safety and well-being of children and young people in youth work programs implemented by Sombor Educational Center and to improve their status both in the local community and in the wider society.
- ✓ To emphasize the need to take action by employees/volunteers when there is doubt or concern about a violation of the safety of children and young people.
- ✓ To emphasize the need to inform everyone, to ensure adequate response, to provide a safe environment, and to highlight the importance of the role of youth workers in protecting children and young people from any form of violence, abuse and neglect.
- ✓ To point out the importance of the role of youth workers and other employees as well as volunteers in protecting children and young people from violence, abuse and neglect.
- ✓ To protect the organization, employees and volunteers from false accusations of violence, abuse and endangering the safety of children and young people.

The Policy defines:

1. Procedures ensuring that employees, members and volunteers are eligible and educated to work with children and young people,
2. How to adequately respond to suspicions and allegations of abuse and neglect of children and young people,
3. How to ensure professional confidentiality,
4. How to ensure that all employees, members of the organization and volunteers working with youth/children are familiar with and following the Policy and procedures regarding it.

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2. Legal framework and right to safety

The right to protection against all forms of violence and abuse as well as neglect is a fundamental right of every child / young person, established by the UN Convention on the Rights of the Child (1989) and other documents of the UN, the Council of Europe and other international bodies ratified by the Republic of Serbia as a member of those organization.and thus undertook obligation to take measures to prevent violence against children and to protect the child against all forms of domestic violence and the wider community.

- ✓ The Convention on the Rights of the Child contains specific provisions on the rights of the child to physical, psychological and moral integrity, which provide for measures under the following protection articles: Articles 19, 33, 34, 35, 36, 37, 39.
- ✓ Criminal Code of the Republic of Serbia
- ✓ Family Law of the Republic of Serbia
- ✓ Anti-Discrimination Law
- ✓ Law on Gender Equality
- ✓ Law on Juvenile Offenders and Criminal Legal Protection of Minors
- ✓ Domestic Violence Prevention Act
- ✓ Law on Public Order and Peace
- ✓ Law on Prevention of Work Abuse

Youth work operates within the scope of primary prevention and it is very important to distinguish between the duties and responsibilities of this profession, the boundaries of competence and the need to pass the case / information to other institutions dealing with special or secondary prevention as well as protective intervention. Youth workers, whether professionals or volunteers, have an obligation to act in accordance with the conventions and laws mentioned above in the country where they work.

3. Protection and safety of children and young people

Child/youth protection can be described as preventing neglect, physical harm, sexual or emotional abuse done by another person causing significant injury or death. In other words, ensuring the enjoyment of rights.

The well-being of children and youth must stand in front of the organization and colleagues.

Violence

For the purposes of this document, the term "violence" means "any form of physical or mental violence, injury or abuse, neglect or negligent treatment, abuse or exploitation, including sexual abuse" as referred to in Article 19, paragraph 1, of the Convention on the Rights of the Child. Based on the provisions of the Convention on the Rights of the Child, the World Health Organization has drawn up an operational definition of violence according to which "child abuse includes all forms of physical and / or emotional abuse, sexual abuse, neglect or negligent conduct, as well as commercial or other exploitation, or a potential impairment of the child's health, survival, development or dignity within a relationship involving responsibility, trust or power.

Abuse

Undertaken or aware of unforeseen measures / actions that cause injury or death in children / young people. Abuse consists of everything that individuals, institutions or processes do or do not do, which directly or indirectly harms children / young people or impairs their safe and healthy development towards the adult world.

Psychical abuse

Physical abuse refers to a relationship or behavior that involves physical force and causes injury or harm to children / young people, with or without the use of the item. Physical abuse means hitting, shaking, kicking, throwing, strangling, choking, poisoning, burning, etc., which cause or may cause physical injury or death to a child or young person.

Physical injury can be inflicted on the child / young person and when the parent or guardian intentionally causes the symptoms of the illness in the child.

When examining physical abuse, attention should be paid to the fact that a certain level of development is required for the child to injure himself. Suspicion of physical abuse is investigated when a parent or guardian denies a recent injury or fall that is sufficient to explain it or claims that the injury was accidentally caused by a fall from the bed, which is insufficient to cause such injury.

Take care of the so called safety triangles, that is, places that are naturally protected, except when it comes to extreme sports, and injuries can occur in those places as well.

A criminal investigation of physical abuse requires medical evidence, that is, observations in the form of a physician's findings regarding the physical abuse and cause of the child's death or injury.

Emotional abuse

Emotional abuse involves the emotional and unhealthy treatment of children / young people by their parents or guardians, which can cause serious and lasting behavioral, cognitive, affective and other mental disorders in the emotional development of the child / young person. It involves behaviors that develop experiences of worthlessness, ignorance, rejection, and inadequacy in the child, and will only be valued if they meet the needs of other people. Emotional abuse involves both developmentally and age-inappropriate expectations of the child, or frequent intimidation and insecurity, as well as exploitation and corruption. Emotional abuse is part of all other types of abuse.

