



Treating Everyone with  
Dignity & Respect  
Safeguarding Policy  
for Children and  
Vulnerable Groups

*Key principles governing the work of the  
**Roots and Wings Foundation**,  
laid down to facilitate the highest possible  
level of cooperation with children and  
vulnerable groups in the society*

## INTRODUCTION

### PURPOSE AND SCOPE OF THE SAFEGUARDING POLICY FOR CHILDREN AND VULNERABLE GROUPS

This document was created because of the Roots and Wings Foundation's commitment to be as accessible to and cooperative towards vulnerable social groups as possible. The Roots and Wings Foundation's (hereinafter referred to as Foundation) commitment to support safe environment for children and vulnerable adults in Hungary. As a Grantmaker Organization the Foundation provides financial and capacity-building support to other NGOs and community groups who maybe engaged in working with children and vulnerable adults therefore concerned with Safeguarding Policy. Through this document we would like to inform all parties connected to the Foundation, including board of trustees, volunteers, partner organizations (hereinafter referred to as 'staff') about the Safeguarding Policy of the Foundation. The documents in which this framework is laid down are created and updated with the active participation of its trustees and staff members (officers and co-workers).

### Definition of child

Our definition of child is based on the Convention on the Rights of the Child:

*A child means every human being below the age of eighteen years unless, under the law applicable to the child, adulthood is attained earlier<sup>1</sup>.*

### Definition of vulnerable adults

*A person, 18 and above, who by reason of disability, age or illness; the context they are in; or as a result of social and other inequalities; is or may be unable to take care of or to protect him or herself against significant harm or exploitation<sup>2</sup>.*

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<sup>1</sup> Hungarian regulation: 1997. évi XXXI. törvény 5.  
<sup>2</sup> Summary Safeguarding Guidelines for Porticus Partners

## Definition of harm and abuse of children/vulnerable adults

*The meaning of harm: When adults or other children hurt children or vulnerable adults, in any way. There are different kinds of harm and abuse:*

***Physical Abuse:** The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).*

***Emotional abuse:** Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.*

***Neglect/Negligent Treatment:** Persistent failure to meet a child's basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.*

***Sexual Abuse:** All forms of sexual violence, including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material.*

***Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This includes exchange of assistance due to children benefiting from Save the Children programming. The sexual exploitation of a child who is under the age of consent is child sexual abuse and a criminal offense.<sup>3</sup>*

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<sup>3</sup> *Save the Children – [http://www.savethechildren.org/atf/cf/%7B9def2ebe-10ae-432c-9bd0df91d2eba74a%7D/SCUS%20CHILD%20SAFEGUARDING%20POLICY%20\(WATTACHMENTS\)%20\(11%2005%2015\)%20DOC.PDF](http://www.savethechildren.org/atf/cf/%7B9def2ebe-10ae-432c-9bd0df91d2eba74a%7D/SCUS%20CHILD%20SAFEGUARDING%20POLICY%20(WATTACHMENTS)%20(11%2005%2015)%20DOC.PDF)*

## ELEMENTS OF THE SAFEGUARDING POLICY

### PREVENTATIVE MEASURES

#### CODE OF CONDUCT

The Foundation recognizes every person's right to live in equal dignity as individuals, with special regard to children and vulnerable adults; therefore the protection of vulnerable social groups is one of the main priorities in the general mission of the Foundation and it should be a key principle for its partners as well.

The staff member of the Foundation implements the Safeguarding Policy in his/her work and ensures that all staff members are fully aware of it. These values laid down also serve as objectives and guidelines which he/she strives to realize/follow during his/her work.

Keywords in the documents which lay down the values connected to his/her work include: cooperation, openness, inclusion, high-quality and precise professional work, understanding and attention, teamwork, mutual trust, sincerity, honesty, action, creative desire, a positive and constructive attitude, self-improvement, and respect for knowledge.

The Roots and Wings Foundation and all partners of the Foundation agree completely with the 'Do no harm' principle. The Foundation strongly condemns all kinds of harms and violence targeted to children and vulnerable adults.

#### Reporting Procedure

If employee, volunteer or any other staff member of the Foundation will recognize any case of harm or abuse, she/he must report such concerns to the responsible person of the Foundation. In this case he/she should immediately use the Incident Report Form of the Foundation which helps to make a written report about the specific incident. Based on the special case of the current incident, the Foundation should take an immediate action to protect the child or vulnerable adult. All necessary legal steps should be taken according to the local situation.

