



Vulnerable Persons Protection Policy

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1. Introduction

European Alternatives (EA) works with the conviction that a transnational renovation of our political imaginations, institutions and actions needs to take place to correctly understand and address the different needs to take place to correctly understand and address the different challenges that Europe is facing: environment, migration, Brexit, and the emergence of right-wing forces.

Going beyond the nation-state is a condition for promoting a more democratic, equal and culturally open society, and Europe, as an idea and political space, offers a possibility for doing this. This is the vision of EA.

Our members are citizens, activists, researchers, artists, organisers, civil society organisations, progressive movements and grassroots initiatives who are actively imagining, demanding and enacting transnational alternatives to the current political institutions and economic models.

Having been started in 2007 by a group of like-minded individuals with almost no material resources, EA has been growing and developing over time. The development of this policy is part of the continuing evolution of the organisation. Its aim is to actively consider the potential risks of our actions and to ensure the safeguarding of vulnerable individuals, including children, involved in the activities of EA.

This policy details the measures that EA commits to taking to ensure the protection of children and vulnerable persons. It details our “do no harm” approach and zero-tolerance policy, identifies risks and provides mitigation measures, and presents its commitments in terms of reporting and managing any incidents.

This policy applies to anyone representing, working or volunteering for EA, including senior staff, trustees, board members, volunteers, interns, researchers and students.

2. Our Activities

EA works to promote **democracy, equality and culture beyond the nation-state** and **imagine, demand and enact alternatives** for a viable future for Europe.

We do this by:

- **Articulating** a radical, long-term vision of democratic, just and culturally-open politics, society and culture beyond the nation-state for Europe and for the world.
- **Experimenting** with forms of action that contribute to transformative change in political institutions, society, the economy and imagination.
- **Building** the capacity, mutual-awareness and connection of members, activists and organisations working in line with our values.
- **Advancing and defending** human, fundamental, civic, democratic and social rights across borders.

In practice, this means:

- We encourage and coordinate collaboration between activists and NGOs beyond borders. To this end, we often organise meetings and encounters which can include travel and residential stays. We work with artists, activists, and encourage citizen participation and engagement. Most of the time, we work in partnership with organisations and individuals who share our objectives and goals to develop events.
- We coordinate and propose cultural and artistic events for the general public, during which we welcome people of all ages and backgrounds.
- We conduct research, campaign and communicate on matters that are related to our core interests and values.

3. Our Values

Our values guide how we work to pursue our mission:

Transnational and local: we believe local and regional initiatives benefit from going beyond national boundaries and interests.

Transdisciplinary: we believe alternatives are generated at the intersection of disciplines and are enriched by diverse expertise and perspectives.

Creative and experimental: we believe in the power of the arts and culture to unlock imaginaries and in the necessity of acting and learning through experimentation

Open, inclusive and feminist: we believe in a culturally open society and in diversity as a precondition for sustainable alternatives to emerge.

Empowering and participatory: we provide the space for citizens to network, and ensure our activities and events give space for co-creation and participation.

Anti-Eurocentric: we believe that involving other parts of the world in our reflections and activities is necessary to facilitate the emergence of new alternatives.

4. Why We Have a Safeguarding Policy

“Do no harm” is a principle that has traditionally been used in the humanitarian sector but can equally be applied to the social and activism fields. It refers to organisations’ responsibility to minimise the harm they may inadvertently cause as a result of their organisational activities.

In line with EA’s values, we strive to provide an environment for activity participants which is as inclusive and participatory as possible. In the course of our programmes and public activities, EA’s employees and volunteers sometimes come into contact with people who are potentially vulnerable or more at risk than others.

Even if EA does not frequently or directly work with people who could be considered vulnerable, and this is not a central focus of the organisation’s work, we recognise our duty to ensure the wellbeing and safety of all children and vulnerable adults involved in or touched by its activities as one of our core priorities. We accept our responsibility to identify and minimise risks associated with our operations as far as possible, paying special attention to concerns of intersectional and overlapping vulnerabilities. This goes hand in hand with EA’s commitment to empowering of people at risk of exclusion, marginalisation or discrimination and to fighting all forms of discrimination.

EA implements a “do no harm” policy. For EA, this means interrogating our actions ahead of time for potential causes of harm, and ensuring mitigation measures are put in place for any identified risks. EA is also committed to putting in place appropriate incident reporting mechanisms.