Sexual abuse

Sexual abuse involves leading or forcing a child or a minor to engage in sexual activities, whether they are in contact or not in contact. Contact sexual abuse includes vaginal, anal or oral intercourse, sexual touching, and other forms of sexual contact with a minor. Non-contact sexual abuse involves exposing a child to view, exhibitionism, displaying pornographic material, the presence of a child through sexual activities, or causing a child to act in sexual, age-unacceptable ways. Sexual exploitation refers to the use of children for prostitution, pornography or other similar activities.

Sexual abuse is any activity that is carried out with the child to meet the sexual needs of adults, regardless of whether the child is aware of the nature of those actions. This type of abuse also includes sexual contact between an adolescent and a young child, if there is a significant difference in age, developmental stage or strength.

According to Article 182a of the Criminal Code of the Republic of Serbia, sexual harassment is any verbal, non-verbal or physical conduct that aims or violates the dignity of a person in the sexual sphere, which causes fear or creates a hostile, degrading or abusive environment.

Bullying

Bullying is a recurrent behavior over a long period of time when it is difficult for victims to defend themselves. In the framework of youth work, any behavior that involves bullying in any form should be prevented:

-Physical attacks (hail, kicking)

- Theft and extortion of material and financial means through blackmail;
- Verbal abuse (teasing, spreading gossip, threats, calling ugly names, insulting);
- Emotional abuse (isolating a child / young person from social events / activities, rejection by a peer group).

Electronic or digital violence

Digital violence is the use of digital technology to harass, hurt, humiliate or harm another person. It is implemented in the form of: emails, text messages, video calls, via social networks, Facebook, Messenger, via website, reading, joining forums and similar. Other terms for this type of violence are also found in the literature, such as: harassment in the digital world, electronic violence, online violence, online violence, cyber bullying and more.

Gender-based violence

Gender-based violence against children is any act of violence against a person due to gender or sexual orientation, and may include gender prejudices and discrimination (sexism), gender molding and sexual objectification, sexual harassment, violence in (early) relationships, violence due to sexual orientation and other forms of gender-based physical, sexual, and psychological violence.

Child exploitation

Child exploitation refers to the use of the child for work or for other activities, for the benefit of others. These activities impair the physical or mental health, education of the child, their moral, social or emotional development (WHO, 1999). The following procedures are related to the exploitation of a child:

Child abuse in child trafficking, prostitution and pornography

Trafficking involves the luring, transporting, transferring, hiding or accepting of a person under the age of 18 with the threat or use of force or other forms of coercion, abduction or deception, fraud, abuse of power or state of threat, giving or receiving money or privileges to obtain the consent of persons who has control over the child with a view to its exploitation.

Luring, transporting, transferring, hiding or accepting a child for exploitation is considered to be "trafficking in human beings" even though it does not include the said means;

Exploiting a child for prostitution is engaging a child into prostitution or forcing the child to participate in prostitution, forcing the child into prostitution, or making money from another form of child exploitation for such purposes.

The exploitation of a child for pornography includes the production, offering or making available, distributing or transmitting, acquiring, mediating child pornography or knowingly obtaining access to information or communication technology to child pornography. Engaging a child to participate in, solicit, or coerce a child to participate in pornographic performances, or to make money or otherwise exploit a child for such purposes, as well as knowingly attending pornographic performances involving children constitutes sexual violence against the child.

Child labor abuse is considered to be child labor that is mentally, psychologically, socially and morally dangerous and harmful to the child and which affects the child's education by preventing the child from attending school, obliging the child to drop out of education ahead of time, or compels a child to attend school under extremely difficult conditions, including the worst forms of child labor under ILO Convention No. 1; 128.

Trafficking in a child for the purpose of adoption under Article 389 of the Criminal Code of the Republic of Serbia is recognized as the seizure of a person who has not attained the age of 16 for adoption, contrary to the regulations in force, the adoption of such person or the mediation of such adoption, as well as the purchase, sale, surrender, transportation, security of accommodation or cover-up;

Abuse of the child for medical or scientific purposes, through the involvement of the child in experiments that may be detrimental to the child's development, and abuse in organ trafficking;

Social exploitation of the child, which covers all forms of child abuse in the media, for advertising purposes, in campaigns of political parties, etc.

Neglect

Neglect means neglecting the basic physical and / or psychological needs of the child, which can cause serious damage to health and development. It involves the failure of the parent or guardian to provide adequate food, housing, education, clothing, failures to protect the child / young person from physical harm or danger, as well as failure to provide adequate medical care or treatment.

Neglect also includes neglect of basic emotional needs as well as abandonment of the child / young person.

