



# European Alternatives Child Protection Policy

September 2024

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

## 1.Introduction

### This Policy - Purpose and Scope

European Alternatives stands firmly in its position that any form of violence against children is unacceptable. The aim of this policy is to ensure that the staff, operations, programmes at European Alternatives do no harm to children and do not expose children to the risk of harm and abuse. We are committed to ensuring that the rights of each child are protected. Therefore, we regularly update our child protection policy to integrate the highest transnational standards and best practices.

We are aware that even the most robust safeguarding policy does not hinder harm and abuse from taking place. We firmly believe that the systematic use of this policy will contribute to ensuring that all children receive the necessary protection to which they are entitled.

This specific policy for child protection extends and compliments the general [European Alternatives Vulnerable Persons Protection Policy](#).

## Policy Principles

Our Child Protection Policy relies on a set of policy principles.

1. All children have equal rights to protection and to have their wellbeing and participation promoted.
2. All actions regarding child safeguarding must be taken in the best interest of the children.
3. Everyone has a responsibility for safeguarding. Abiding by this policy is mandatory for all those who work on behalf of European Alternatives, including staff, volunteers and partners.
4. We work strongly on prevention and commit to processes of accountability with our organisation
5. All reports of concern regarding the safety and protection of a child will be taken seriously.
6. We maintain confidentiality and do not disclose personal details of those involved in child protection.
7. We raise awareness and influence others on the importance of safeguarding children.
8. We will work with our partners and other organisations to collaborate on safeguarding children because we will not succeed in isolation.
9. We work in the framework of international and national laws regarding safeguarding.
10. We commit to promoting safeguarding across all entities of European Alternatives.

## Policy Monitoring and Review

The policy will be reviewed every year by the board of EA and a committee of staff formed for this purpose.

## Safeguarding point persons

For 2024 child protection officers at EA are Ségolène Pruvot [S.pruvot@euroalter.com](mailto:S.pruvot@euroalter.com)

Any safeguarding incident or concern can be reported to EA anonymously through the email [safe@euroalter.com](mailto:safe@euroalter.com)

## Definitions

Definitions are for the purpose of this policy and they are based on those used by UNICEF, WHO, the National Society for the Protection of Children and the European Commission.

**Staff/Employee:** Someone who has been hired to work as a staff member of European Alternatives, whether under an employment contract or against invoice.

**Partners:** There are two relevant types of partners:

- 1) Partners that work directly together with European Alternatives on a project and are required to comply with this Child Protection Policy
- 2) Partners who support external events alongside European Alternatives activities, who are also required to comply with this Child Protection Policy if their activity is advertised or promoted by European Alternatives

**Participant:** Every person invited to attend who is not a person in a position of trust and responsibility.

**Child/ Children:** Someone under the age of 18 years old.

**Youth:** Someone under the age of 35.

**Parent/ Guardian:** Someone who has parental/ legal responsibility for the child.

**Child Protection Incident:** Refers to when an allegation is made even if it is unsubstantiated, that a child is being abused or is likely to be abused

**Safeguarding:** All measures that promote and protect the health, safety, well-being, and human rights of children and adults at risk; enabling them to live free from abuse and harm.

**Harm:** The detrimental effect on someone's health, development or wellbeing. Harm can be caused by various factors including abuse and other forms of mistreatment.

**Best interest of the child:** A guiding principle that all actions undertaken shall be in the best interest of the individual child.

**Immediate risk of abuse or harm:** Situations where someone is imminently at risk of abuse or harm such as

- Someone disclosing ongoing abuse at an event or programme
- Someone with a severe physical injury
- Someone indicating they have a severe mental health crisis (anxiety disorders, suicidal ideation)
- Someone expressing that they are going to a place where abuse is likely to happen

**Bullying:** Repeated behaviour that is intended or likely to cause a person to feel excluded, afraid or upset and is a form of abuse.

**Grooming:** When someone develops a relationship and trust with a child and sometimes with their family so they can abuse them.