Vulnerability is defined by the Oxford English Dictionary as “*the quality or state of being exposed to the possibility of being attacked or harmed, either physically or emotionally.*”

Everyone may be subject to being vulnerable at times. However, EA recognises that some people are more likely to be vulnerable because of their current situation or their belonging to certain discriminated-against groups. People can additionally experience several layers of vulnerabilities when several characteristics intersect, increasing their vulnerability.

The following are common causes of discrimination and factors which increase the risk of vulnerability:

- Children (under 18) or older adults (65+)
- People suffering from physical or mental disability or sickness, whether temporarily or permanently. This includes pregnant women.

- People who belong to, or are perceived to belong to, certain groups, including as related to race (Black, Indigenous and People of Colour - BiPoC, indigenous people), religion or gender or sexual orientation.
- People experiencing legal issues, especially related to their residential status in their country of residence.
- People who are especially politically engaged may be more vulnerable to targeting in their countries of birth or residence. The lack of boundaries between the personal and political in activism can additionally cause vulnerability to burnout.
- People living in poverty or situations of financial precariousness.

At the same time, EA refuses to victimise people on the basis of their having one or several of these characteristics and wants to avoid developing a paternalistic approach: it does so by first considering each person in her/his richness and power and recognising their knowledge as well as providing safer and empowering environment of work.

EA holds the following standards and beliefs in conducting its activities, which act as guiding principles for this policy and its commitments:

- The welfare of any child, young person or vulnerable adult involved in EA is of paramount importance.
- All children and vulnerable adults, whatever their age, social class, culture, disability, gender, language, ethnic origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- The rights, wishes and feelings of children, young people and vulnerable adults, and their families, should be respected and listened to.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Zero tolerance towards harm.

5. Our Commitments

a. Policy Adoption

The safeguarding policy is adopted by means of vote by the [Transnational Board of Trustees of EA](#), which is the governance body of the organisation. This policy was initially adopted by the staff and board of EA in January 2021, and was updated in September 2022.

This policy henceforth applies to all staff, volunteers, associates, partners, contractors, subcontractors and donors of EA.

b. Policy Dissemination

This policy will be disseminated in the following ways:

- Available [online on our website](#)
- Reference to the policy is made in all communications with partners, including within formal contract agreements.
- The policy is submitted to employees, collaborators and volunteers at the start of any collaboration.
- This policy is shared with all members of staff and volunteers and training will be delivered to those working or volunteering with EA who may be in contact with vulnerable individuals. Staff, volunteers and partners are also involved in ad-hoc assessments of risks during the preparation phase of activities.

c. Identification of Risks and Preventive Measures

In line with the “do no harm” approach, EA has interrogated its activities for potential safeguarding risks, and designed preventive measures to reduce these risks as far as possible.

1. Risks related to staff recruitment and conduct

- a) Risk:** staff, volunteers, interns or other collaborators recruited by EA may abuse, discriminate against or exploit minor or vulnerable activity participants.

Mitigation measures:

- Staff members, collaborators and volunteers who will be in direct contact with minors as part of our activities will be required to provide background checks and references from previous employers or others.
- All persons working for, collaborating with, representing, studying with or volunteering with EA are made aware of this policy as part of their induction, and their responsibilities in terms of safeguarding will be made clear. Safeguarding referred to explicitly in employment contracts. Staff is asked to adhere to this safeguarding policy by providing a signed version of a Code of Conduct (Annex 1).
- All volunteers, interns, or staff members who will be in direct contact with minors or vulnerable persons will be required to undergo a specific training related to the project, based on this policy document. EA delivers a training session to all staff, collaborators, volunteers and partners of EA who are likely to be in contact with children and vulnerable people before the start of the action.
- Contractors such as babysitters working with EA at its activities for the purposes of providing childcare for the children of adult participants will be required to provide appropriate background check information and have the appropriate qualifications, in line with national regulations in the country of implementation.
- Staff and volunteers of EA should not share hotel rooms with minors or vulnerable persons, nor find themselves in situations in which they are alone with a vulnerable person in private and secluded spaces, except in exceptional cases related to ensuring the safety or wellbeing of the persons concerned. In the case of minors, this should only ever occur with the express permission of parents or guardians.
- EA staff and board members should strive to maintain appropriate professional boundaries with activity participants, and commit to disclosing any relationship with a vulnerable adult participant in our activities which goes beyond a purely professional relationship in a timely manner to the Safeguarding Focal Point.