The main forms of neglect are physical, educational, health, emotional, educational neglect, inadequate supervision and abandonment of the child / young person.

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Health and safety precautions

Protecting children and young people not only involves preventing and responding to abuse, it also involves not exposing children and young people to the risks of being harmed. Therefore, in the practice of youth work, it is very important to have established procedures in relation to health and safety measures, which include:

- ✓ Having first aid in the office as well as during travel. In the case of camp or travel, one person in front of the organization in charge of the youth group needs first aid training
- ✓ Owning a fire extinguisher
- ✓ Possession of necessary information about young people (health status and contact of carers / parents)
- ✓ Using safe games and activities. Every activity of youth work carries with it certain elements of risk, therefore it is very important to make a risk analysis, which involves risk assessment. Accordingly, whether the estimated risk is high or low, a decision is made to carry out or not to carry out a particular activity and precautions are taken to reduce existing risk
- ✓ Distinguished numbers of ambulance, fire department and police in a prominent place in the organization.

Promoting healthy lifestyles

The organization promotes healthy lifestyles as part of its activities, which include the non-exposure of children and young people to psychoactive substances, including tobacco smoke and alcohol. In relation to alcohol, the organization believes that public awareness of the harmful effects of alcohol as well as proactive action to break existing social alcohol norms is necessary. It is proactive in raising awareness among the general public, primarily young people, about alcohol consumption and violence.

4. Selection and management of employees and volunteers

All employees, members and volunteers who work directly with young people are required to read and follow the Policy for the Protection and Safety of Children and Youth. A copy of the Policy will be provided to all employees, members and volunteers, and will be required for them to sign that they have read and understood it, and will respect its contents.

All employees, members and volunteers who work directly with youth/children are required to complete membership application forms where a clause regarding following Policy will be placed.

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Any young person under the age of 18 who wishes to participate in the activities is obliged to complete the application form, with the consent of one of the parents/guardians, again in which a policy compliance clause will be placed.

Management of employees and volunteers should the safety of children and young people be compromised

If allegations of abuse are directed to a person who is employed or volunteers with the organization / institution, the person will be suspended from the work of the organization / institution until the investigation of the case is completed.

If the allegation of abuse (addressed to a person employed or volunteered by an organization / institution) occurred on a trip or event away from the usual place of carrying out the youth work program (eg camp, study tours), the person will be immediately suspended and away from the youth / children group.

Any case of suspicion of any form of violence, abuse and neglect as well as disclosure should be referred to the competent state authorities for further investigation (local police and social work center).

In case of suspected neglect or emotional abuse, an internal investigation will be conducted by the Child and Youth Protection and Safety Referent, with the support of one employee. If the internal investigation indicates abuse, the information is forwarded to the competent state authorities for further investigation (local police and social work center).

If, upon investigation, the allegations of abuse are found to be true, the employee or volunteer will be permanently discharged from the organization.

5. Code of conduct

Protecting children/young people and as well as youth workers

In addition to creating a safe environment, it is also very important for youth workers to pay attention to their own behavior in order to protect both children / young people and themselves. Before carrying out the activity, youth workers must plan their work in order to conduct a risk analysis, thereby minimizing the risks.

In the practice of youth work, one must:

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- Ensure the presence of two (2) youth workers during youth activities. The ideal situation is the presence of leaders of both sexes.
- Being aware of the danger that youth workers themselves may become subject to suspicion of abuse.
- Remember that comments made by youth workers and addressed to young people can be misinterpreted, although the comments are expressed with best intentions
- Recognize the need for caution, especially when dealing with young people with sensitive issues (eg bullying, disclosure of abuse, sadness).
- Be aware of the possible implications of physical contact with young people.

Under no circumstances should youth workers:

- To favor and become overly intimate with the child or young person benefiting from the program;
- To believe that they will never get into situations in which a young person who discloses abuse accuses youth workers of abuse;
- To rely on good personal reputation and therefore do not respect the code of conduct for the protection of children and young people.

One-on-one contact with a young person

One-on-one situations, from the perspective of protecting children and young people, are very sensitive but, due to the nature of the profession itself, they are difficult to avoid. In such situations, it is important to protect the child/young person as well as to protect youth worker.

As a youth worker, ensure the following:

- Be available to your colleagues, in the sense of informing them where you are going, with whom, for what purpose, and, if necessary, that they may interrupt you during your work.
- Be in a visible place where there is a circulation of people, but also be in a place that provides peace and quiet, which is necessary for individual conversation. The ideal situation is to work in a room that has large windows, so that you are visually accessible, but you do not mind noise. If this is not possible, leave the door in the room where you work open.
- Avoid unnecessary physical contact with a young person.
- If you need to make physical contact with a young person, make sure you get their approval first (Is it okay if I hug you?).
- Avoid unnecessarily prolonging an individual conversation with a young person.