**Self-harm:** When someone deliberately hurts themselves.

## **Child Abuse**

### **Physical abuse**

Actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning or giving children alcohol or drugs. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples include

- Hitting, slapping, punching, kicking, hair-pulling, biting, pushing.
- Unexplained bruises, burns, and or/injuries that do not fit with the explanation.
- An adult giving alcohol or drugs (including cigarettes) to a child.
- An adult preventing a child from eating, sleeping or taking their medication

### **Emotional Abuse**

Persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, isolating, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

Indicators and examples include:

- A child struggling in ways that seem unusual for their age to control their emotions
- A child shows sustained and severe lack of self-confidence or self-esteem
- A child is engaged in self-harm or has eating disorders
- An adult yelling at a child
- An adult is excluding or singling out a child
- An adult is making fun of a child
- An adult is threatening a child

### **Sexual abuse**

Forcing, enticing or tricking a child to take part in (online or offline) sexual activities that they do not fully understand and have little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include non-contact activities such as involving children in looking at, or producing sexual images, watching sexual activities, sexual communication with a child and encouraging children to behave in sexually inappropriate ways.

Warning signs include

- Bruising, particularly to the thighs, buttocks, neck and upper arms
- A child complaining of bleeding, pain, or soreness in the genital area
- Sexually transmitted diseases
- A child using sexually explicit language or displaying behaviour which seems strange for their age and social context
- Having night-mares
- Self harming behaviour
- Sudden changes in behaviour (withdrawn, angry, irritable).

### **Neglect and negligent treatment**

Allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, medical treatment, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

Warning signs include

- A child having inadequate clothing or equipment
- Poor personal or dental hygiene
- Self-harm
- A child sharing that at home they are left alone
- Adults not providing the right food for children, respecting diets and allergies
- Not ensuring good supervision and a child is harmed as a result
- Failing to bring a sick child to an appropriate medical professional

### **Commercial Abuse**

Exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labour.

## **2. Safeguarding Responsibilities - Our Commitments**

### **Adopting the Policy**

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. Additionally, management and all staff must sign onto this policy. This policy was adopted by the board on 11<sup>th</sup> September 2024, and staff have signed onto it on 11<sup>th</sup> September 2024.

### **Disseminating the Policy**

This policy is available online on our website and is shared with our partners. Reference to it 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 trainings are delivered to the people working or volunteering with EA, who may be in contact with children. Staff, volunteers and partners are involved in ad-hoc assessments of risks during the preparation phase of activities.

For the improved implementation of the policy we therefore present role respective responsibilities:

- 1. The board of European Alternatives**
  - a. Adopts the safeguarding policy
  - b. Ensures Accountability
- 2. Directors/ Management at European Alternatives**
  - a. Makes sure that all staff are fully aware of the safeguarding policy
  - b. Highlight the importance of the policy and of keeping it up to date
  - c. Allow staff to attend training and letting them access guidance to help them improve their safeguarding abilities
- 3. Management Safeguarding Point Person**
  - a. Facilitates clear communication and effective implementation of this policy across entities and places of project implementation.
  - b. Supports the review of the policy every year and in-depth every three years.
  - c. Make sure that staff know about, follow and use reporting systems
- 4. Safeguarding Lead/ Child Protection Officer at European Alternatives**
  - a. Is accountable for and oversees the implementation of this policy
  - b. Ensures that this policy is reviewed annually, with an in-depth review every three years.
  - c. Monitors the effectiveness of this policy by working with the Operational Committee, Workers Representatives to ensure its implementation.

- d. May be the Management Safeguarding point person or another staff member, and is appointed by the Board of Trustees on proposal of the director
  - e. Ensures that serious incidents are reported to the Board of Trustees
- 5. Person in charge of a project/ activity involving children**
- a. Has signed onto this policy and the code of conduct
  - b. Will take part in all training required
  - c. Is in close contact and reports to the Safeguarding Lead, who can convene with and report to the management if necessary.
  - d. Will need to provide appropriate background check information
- 6. Partners (including freelancers and press)**
- a. Will be presented with this Safeguarding Policy when signing any contractual agreement.
  - b. Will need to sign onto this Safeguarding Policy and ensure that their respective staff is informed and adequately trained.
- 7. Specification: Contractors for childcare, such as babysitters**
- a. Will be required to provide appropriate background check information, in line with national regulations in the country of implementation and best practice.
- 8. All staff, board members, interns, volunteers and consultants:**
- a. Are introduced to the policy in their onboarding and introduction. They are asked to adhere to this safeguarding policy by providing a signed version of a Code of Conduct.
  - b. Know where to find and is familiar with this policy and procedures and knows how to file a procedure
  - c. Demonstrates behaviour that promotes a safer culture.
  - d. Acts appropriately to challenge unacceptable, inappropriate and forbidden behaviour in others.
  - e. Promptly addresses safeguarding concerns, as outlined in this policy