2. Risks associated with working with partners

Risk: partner not fully in line with EA safeguarding policy
Level of risk: high

Mitigation Measures:

- Signature of a partnership agreement that refer to the Safeguarding Policy and signature of the Code of Conduct
- Training of partners' staff and volunteers proposed
- Implementation of EA incidents reporting tools in case an incident occurs

3. Risks associated with the organization of public events (conference, workshops, artistic and cultural events) in rented or lent premises

a) Risks:

- Verbal abuse of vulnerable individuals potentially. Level of risk: Medium
- Physical Abuse on the side of the events in premises by member of staff or public attendee. Level of risk: Medium risk as these are public events

Mitigation Measures:

- Beforehand:
 - Training of staff and volunteers
 - Sharing Vulnerable People Policy with partners
 - Ad hoc risk assessment with concerned individuals
- On site:
 - Placards on Safer Space Approach by EA (referring to Vulnerable Persons Protection Policy) hung in meeting room including email contact safe@euroalter.com
 - Introductory talk about safer space and pointing out at referent people standing in the room
 - Flyers made available with details on safer space policy and details
- After:
 - Immediate Action in case of harm report or suspicion, following predefined processes
 - Evaluation and assessment of risks, and mitigation measures implementation

4. Risks associated with Travel and stay-at workshops and training (which involve travel and hotel stays)

Level of exposure to risk: Moderated

a) Risks associated with travel: property lost or stolen

Mitigation Measures:

- Under 18 are accompanied by a responsible adult
- Detailed travel directions provided to avoid uncertainty and travel issues
- Attention to schedules and transparent information on programme of event and activities, following a detailed events protocol

b) Risk of Potential for sexual and verbal abuse

Mitigation Measures:

- Under 18 are accompanied by a responsible adult
- Ad hoc risk assessment with concerned individuals and staff responsible
- No share of rooms between adults and under 18, except if responsible family members

- Where shared rooms between adult participants are envisaged as part of group travel, this must be based on the prior consent of the persons involved, with separate beds, and the possibility for changing room or moving to a single room on request.
- Safe Travel Info Sheet provided to travelers with all information regarding contact points in case of issue
- Immediate Action in case of harm report or suspicion
- After: evaluation and assessment of risks, and mitigation measures implementation

5. Risks associated with data protection, during research activities (interviews polls) and communication activities

Level of risk: low

- a) Risk associated with data management (share of sensitive data) collected during research

Mitigation Measures:

- Ad hoc risk assessment with staff responsible
- Data protection policy and practice of the organisation includes anonymisation and protection of data in safe places accessible to main researcher only
- Researchers trained and informed on vulnerable people policy and Ethics policy document of the organisation
- After: evaluation and assessment of risks, and mitigation measures implementation

- b) Risk associated with Communication (social media posts, videos, etc), associated with public mention of vulnerable individuals on social media (online and physical attacks of activists for instance), Risk associated with photo and video content

Level of risk: medium

Mitigation Measures:

- Data protection policy and practice of the organisation includes anonymisation and protection of data in safe places accessible to main researcher only
- For video and photo: consent forms are being collected
- Communication staff trained and informed on vulnerable people policy
- Consultation with people mentioned in organisation communication prior to public release of the communication
- Immediate Action in case of requests regarding social media and other public posts
- After: evaluation and assessment of risks, and mitigation measures implementation

6. Risk associated with Long term artist residencies in remote areas

a) **Risks:** Health (physical and mental) hazards and risks, Increased risks of sexual assaults due to increased vulnerability for not being in a known place

Level of risk: medium

Mitigation measures:

- Adequate travel policy purchased
- Support team and contact details provided onsite
- Sound check of people's ability to deal with the situation before departure and full transparency on potential issue during induction sessions online and in person
- Ad hoc risk assessment with concerned individuals
- Safe Travel Info Sheet provided to travelers with all information regarding contact points in case of issue
- Immediate action in case of harm report or suspicion
- After: evaluation and assessment of risks, and mitigation measures implementation

d. Management of Incidents/Complaints

EA maintains a **zero-tolerance policy** to all forms of abuse (including but not limited to sexual, verbal, physical and emotional abuse) and discrimination. EA staff, volunteers, contractors, subcontractors and participants suspected of such offences will be suspended while further investigations take place. Those found guilty of such offences will be subject to immediate dismissal, reporting to the relevant authorities, and prosecution within the law of the relevant jurisdiction. This shall be included in all employment contracts signed after the date of validation of the policy indicated in the document.