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Dealing with aggressive behavior

Definitions of aggressive behavior can be very subjective and vary from individual to individual, partly because our own perceptions and definitions of aggressive behavior are influenced by our previous experiences. What is aggressive behavior for someone can be accepted by others as normal behavior. We need to keep this in mind when confronted with aggressive behavior.

In situations of coping with aggressive behavior, it is important:

- Do not respond to aggressive behavior with aggression.
- Always stay calm.
- If possible, move an aggressive person out of a conflict situation.
- Use non-threatening body language.
- Speak in a calm voice, without shouting and raising your tone.
- Avoid physical contact.
- To be honest.
- If possible and if appropriate, remove the victim of aggression from the conflict situation.
- Never expose yourself to unnecessary risk.

If abuse is disclosed

Abuse has been seen as a violation of the law, and youth workers must act in accordance with the legal framework of the Republic of Serbia and the Organization's Policy.

It is the duty of the youth worker to report suspicion or knowledge of the violence, abuse or neglect committed to the Child and Youth Protection and Safety Officer of the organization as well as to superior. The youth worker is required to complete the application (Annex E), which is forwarded to the Referent. The Child and Youth Protection and Safety Officer passes the information on to the police and/or to the Center for Social Work.

Failure to report suspicion or knowledge of violence, abuse or neglect may result in a legal action by the youth worker.

If a youth worker suspects or is informed of child/young child abuse, it is very important that he NEVER investigate further.

When a child/young person is exposed to abuse, the role of the youth worker is to provide support and to make it known that he/she is open to listening but must pass on the information to the competent persons / institutions.

It is very important to clarify the difference between keeping a secret and confidentiality before starting an individual conversation.

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6. Declaration by the organization

Be proactive at all times. Identify signs and symptoms. If you suspect or have been informed that a child or young person is experiencing abuse, never try to investigate further. Always comply with the reporting guidelines and seek the advice of the Child and Youth Protection and Safety Officer /Social Services Officer .

Do not judge what is said. Try to support the child or young person. Do not ask questions about what you may doubt. Make it clear that you are available to listen and can offer support, but you **MUST** forward the information.

Remember: don't try to deal with this on your own!

Child and Youth Protection and Safety Officer

The identified person in front of the organization in the position of Child and Youth Protection and Safety Officer is:

Name and Surname: **Milica Lugumerski**
Phone number: +381 64 312 0311
Email: lugumerskimilica@gmail.com

The Child and Youth Protection and Safety Officer is obliged to ensure contacts with relevant institutions.

7. How to cope with dangerous situations that violate the welfare of children/young people

In cases where child and youth safety violations are identified, all employees and volunteers are required to fill out an accident notification form (ask the Child and Youth Protection and Safety Officer for all forms). the form is used to provide brief notes of all relevant facts in relation to the identified incident / problem that occurred during the activity with children / youth. The form should be completed as soon as possible, immediately after the incident. The notes can be used as a basis for future case research actions.

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In order to fully implement the protection of children and young people in youth work, all participants in the activities need to complete a health form, authorization to use

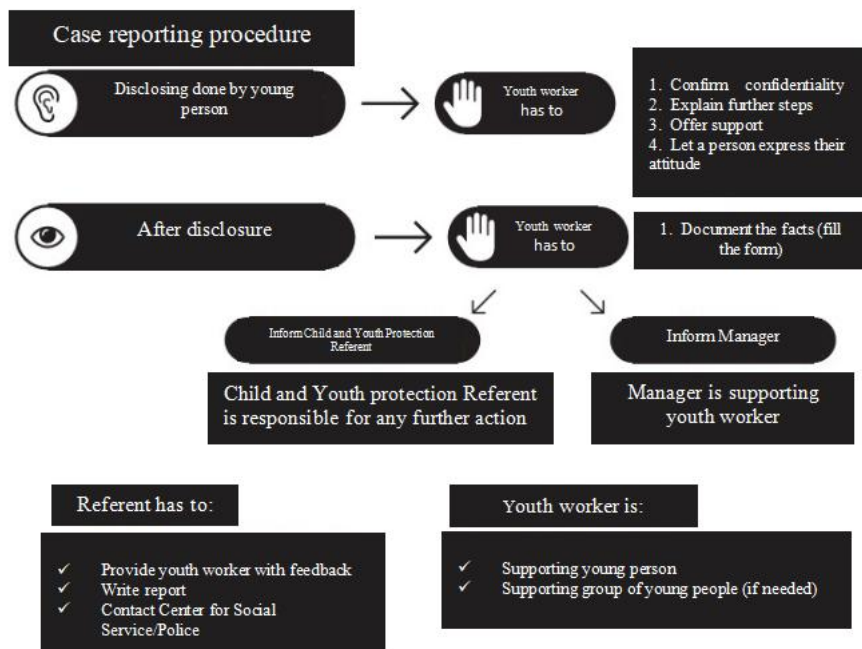


photographs, films or videos of children and young people (spoken or written), all in order to minimize potential risks.