#### I am in agreement with the following norms as a formal/informal member of the staff:

- I understand the values of the Safeguarding Policy.
- In the daily work there is a high priority of the protection of children and vulnerable adults.
- All activities, including activities of supported organisations, of the Foundation must be designed to protect children and vulnerable adults in their locality – as a safe project.
- I will reduce the risk of harm as much as possible.
- Under the umbrella of the organization, Foundation's I always create safe environment and activities for children and vulnerable adults.
- I will ensure good practices when we create media contents for the Foundation, including following our social media standards!

I declare that I have carefully read the Code of Conduct and I will implement the values in my work.

Signed by...../Date.....

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## CORE STATEMENT

The Foundation recognises every person's right to live in equal dignity as individuals. To help ensure this right is respected, the Foundation strives to comply with the following ethical guidelines to create a safe environment for children and vulnerable adults. The main principles of the Safeguarding based on the Convention on the Rights of the Child as an international, common guideline for every European Party.

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*'ensure to the maximum extent possible the survival and development of the child' (Article 6)*

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*'to preserve his or her identity, including nationality, name and family relations' (Article 8)*

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*'the child shall in particular be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative' (Article 10)*

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*'to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child' (A19)*

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*'a mentally or physically disabled child should enjoy a full and decent life' (A23)*

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*'the right of every child to a standard of living adequate for the child's physical, mental, spiritual, moral and social development' (A27)*

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*'in community with other members of his or her group, to enjoy his or her own culture'(A30)*

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*'the right of the child to rest and leisure' (A31)*

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*'to protect the child from all forms of sexual exploitation and sexual abuse'(A34) UN Convention on the Rights of the Children<sup>4</sup>*

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<sup>4</sup> <http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

The Foundation is generally guided by the UN's Universal Declaration of Human Rights. The Foundation expects all staff and volunteers to be guided by the following values as well:

**1) *Non-Discrimination/Equal Treatment***

For a community foundation working with organizations and local groups who may have child protection programs, this covers avoiding any sort of discrimination - especially regarding nationality, race, origin, religion. This is something we expect not only from ourselves, but from our partners too.

**2) *Respect for Human Dignity***

In our work we respect the human values, human dignity and uniqueness of individuals we get in contact with. We consider it an important task to create a good atmosphere and to contribute to the preservation and strengthening of our core values.

**3) *Partnership & Cooperation***

The Foundation doesn't work directly with children and vulnerable adults, but by following the 'the right to be heard' principle all of our partners should have cooperative relationships with them.

**4) *Social Solidarity***

During our activities we try to reinforce the members of the communities we interact with, our staff members, colleagues, volunteers and supporters in that every children and vulnerable people are a valuable member of society, and strengthening solidarity is our mutual interest.

**5) *Fair and Flexible Treatment***

We are aware that the requirement of non-discrimination does not eliminate all existing inequalities, so we have worked out fair and flexible measures that facilitate working with children and vulnerable groups in society.

**6) *Creating and Reinforcing Family-Friendly Working Conditions***

In a narrow sense, family-friendly measures are primarily intended to allow parents of children to fulfil both their workplace and family/household obligations. A broader interpretation of a family-friendly workplace takes into account the most diverse forms of families, thus obligations related to not only children, but also to elderly, sick or disabled family members. At the same time, we believe that all this is not exclusively a woman's job, and the foundation therefore allows the adjustment of one's working schedule to one's family needs, provides the option of working from home, etc. Our organization is supportive of the harmonization of one's family and work life, as well as community engagement, recognizing and accepting the additional responsibility and flexibility this may require.

**7) *Facilitating disability access***

The largest group within the disabled population continues to be that of people with physical disabilities. A prerequisite of their participation in the different arenas of social life is accessibility. Besides them, other beneficiaries of a barrier-free environment include parents of small children using prams, as well as sick and elderly people. Beyond physical accessibility, we also pay attention to promoting info-communication access, devices and services. This commitment imposes additional duties on the foundation.

The Foundation expects all employees, volunteers and partners to be committed by the fundamental principles of the Core Statement.

Beside the framework of recognised values, we also laid down a framework of co-working with children and vulnerable adults, which covers three main areas:

*Non-discrimination (A\_2)*

*Best interest of the child (A\_3)*

*The right to be heard (A\_12)*

The Foundation expects all employees, volunteers and partners to be committed by the fundamental principles of the Core Statement.