However, EA recognises that even with a policy in place, safeguarding incidents may arise. EA is committed to dealing with all concerns and allegations regarding the safety of individuals involved with its activities and a **formal incident reporting procedure** to immediately report any concerns regarding safeguarding issues is in place. EA implements tools from its safeguarding toolbox, as described in Annex 2, to comply with its principles in case an incident happens.

The **Safeguarding Focal Point** is responsible for managing any incident reports, proceeding with internal investigations and procedures, bringing in external support where needed, and reporting to relevant authorities if/when necessary. This person may be assisted by another member of staff or another individual for language reasons if needed.

Safeguarding Focal Point (governance and staff member)

For 2022, governance and staff member **Ségolène Pruvot** is appointed as the Safeguarding Focal Point.

Email address: s.pruvot@euroalter.com

Trustees Focal Point

Marcia Baratto is appointed as the focal point within EA's trustees, in case of any issues with the Safeguarding Focal Point or if an incident requires escalating beyond the staff and governance level.

Email address: marciabt@gmail.com

How any reports will be received:

- **Collaborators empowered.** All staff, volunteers and other collaborators are informed that safeguarding is the responsibility of everyone at the organisation, and all concerns however small should be reported internally. Whistleblowers and those who report valid concerns will not suffer negative consequences and will be supported and protected.
- **Reference Persons.** At each EA event including members of the public, several reference people will be pointed out so as to be easily identifiable, either in supporting documents and/or verbally in person and/or with a recognisable item, such as a ribbon.
- **Email address.** An email address (safe@euroalter.com) is provided to all participants of EA activities to which they can/should report any concerns related to safety and wellbeing. This email address is mentioned on our website and on supporting documents distributed or hung at events to explain "safe spaces" are available and to inform participants about the existence of this policy.

Reporting commitments

- **All concerns to be treated seriously.** All claims shall be treated seriously and without delay, with clear decisions taken in terms of necessary next steps.
- **Safe space.** Children and vulnerable persons shall be provided an adequate, safe and protective environment to disclose any claims related to abuse and discrimination.
- **Swiftness of action.** Any reports will be dealt with swiftly; immediately in cases where the risk is ongoing and within 5 days for incidents where the risk no longer exists.
- **Confidentiality.** Allegations of abuse and/or discrimination will be handled with utmost confidentiality and on a need-to-know basis. Information will be shared exclusively with the Safeguarding Focal Point, parents/guardians in the case of minors (where they are not the focus of concern), and with public authorities where necessary.
- **Appropriate reporting.** EA is committed to reporting violations to relevant authorities as soon as possible where this is needed, and to supporting individuals with the reporting process. EA also commits to reporting any incidents and actions taken to their donors.

- **Seek external support.** EA accepts we will not be able to manage all incidents in-house and commits to using external expertise and support where necessary and for more serious incidents.

EA implements a toolbox for reporting, managing and monitoring of incidents, which includes a more detailed incident reporting process and form. These are described in Annex2.

e. Policy Implementation

The Safeguarding Focal Point is responsible for this policy's implementation, and for reviewing and updating the policy as necessary.

All EA team members have signed a Code of Conduct (Annex 1) and committed to respecting and following both the Code of Conduct and this policy.

EA additionally commits to respecting the Safeguarding Action Plan (available upon request), which is to be updated as relevant.

ANNEX 1: Code of Conduct

The Code of Conduct is a document signed by team members and volunteers when relevant.

It is as follows:



Code of Conduct

I, undersigned (name), fully understand and agree with European Alternatives Child and Vulnerable Persons Protection Policy.

In my quality of (employee/volunteer/collaborator/partner), I fully agree to respect it in principle and in practice.

ANNEX 2: EA's Toolbox for action in case of an incident is reported

EA's Toolbox includes the following documents:

1. Definitions and Challenges
2. Key questions and contact list
3. Decision Tree
4. Incident Registration Form

TOOL 1: DEFINITION AND CHALLENGES

This tool aims to provide the organisation with key definitions to characterise the nature and level of severity of the incident and presents the different legal frameworks concerning adults and minors to be taken into consideration. This tool is based on French Law and on the French context, a local adaptation of the tool is developed when key activities happen in other European Countries.

1. DEFINITIONS *(This section is based on French law)*

An incident can be defined as personal abuse, exploitation, violence and/or harassment (including when of a sexual nature) or neglect of a member of the organisation, whether a child or an adult. An incident may be committed or allegedly committed by a member of staff or an external person.

Levels of severity of an incident:

- **Moderate**: The incident does not represent an immediate risk or serious harm to the person targeted, but it is against the values/rules of the association. It may threaten the well-being of the individual. The incident should be registered but does not necessarily require further monitoring.