8. How to Deal with Abuse Disclosed, Revealed, or Suspected

Although there is a strong possibility that young people / children will benefit from a safe atmosphere within the youth work program and will be entrusted to youth workers, employees and volunteers do not have to investigate the issue of abuse themselves. Employees and volunteers are required to follow the procedures outlined in the diagram as well as to complete the incident / concern reporting form.

Case reporting procedure



9. If there is a concern that the child / young person is in imminent danger

If there is a concern that the child/young person is in immediate danger, the employee/volunteer is obliged to contact the Child and Youth Protection and Safety

Referent. The employee/volunteer must indicate if the child/young person is in imminent danger, on the basis of which further appropriate action will be taken.

If the Officer is not available, the employee/volunteer is obliged to contact the line manager, that is, the responsible person in the organization. In case the employee/volunteer is unable to contact the internal organizational support and the situation is urgent, he/ she is obliged to directly contact the competent state bodies (Center for Social Work and Police) or verified support agencies.

It is advisable for the employee or volunteer to have the following information available:

- First and last name, date of birth, address, gender of the child / young person.
- Who the child / young person lives with.
- Which school the child / young person attends.
- Where the child / young person is currently located.
- Special needs of the child / young person (if any).
- Contact information of the person reporting the concern.

In some cases, the following information may also be required:

- The nature of the problem.
- How and why problems arose.
- What are the needs of the child / family.
- Measures / activities taken previously.
- Indicate exactly what the young person / child or guardian said / said about the security breach.
- Date, time and locations of all incidents recorded.
- Details of witnesses, if any (names, addresses, contact).
- Whether urgent measures are required to keep the child / young person safe.

10. When concerns regarding abuse happen while traveling (on camp, exchange ...)

When the abused person and the alleged abuser (youth worker, volunteer or someone else) are on the same trip/camp/study visit, it is a priority for the abused person to protect themselves and for other young people in the group to feel safe . Unless there

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is an imminent risk of further abuse, then different problem-solving approaches can be applied. Employees/volunteers have an obligation to contact the Child and Youth Protection and Safety Referent, as well as their line manager/responsible person, for further action instructions. If it is evident that the abuse has been committed, the employee/volunteer (immediately after consulting with internal organizational support) is required to contact the local police and the Center for Social Work.

The employee/volunteer or Officer is obliged to inform the parents/guardians of the abused young person. When informing parents, special attention should be paid to communicating to parents. Also, an analysis should be made and a decision should be made as to whether the young abused person (like other members of the group) should be sent home. Decisions will depend on the severity of the incident, the possible consequences, as well as the risk to children/young people.

When a domestic abuse disclosure occurs on a trip/camp/study visit, employees/volunteers are required to contact the Child and Youth Safety and Security Officer and line manager/responsible person for instructions on next steps.

When the abuser is a member of the local population, the employee/volunteer is required to contact the police in the place they are located, followed by the Child and Youth Protection and Safety Officer and line manager.

Even in an emergency, the employee/volunteer must not enter the young person's bedroom alone. The entry to the bedroom when traveling must always be accompanied by another staff member.

If the allegation of abuse is directed against an employee or volunteer, he/she must immediately leave the place where the youth group is located. The well-being of a young person is a priority.

11. Being proactive

Being proactive means being aware of the potential for abuse, recognizing the signs and symptoms of abuse - both physical and behavioral symptoms, as well as forward-looking concerns for the Child and Youth Protection and Safety Officer and line manager. In most cases, disclosures happen by accident. This can be through an informal conversation between a young person and a youth worker or in cases where the youth worker notices that the young person possesses sexual knowledge or behavior that is inappropriate for his or her age.

Here are some guidelines to keep in mind in these situations:

- ✓ Be aware of potential abuse.
- ✓ Recognize the signs and symptoms of abuse - both physical and behavioral symptoms.

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- ✓ Pay attention to sexual or other behaviors or knowledge of young people that are inappropriate for his / her age.
- ✓ Listen to children and young people when talking to you and others.
- ✓ Do not ask suggestive questions, but address suspicious physical or behavioral symptoms, such as: "These bruises look painful, how did this happen?" Or, "You're quiet tonight, is everything okay?"
- ✓ If you recognize abuse by being proactive (eg if the unanswerable question: "These bruises look painful, how did you get them?", We get the answer: "My father hit me again with a belt."), no longer ask questions that lead to further disclosure. Let the young person know that you are there for them if they want to talk about it, but do not deepen the conversation further. This could cause anxiety and/or confusion in the young person. It is your responsibility to transmit the information further and to comply with the policies of the policy.