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## DOS AND DON'TS

The following simple rules will help to implement the principles of the Safeguarding Policy for the employees, board of trustees and volunteers of the Foundation.

### *Dos*

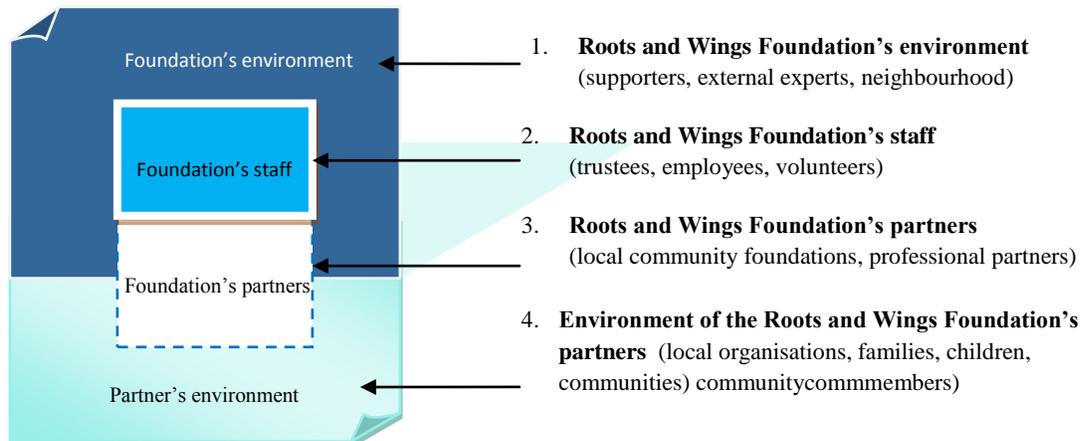
- Be aware in every situation that may present risk
- Improve safety and manage the potential risks
- Organise child safe, better environment by involving children in the planning process
- Follow the standards of the Safeguarding Policy to minimise the risk of children and vulnerable adults of harm

### *Don'ts*

- Don't trivialise the child or vulnerable adult abuse issues
- Don't be complicit with any form of abuse.

## POTENTIAL RISKS

The Foundation doesn't work directly with children and vulnerable adults, but our partners and grantees may do, therefore implementing our Safeguarding Policy should be part of the contract we make with our partners and grantees. The Foundation used to work with several types of groups while we support local initiatives. Based on this working structure of the Foundation we recognised four types of potential risks.



## WAYS OF REDUCING RISKS

### 1. Foundation environment

- to communicate the core values of the Foundation effectively
- to create a well-working connection with the Child Protection Service
- to make them aware of the Reporting Procedure

### 2. Foundation staff

- to implement the values of the Safeguarding in the daily work of the Grantmaking Organisation
- to understand the meaning of the Safeguarding
- to be aware of the importance of child protection even if you do not work directly with the target group
- to record check for staff (e.g. police clearance document)
- to make them aware of the Reporting Procedure

### 3. Foundation partners

- to share the values of the Safeguarding with the partners effectively
- to help to recognise the meaning of the Safeguarding for the partners
- to create a well-working monitoring process to check how they implement these values
- to make them aware of the Reporting Procedure

### 4. Environment of the Foundation's partners

- to get a real feedback from the partners how they work directly with their local partners
- to make them aware of the Reporting Procedure

### 1. Step: Signing the Code of Conduct

All trustees, employees, volunteers and partners of the Foundation should have an agreement that they will follow the values of the Safeguarding Policy. To this end, the Foundation created the Code of Conduct document to have a full collection of the core values of the Foundation.

### 2. Step: Implementing the Core Statement

The Foundation provides the Core Statement Document as a main ethics guide for all partners.

#### Foundation environment

- We share the core values of the Safeguarding Policy: by presenting a poster of the organisation's commitment.
- We ensure that the copy of the Safeguarding Policy will be available in our communication channels (online, offline).
- We make and maintain relationship with the local Child Protection Services and Adult Protected Services.