- **Severe**: The incident represents a serious violation of the victim's physical and/or psychological integrity or a serious threat to his or her integrity. The incident must be reported and dealt with as quickly as possible with the support of external actors (e.g. police, lawyer, social services, other organisations etc.).

- **Critical**: The incident is still ongoing and/or a crime has been committed and/or the victim is in a critical condition (physically and/or psychologically). Emergency services should be contacted and the incident should be reported and handled as soon as possible with the support and guidance of external actors.

- An **offence** is an action or behaviour breaching the law and subject to criminal penalties: fine, imprisonment, additional penalties, etc. There are three categories of offences, depending on their severity and the penalties incurred: [finable offences, felonies and crimes](#):

- A **finable offence** is the least severe of offences. It is classified into 5 categories, from the least severe (1st class contravention) to the most severe (5th class contravention). Examples of contraventions: threat of damage, slight damage to property, slight violence.

- A **felony** is an offence of medium severity, between a finable offence and a crime. Examples of felonies: theft, misuse of company assets, discrimination, psychological harassment, sexual assault, involuntary manslaughter.

- A **crime** is the most serious offence. Examples of crimes: murder, rape.

Reporting is a procedure allowing individuals to inform the judicial or administrative authorities if a person is in danger, or at risk of being in danger. Every association has an obligation to report incidents involving **children, the elderly or people with disabilities**. The French Criminal Law penalises both the failure to prevent either a crime or a felony against someone's physical integrity and the failure to provide assistance. Reporting is in no way a type of denunciation, it ensures the support of individuals in danger, as well as their protection. It enables a doubt or information to be shared with the competent authorities, who will assess the relevance of an investigation or possible prosecution. An **information of concern** relates to any element that could lead to the fear that the health, safety or integrity of a **minor** is in danger or at risk of being in danger, or that the conditions for his/her education or physical, emotional, intellectual and social development are seriously compromised or at risk of being compromised.

2. LEGAL FRAMEWORK FOR THE SAFEGUARDING OF VULNERABLE ADULTS

Vulnerable individuals can be threatened in their autonomy, dignity or physical or psychological integrity. Vulnerability may be associated with age, illness, infirmity, physical or mental disability or pregnancy (European Parliament). Maltreatment of vulnerable people can be physical or psychological, but it can also be neglect, leading to a failure to meet the basic needs of vulnerable people. Reporting is legally required for anyone who is aware of deprivation, ill-treatment or sexual abuse or assault of a person who is unable to protect him/herself due to age, illness, infirmity, physical or mental disability or pregnancy (French Criminal Law (Code Pénal), art. 434-3).

Informed consent for the reporting and management of an incident should be systematically sought from anyone presumed to be a victim, where that person is capable of expressing their wishes and participating in the decision-making. Alternatively, the consent of the legal representative must be sought. It is important to note that some vulnerable individuals can consent in some cases (e.g. a pregnant woman can fully consent to make a complaint).

In France, a report can be made:

- To the Regional Health Agency (Agence Régionale de Santé) when it is a situation of abuse within a social or socio-medical establishment or service (visit the website of the relevant regional agency for your organisation and follow the procedure for reporting an adverse event).
- By calling 3977 (national helpline for the elderly and adults with disabilities who are victims of abuse) or via email (3977@3977contrelamaltraitance.org)
- For particularly serious cases: by contacting the public prosecutor (procureur de la République) via the regional court (tribunal de grande instance) (reports to prosecutors can be made by fax in case of emergency, so it is important to identify the number beforehand).

3. LEGAL FRAMEWORK FOR THE SAFEGUARDING OF MINORS

A child is in danger or at risk of being in danger when his/her health, safety, morals or physical, emotional, intellectual and social development are compromised. When faced with a situation of an abused child or adolescent, in danger or at risk of being abused, every citizen is legally required to inform the competent authorities in order to intervene,

either by reporting the situation to the relevant authorities or by providing an information of concern (information préoccupante) regarding a minor in danger or at risk of being in danger to the unit for the registration of informations of concern (cellule de recueil des informations préoccupantes - CRIP). This is a legal obligation which can lead to legal sanctions if not respected. Professionals bound by professional or medical secrecy are authorised by law to "lift the secrecy" when facing a case of violence against minors.