Notice the suspicious behavior of unknown persons who do not have undergone organizational recruitment and screening procedures. This includes the inappropriate use of photographic equipment, when strangers are present in places and at times that are inappropriate, or inappropriately treated or contacted by young people.

If you are suspected of abuse, do not approach the alleged perpetrator, it is your responsibility to forward the information/concerns further, in accordance with the policies of the policy.

If the abuse concern is directed at a member of the organization and if possible abuse occurs within the organizational programs, it is appropriate to contact an outside trusted person or organization/institution for impartial advice. Where possible, consult with a Child and Youth Protection and Safety Officer and/or line manager before consulting with an outside institution/trustee.

Youth workers should keep their professional boundaries in mind. Social workers and other experts in the field of childcare will take over the case/concern about abuse and continue with further investigation and take necessary action. Advice and support are always available through the Child and Youth Protection and Safety Referent. You can also always contact the Center for Social Work, as well as other relevant organizations/agencies for advice.

Employees and volunteers should never speak to parents or guardians about suspected or disclosed serious physical or sexual abuse. When discussing with parents/guardians, the questions should be directed at clearly defining the causes of the change in the behavior of the child/young person, eg divorce, death in the family. The parent/guardian should never, without the consent of the young person, be told that the child/young person has disclosed the abuse.



Useful contacts

Milica Lugumerski, Child and Youth Protection and Safety Referent: +381 64/312 0311
Srđan Vlaškalić, executive director: +381 65/20 50 025

Fire department:193

Ambulance:194

Police:192

Center for Soacial Work: +381 25 482 499

Youth Club and Youth Ofiice in Sombor: +381 25/302 755

Bojana Nešović, coordinator for children and youth: +381 62 87 50 901

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PRILOG A

PRIJAVA ZA POZICIJU KOJA UKLJUČUJE KONTAKT SA DECOM I MLADIMA

Udruženje je dužno da obezbedi da svi zaposleni/volonteri, koji su na pozicijama koje uključuju rad sa decom i mladima, budu pogodni za taj posao. U skladu sa Politikom o zaštiti i sigurnosti dece i mladih, svi članovi čiji položaj zahteva kontakt sa decom i/ili mladima su dužni da popune ovaj formular, pre imenovanja na određenu poziciju.

Lične informacije

Pozicija:	
Ime:	
Prezime:	
Adresa:	
Poštanski broj (mora biti popunjeno):	
Telefon	Tokom dana: Tokom večeri: Mobilni:

Trenutna ili prethodna zaposlenja/uloge/odgovornosti

Naziv poslodavca/supervizorske organizacije ili institucije:
Naziv pozicije:
Datum zaposlenja (mesec i godina):
Glavna zaduženja:
Razlozi napuštanja pozicije:

Kvalifikacije i prethodno iskustvo u radu sa decom i mladima

(Uključujući ime organizacije/institucije, dužnosti i odgovornosti, vremensko trajanje uključenosti u programe i razlog odlaska)

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Preporuke

Molimo Vas da obezbedite dve preporuke. Barem jedna od navedenih preporuka bi trebalo da sadrži informacije o Vašem znanju u prethodnom radu sa decom i mladima. Kontakt osobe koje navedete mogu biti kontaktirane u svrhu verifikovanja informacija koje se nalaze u ovom formularu.

Ime:	Ime:
Organizacija/institucija:	Organizacija/institucija:
Adresa:	Adresa:
Telefon:	Telefon:
Odnos sa aplikantom:	Odnos sa aplikantom:

Da li ste prethodno osuđivani?

DA NE

Ako jeste, unesite sledeće informacije:

Datum:
Sud:
Prekršaj(i) za koje ste terećeni:
Presuda:
Molimo Vas da navedete razloge i okolnosti koji su vodili vašem prekršaju(ima):
Molimo Vas da navedete detaljno kako ste odslužili kaznu (npr. da li ste platili kaznu, kao što je presuđeno, kolika je bila uslovna kazna, kakav je bio nalog za društveno koristan rad, da li ste ispunili zahteve vašeg naloga/zatvorsku kaznu):

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Samostalno sam ispunio obrazac, tačno i istinito, u skladu sa mojim saznanjima.

Potpis: _____ Datum: _____

Izjava odgovorne osobe

Potvrđujem da sam upoznat/a sa navedenim identifikacionim dokumentima **[unesite ime podnosioca zahteva]**:

Potpis: _____ Ime: _____

Datum: _____

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PRILOG B

SAGLASNOST ZA UČEŠĆE U AKTIVNOSTIMA

Molimo Vas da ispunite ovaj formular i da ga dostavite u (naziv udruženja). Potpisana saglasnost je uslov za učešće u ovoj aktivnosti za sve osobe ispod 18 godina.

Ja _____ ovim dokumentom dajem saglasnost da _____ učestvuje u aktivnosti _____ koje sprovodi (naziv udruženja).