#### Foundation staff

- We organise trainings for the employees and volunteers based on the Safeguarding Policy.
- Every employee and volunteer must sign the Safeguarding Policy.
- We have a regular staff meeting based on the Safeguarding Policy to express and discuss the experiences and dilemmas.
- The board of trustees is responsible of the implementation of the Safeguarding Policy under the guide of the responsible person of the Foundation.
- Every new employee will receive a copy of the Safeguarding Policy and they should sign this and show that they agree to act in accordance with the Safeguarding Policy.
- All job interviews will include questions relating to the previous history and suitability of the Safeguarding.

#### Foundation partners

- Every partner's contract includes the chapter about Safeguarding Policy.
- We share the core values of the Safeguarding Policy by providing personal consultation with our Safeguarding Policy expert. We also provide a special training for all partners. Our responsible board member will be available for all partners if they need further information:

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[kozosalapon@kozosalapon.hu](mailto:kozosalapon@kozosalapon.hu)  
1053 Budapest, Szép utca 3.

- We have a regular consultation with partners to discuss the dilemmas and barriers while we give a personal feedback how they implement the Safeguarding Policy in their work.

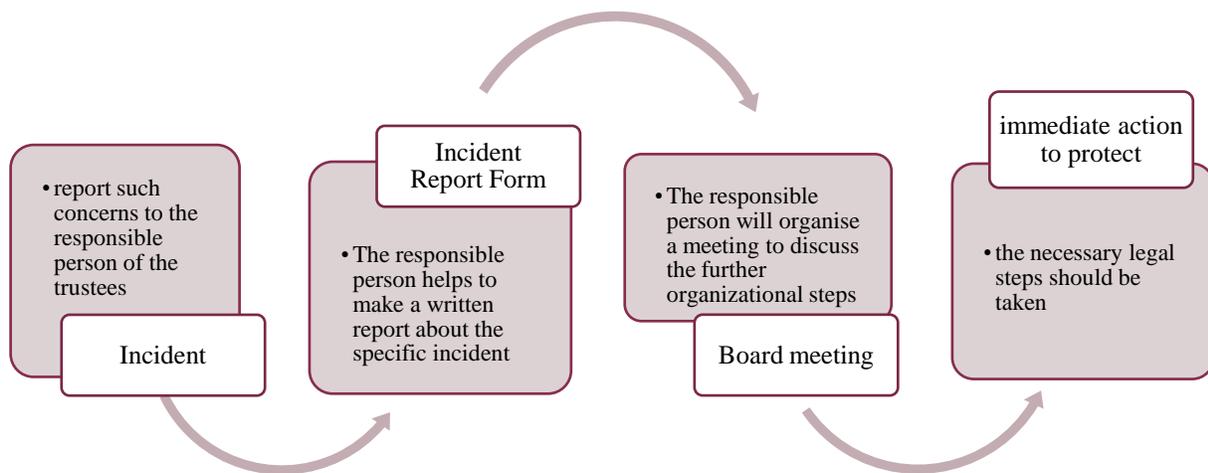
### 3. Step: Reporting Procedures

The Foundation should implement the preventive measures regarding the protection of vulnerable social groups.

All trustees, employees, volunteers and partners of the Foundation should know the following steps of the reporting procedures:



## For the Foundation's staff



- If one of the trustees, employees, volunteers will recognize any case of harm or abuse according to the Foundation, she/he must immediately report such concerns to the responsible person of the board of trustees:

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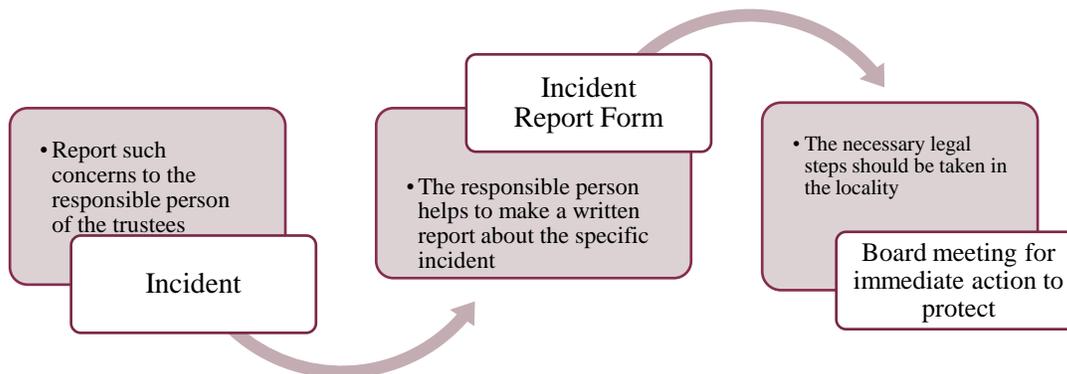
[kozosalapon@kozosalapon.hu](mailto:kozosalapon@kozosalapon.hu)