An information of concern (information préoccupante) can be reported to the unit for the registration of informations of concern (cellule de recueil des informations préoccupantes - CRIP) (number available here)

The report can be made:

- To the child welfare services (Aide Sociale à l'Enfance - ASE) of your county or region
- By calling 119 (helpine for national child welfare services)
- For particularly serious cases: by contacting the public prosecutor (procureur de la République) via the regional court (tribunal de grande instance) (reports to public prosecutors can be made by fax in case of emergency, so it is important to identify the number beforehand (particularly if your association works with children)

4. CHALLENGES

1. The decision-maker: is it an individual or a committee?

- Decisions regarding this issue are complex. If a single individual is designated to make the decision within the organisation, it is advisable that he/she is surrounded by a small committee to exchange and benefit from the advice of other colleagues.

- Decisions can have a strong impact on the organisation, so it is essential for the director and/or board members to be involved. Decisions should be taken according to the profiles and implications of each person.

2. It is important to identify the most competent person to conduct the interviews, especially depending on the information required and the issues at stake. The professional should systematically obtain the consent of the interviewee (written or oral) before starting the interview.

TOOL 2: KEY QUESTIONS AND CONTACTS

This section lists the main questions and contacts to keep in mind used for EA's safeguarding process and when reporting an incident or complaint. These are the basis for internal working documents that are regularly updated.

1. KEY QUESTIONS CONSIDERED WHEN SETTING UP THE SAFEGUARDING POLICY AND PROCESS

1. *Who is the focal point for the management of incidents within the organisation?*
2. *Who is the decision-maker / involved in the decision-making?*
3. *Who are the key external contacts who can support and guide us in managing an incident? How do we get in touch with them?*

Every organisation needs to be guided and supported by external actors to manage incidents. Whether in collaboration with institutions, experts or trusted peers, the organisation should not manage incidents alone. Therefore, EA has created a list of contacts, shared within the organisation that includes contacts of a Lawyer / Legal expert, the Judicial or local court, Local child welfare services, Unit for the registration of informations of concern (cellule de recueil des informations préoccupantes - CRIP), Contact within the local social services (direct number), Contact of the nearest police station (direct number), nearest medical centre/hospital, Contact of a Psychologist, Contacts of organisations specialising in victims support, trusted persons and organisations to contact

4. *What are the key national numbers?*

EA keeps up to date a list of key national numbers, such as

- Police: 17
- Fire brigade: 18
- Ambulance: 15
- Samu social (social and medical emergency service): 115
- Emergency number for people with hearing impairments: 114
- National number to report child abuse: 119 (confidential number)
- National helpline for the elderly and adults with disabilities who are victims of abuse: 3977

5. *How can the organisation prevent incidents and anticipate their management?*

- While the organisation can train to deal with a possible incident and prepare internally to identify and promote incident reporting, this does not mean that no incident can occur. Here are some ways EA prepares for possible incidents:
- Disseminating the safeguarding policy (available on line) and ensure its appropriation by all members of the organisation
- Communicating the focal point(s)'s contact details and the key national numbers to staff and volunteers involved, and when relevant to people travelling in an activity coordinated by the association
- Communicating about the legal obligation to report

2. KEY QUESTIONS TO CONSIDER WHEN REPORTING AN INCIDENT OR COMPLAINT

1. Who will conduct the interview with the potential victim(s) to collect the necessary information? What precautions should be taken?
2. Who is involved (minors / adults)? Is there a particular vulnerability (for an adult)?
3. What type of incident occurred? What is the context of the incident?

4. Is the incident still ongoing?
5. How severe is the incident?
6. Who else might be involved or have relevant information?
7. Who are the external contacts to reach out to?
8. Is the alleged victim safe?
9. Is the alleged victim aware of this process? Does he/she consent to a possible complaint/reporting of the incident?
10. Have other incidents or complaints of the same type or involving the same people already been reported?
11. Who is responsible for the management and follow-up of this incident?
12. What are the next steps?

TOOL 3: DECISION TREE

(zoom for legibility on a screen)

This tool is used to help with decision making when an incident is reported

This tool is used internally to record incidents registration and follow up actions. It gives key contacts when handling an incident, as well as tips. It provides a structure to ensures correct recording and report of the incident.

It is structured as follows

1. KEY INFORMATION
2. PERSONS INVOLVED
3. INCIDENT / COMPLAINT TO REPORT DESCRIPTION
4. REPORTING OF THE INCIDENT / COMPLAINT
5. CONTACT DETAILS OF PERSON RECORDING
6. CONCLUSIONS AND ADDITIONAL COMMENTS