Dodatno (molimo vas da obeležite jednu od sledećih izjava):

Dozvoljavam _____ da putuje samo transportom koji je određen kao službeni, za potrebe ovog događaja (npr. putnički/turistički autobus). **DA/NE**

ili

Dozvoljavam _____ da putuje privatnim vozilom ili drugim prevozom koji je određen kao službeni, za potrebe ovog događaja. **DA/NE**

_____ ima sledeće zdravstveno stanje i zahteva sledeće lekove (navedite detalje)

Potpis _____

Datum

Odnos/srodstvo sa detetom/mladom osobom: _____

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PRILOG C

ZDRAVSTVENI OBRAZAC POVERLJIVO

Pristanak na lečenje

Sledeće informacije i saglasnost su potrebne da bi se obezbedilo zdravlje i dobrobit sve dece i mladih ljudi koji učestvuju u programima Somborskog edukativnog centra. Informacije sadržane u ovom obliku su poverljive i koristiće se samo za očuvanje i promovisanje zdravlja i dobrobiti deteta/mlade osobe, ukoliko se za tim ukaže potreba.

Ime

organizacije/institucije/događaja.....

.....

.....

Ime

učesnika/ce.....

Sve informacije su strogo poverljive i treba ih opisati, što je detaljnije moguće, zbog dobrobiti deteta/mlade osobe.

LIČNI PODACI

Ime i prezime

Datum rođenja

Adresa.....

.....

.....

Telefon

KONTAKT U SLUČAJU NUŽDE

Kontakt 1

Roditelj/staratelj

Ime i prezime.....

Srodstvo/odnos sa

detetom

Adresa.....

.....

Broj telefona: posao

kuća..... mobilni

Kontakt 2

Roditelj/staratelj

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Ime i prezime..... Srodstvo/odnos sa
detetom
Adresa.....
.....
.....
Broj telefona: posao kuća..... mobilni

MEDICINSKI DETALJI

Može li on/ona da uzima Paracetamol / panadol / analgin / andol?

Da Ne

Da li on/ona pati od neke bolesti? Navedite bolest.

Da Ne

Da li on/ona ima oštećenje sluha, oštećenje vida ili bilo šta drugo? Ako ima, navedite.

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

Da li on/ona pati od neke alergije? Ako ima, navedite koju alergiju ima.

Da Ne

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

Da li on/ona ima neke neželjene reakcije na anesteziju? Da Ne

Ako ima, objasnite

detaljnije.

.....

Da li su potrebni neki specifični medicinski uslovi? (npr. astma,
epilepsija)

.....

TEKUĆE TERAPIJE

Da li on/ona trenutno uzima neke lekove/terapiju?

Da Ne

Ako je odgovor da, molimo Vas da navedete detaljne instrukcije ispod naziva lekova,
odnosno detalje o tome kako i koliko često ih treba uzimati.

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

Molimo Vas da se pobrinete da dete/mlada osoba ima dovoljno lekova za svoj boravak tokom perioda odustva.

U slučaju nužde, omladinski radnici/e će učiniti sve što je moguće da kontaktiraju roditelje, kako bi oni mogli da donesu odgovarajuću medicinsku odluku za svoje dete. U

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izuzetnim okolnostima, kada je lečenje potrebno odmah i kada je nemoguće kontaktirati one koji su imenovani u zdravstvenoj formi, ja ovlašćujem odgovornog omladinskog radnika/cu da daje saglasnost za svako lečenje u moje/naše ime .

DA

NE

Posebni sportovi ili zahtevne fizičke aktivnosti koje ja/mi ne podržavamo (npr. plivanje, trčanje, fudbal, odbojka, planinarenje...)

.....

.....

Potpis..... Datum

Srodstvo/odnos sa detetom/mladom osobom

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PRILOG D

OBRAZAC OBAVEŠTENJA O NESREĆI

Dete/mlada osoba
odgovoreno

Na sva pitanja mora biti

Za: _____

Od: _____

Datum: _____

Dete/mlada osoba

Ime i prezime ozleđene osobe: _____

Kućna adresa: _____

Osoba zadužena za superviziju deteta/mlade osobe tokom aktivnosti:

Razlog posete *organizacije/institucije*: _____

Datum nesreće: _____

Vreme nesreće: _____

Datum izveštavanja: _____

Vreme izveštavanja: _____

Kako se nesreća dogodila? (detaljan opis incidenta)

Opisati prirodu i obim povreda:

Gde se nesreća desila? (tačna lokacija)

Da li je nesreća uzrokovana od strane druge osobe?

NE

Ako jeste

Ime, ukoliko je poznato: _____

Priroda greške: _____

Da li je on/a ovlašćen ili im je dozvoljeno da to urade?:

Da

Ne

Da li su date opšte ili specifične instrukcije pre početka?