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- He/she should use the **Incident Report Form** of the Foundation which helps to make a written report about the specific incident as soon possible (not later than 1 day after the complaint-receiving).
  - Find the attached document of the Incident Report Form
  - Email this form to **kozosalapon@kozosalapon.hu** within 24 hours of making a verbal report
- The responsible person will organise a board meeting of trustees to discuss the special case of the incident and the further organizational steps that they need to take based on the Incident Report Form and the result of the personal interview.
- The Foundation should take an immediate action to protect the child or vulnerable adult as it is needed. Every member of the board of the trustees will be responsible to take action for the safety environment and to clarify the circumstances. All necessary legal steps should be taken according to Hungarian legislation, the local situation and the local authorities. The Foundation maintains relationship personally with the local Child Protection Services, Adult Protected Services and has a collection of the contacts of the local authorities. If it is needed the responsible person should inform them directly: Family Support Service; Child Welfare Service; Care Centre; Police; Hospital; NGOs (related to the target group)

## In the environment of the Foundation



- If one of the trustees, staff members, employees, volunteers will recognize any case of harm or abuse in the environment of the Foundation, she/he must immediately report such concerns to the responsible person of the trustees:

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[kozosalapon@kozosalapon.hu](mailto:kozosalapon@kozosalapon.hu)

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- He/she should use the **Incident Report Form** of the Foundation which helps to make a written report about the specific incident as soon possible (not later than 1 day after the complaint-receiving).
  - Find the attached document of the Incident Report Form
  - Email this form to **kozosalapon@kozosalapon.hu** within 24 hours of making a verbal report
- The Foundation should take an immediate action to protect the child or vulnerable adult as it is needed in his/her local environment. All necessary legal steps should be taken according to Hungarian legislation, the local situation and the local authorities. The Foundation maintains relationship personally with the local Child Protection Services, Adult Protected Services and has a collection of the contacts of the local authorities. If it is needed the responsible person will inform them directly:

Family Support Services

Care Centre

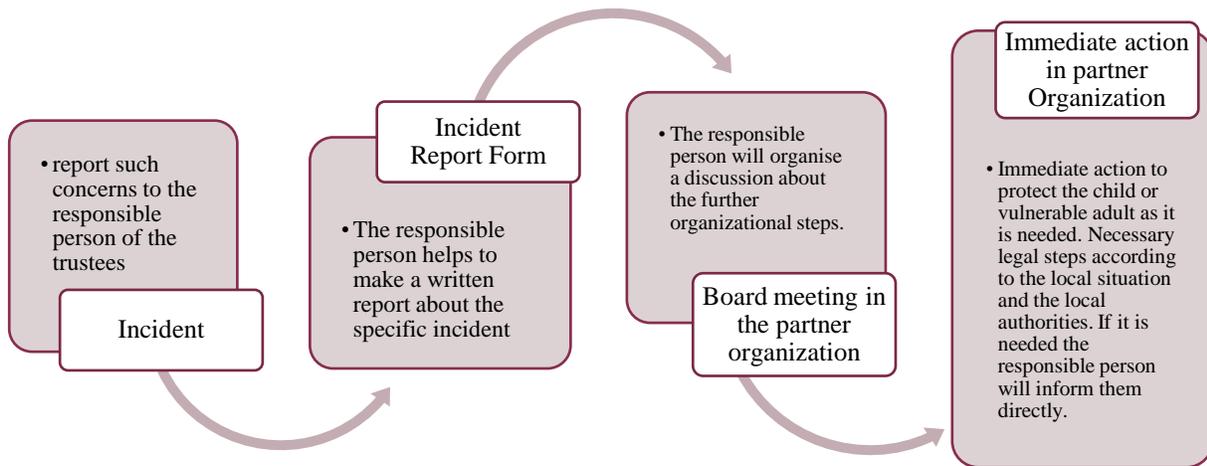
Hospital

Child Welfare Service

Police

NGOs (related to the target group)