Da

Ne

Ako jesu, koje instrukcije su date i od strane koga:

Da li je zaštitna odeća ili oprema neophodna za aktivnost bila korišćena u vreme nesreće?

Da

Ne **Ako jeste:**

Navedite opis zaštite:

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PRILOG E

OBRAZAC ZA IZVEŠTAVANJE O INCIDENTU/ZABRINUTOSTI

NB: Poverljivost mora biti zagarantovana. Informacije se mogu deliti jedino sa osobama od poverenja i u skladu sa Politikom i to, isključivo ukoliko je to za dobrobit deteta/mlade osobe.

Ukoliko je potrebno, možete koristiti drugi list papira koji zakačite za Prilog D.

INFORMACIJE O OSOBI KOJA IZVEŠTAVA

Ime i prezime:
Pozicija:
Kontakt telefon:

INFORMACIJE O DETETU/MLADOJ OSOBI

Ime i prezime:
Datum rođenja:
Adresa:
Kontakt telefon:
Ime i prezime i adresa roditelja/staratelja:

UKOLIKO IZVEŠTAVATE O ZABRINUTOSTI U IME TREĆEG LICA, MOLIMO VAS DA PRUŽITE INFORMACIJE O TOJ OSOBI

Ime i prezime:
Pozicija:
Adresa:
Kontakt telefon:
Datum kada vam se osoba poverila povodom svoje zabrinutosti:

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INFORMACIJE O INCIDENTU/ZABRINUTOSTI

Datum kada se incident/zabrinutost desila:
Vreme:
Mesto:
Ime, prezime i adresa osobe/a koje potencijalno imaju informacije o incidentu/zabrinutosti:
Detaljno opišite šta se dogodilo (pridržavajte se činjenica i tačnih navoda):
Detaljno opišite vidljive povrede/modrice, kao i zabrinjavajuće ponašanje deteta/mlade osobe (koristite dijagram, ukoliko vam pomaže pri opisu):
Da li je mlada osoba/dete pitana za incident: DA/NE Ukoliko je odgovor potvrđan, napišite tačno šta je mlada osoba rekla, kao i pitanja koja su postavljena u cilju razjašnjavanja situacije:

INFORMACIJE O PREDUZETIM AKCIJAMA

Navedite koje su aktivnosti/akcije preduzete:

DRUGE INFORMACIJE

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Navedite ostale informacije koje posedujete o ovom slučaju (veoma je važno da se zabeleže sve informacije, čak i one koje, po vašem mišljenju, nisu relevante za slučaj).

Policija	Kontaktirana policijska stanica: Ime i prezime osobe sa kojom ste razgovarali: Primljene instrukcije/savet:
Centar za socijalni rad	Kontaktiran centar za socijalni rad: Ime i prezime osobe sa kojom ste razgovarali: Primljene instrukcije/savet:
Drugi	Naziv organizacije/agencije: Ime i prezime osobe sa kojom ste razgovarali: Primljene instrukcije/savet:

Potpis: _____

Ime i prezime: _____

Datum: _____

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PRILOG F

ODOBRENJE ZA KORIŠĆENJE FOTOGRAFIJA, FILMOVA ILI VIDEO SNIMAKA DECE I MLADIH

(naziv udruženja) je posvećen zaštiti i sigurnosti dece i mladih uključenih u aktivnosti i programe omladinskog rada.

U skladu sa našom Politikom o zaštiti i sigurnosti dece i mladih, gde god je moguće, nećemo dozvoliti neovlašćeno fotografisanje, snimanje filmova ili video materijala koji sadrže slike dece i mladih, bez odobrenja njihovih roditelja, staratelja ili negovatelja.

(naziv udruženja) će preduzeti sve razumne mere da obezbedi da se slike koriste isključivo u svrhe za koje su namenjene. Ako primetite da su slike neadekvatno korištene, trebalo bi odmah obavestiti Referenta za zaštitu i sigurnost dece i mladih u (organizaciji/instituciji).

(naziv udruženja) zadržava pravo da, u svakom trenutku, zabrani upotrebu fotografija, filmova ili video materijala bilo koje aktivnosti sa kojom je povezana.

Dete/mlada osoba

Ja [**dete/mlada osoba**] pristajem na fotografisanje, snimanje filmova i video materijala na [ubaciti naziv i detalje događaja/aktivnosti].

Potpis: _____

Ime i prezime: _____

Datum: _____

Roditelj/staratelj/negovatelj

Ja [**roditelj/staratelj/negovatelj**] pristajem da [**naziv organizacije/institucije**] fotografiše, snima filmove ili video material u koje je uključen/a [uneti ime deteta/mlade osobe] na [uneti naziv i detalje događaja/aktivnosti].

Potpis: _____

Ime i prezime: _____

Odnos/srodstvo sa detetom/mladom osobom: _____

Datum: _____

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