## For the Foundation's partners



- If one of employees, volunteers of the Foundation will recognize any case of harm or abuse at the Partner Organization, she/he must immediately report such concerns to the responsible person of the Foundation.
- He/she should use the **Incident Report Form** of the Foundation which helps to make a written report about the specific incident as soon possible (not later than 1 day after the complaint-receiving).
  - Find the attached document of the Incident Report Form
  - Send to the Roots and Wing Foundation as soon as possible and contact us directly:  
EDIT KOVÁCS  
[kozosalapon@kozosalapon.hu](mailto:kozosalapon@kozosalapon.hu)  
+36703984517  
1053 Budapest, Szép utca 3.
  - Email this form to **kozosalapon@kozosalapon.hu** within 24 hours of making a verbal report
- The responsible person will organise a board meeting in the Partner Organization to discuss the special case of the incident and the further organizational steps what they need to do.
- The Partner Organization should take an immediate action to protect the child or vulnerable adult as it is needed. All necessary legal steps should be taken according to the local situation and the local authorities. The Partner Organization should contact the local authorities. If it is needed the responsible person will inform them directly: Family Support Services; Child Welfare Service; Care Centre; Police; Hospital; NGOs (related to the target groups)

#### 4. Step: Monitoring and evaluation

##### Foundation's staff

- We have a regular staff meeting about the implementation of the Safeguarding Policy to express and discuss the experiences and dilemmas (every six months) based on these topics:
  - vulnerable groups and the Foundation**
  - policies and procedures**
  - implementation and training**
  - information and communication**
  - any potential risks**
- Our Safeguarding expert will organize a focus group interview in every year for the volunteers, employees and board of trustees regarding to the evaluation of the Safeguarding Policy. We will analyse, share and discuss the results with our staff members. (We will create the first round of evaluation after 1 year, from the start of the implementation. Later on at least every three years.)
- The board of trustees will discuss the results of the monitoring process in a special board meeting and they will give a relevant feedback about the necessary further steps.

##### Foundation's environment

- We will collect and analyse the media contents, the formal and informal connections regarding the Foundation (every six months).
  - to check how they communicate the core values of the Foundation effectively

##### Foundation's partners

- We will have a face-to-face interview (semi-structured interview) with the contact person of our partners in every year based on the implementation of the Safeguarding policy.
- We will provide a questionnaire for the staff of the partners. Our Safeguarding expert will analyse the results of the questionnaire, what we will discuss with the contact person. (We create the first round of evaluation after 1 year, from the start of the implementation. Later on at least every three years.) We will share the results with the board of trustees.

## INCIDENT REPORT FORM

Email this form to **kozosalapon@kozosalapon.hu** within 24 hours of making a verbal report.

Date of Report:

Country:

### **Reported by:**

Your name:

Your position:

Your phone numbers:

Your email address:

### **Person being protected (the victim)**

Family Name:

First Name:

Date of Birth:

Gender:

Nationality:

Address and Contact Details:

Who does the child live with?

Are any other children involved?

### **Person who caused the problem (the offender)**

Family Name:

First Name:

Age:

Gender:

Nationality:

Address and contact details:

What is this person's relationship with the child?

(If there are two or more people who caused the problem, please add details at the end of this report)

### **Facts (details of the incident/report)**

Date of the incident:

Time of the incident:

Location of the incident:

How did you become aware of the incident?

Were there any other witnesses to the incident?      Yes/ No

If yes, please provide name, position and contact details:

Please describe the specific child abuse incident:

**Protection:** What immediate action has been taken to protect the child?

## THE PROTECTION OF THE CHILDREN AND VULNERABLE GROUPS IN THE SOCIAL MEDIA

As an additional part of our Safeguarding Policy we created Social Media Standards in accordance with the Hungarian laws and context. Through this part of the document we would like to inform all parties connected to the Foundation, including board of trustees, volunteers and partner organizations about how they should create media contents and work with journalist.

### 1. *Content standards*

- By creating media content we should know the rights of the children.
- Without the parental or caretaker approval we shouldn't create any kind of media content.
- We shouldn't give out any real information that could lead to the child or vulnerable person being identified (family name, location). Even if the child would like to share his/her identity it can only be given out with parental or caretaker approval.
- Our media content should prevent any type of harm related to the Safeguarding policy.

### 2. *Working with journalist*

- If the journalist creates a media content related to the work of the Foundation he /she must inform the contact person of the Foundation who will compare the media content with the Safeguarding Policy.
- The journalist must share the circumstances of the publication, because it must follow the ethics of the Foundation.