## Accessible Dissemination of the Policy

This policy is available online, is disseminated to legal guardians of all children involved in EA activities and to participants.

For the future EA aspires to make this policy more accessible and disseminate it accordingly.

- Participants shall have access to the safeguarding policy, and on-site
- Made available in appropriate languages
- Made available to children for understanding.
- Made available in simple language



### **3. Human Resources & Training**

This procedure outlines specific obligations and responsibilities for all adults within European Alternatives, whether paid or unpaid.

#### All Staff

- **All staff** (including interns, volunteers and consultants) and all people in a governing function (board, etc.) are required to sign this safeguarding policy as a condition of their involvement with European Alternatives. All staff have a personal responsibility to seek further clarification and advice where they are not clear what is expected of them (after receiving appropriate training and information).
- **Breaching the safeguarding policy** may lead to suspension or termination of the employment.
- While this policy focuses on events taking place during activities of European Alternatives, conduct outside the work-environment and working time may also contravene the principles of this policy which should be understood to relate to all contact between adults at European Alternatives and children involved in European Alternatives activities, whether during those activities or outside of them

#### Education & Training

- All staff must be given guidance on the safeguarding policy no longer than three months after the start of their contract.
- All staff must be given the opportunity to participate in training and exchange on the topic.
- EA opens up its training to collaborators, volunteers and partners where this is desirable and possible.
- Each person directly appointed as a safeguarding lead shall be given support and supervision.

#### Prevention during Events

- At each occasion in which EA is meeting the public and includes children, the project manager needs to appoint two safeguarding leads for the event that are easily identifiable for participants.
- The email of the safeguarding lead is regularly checked during events and is accessible on the website at all times.
- In all events the number of the safeguarding lead is made available to participants.
- Additional guidance, including the accessible, child-friendly version of this policy is publicly displayed at EA's events.
- This policy or a version of it is distributed to legal guardians or parents of children involved in EA activities where appropriate.

## Safer Recruitment

- All recruitment procedures must include an analysis of the level of contact the staff will have with children.
- Safer Recruitment pre selection, selection and post-selection must be practised.
  - Applications include a commitment to safeguarding and the duty of care to participants
  - References/ Background checks for people directly working with children.
  - Ask a question related to safeguarding during the interview (about the responsibilities towards children etc.)
  - Voluntary self declaration

## Selecting Partners

- Selecting partners must be decided on based on the suitability and track record of working with children (do they have their own child protection policy?)
- Partnerships will be used to advocate for Child safeguarding

## **4. Safe Boundaries, Contact, Communication**

This section is about behavioural standards we are committing to in European Alternatives projects and activities and provides clear information about what behaviours are not acceptable when working with children.

### Safe Boundaries

Safe boundaries for EA staff and volunteers refer to clear and well defined limits and guidelines that ensure the safety and wellbeing of children. The boundaries serve as a protective framework to create a secure environment for both children and the staff/ volunteers themselves. Here are some ways to maintain safer boundaries.

1. There should always be at least two adults present during activities involving children. In case it might be necessary for only one adult to be present it is best practice to notify another adult and the guardian of the child. This is only in exceptional cases that ensure the safety or wellbeing of the person concerned.
2. Treat all children fairly and avoid favouritism, bias and don't discriminate (do not give individual children gifts that could be interpreted as favouritism).
3. Staff and volunteers of EA should not share hotel rooms with minors

## Physical contact

Physical contact is only appropriate when it is consensual and focused on the wellbeing and needs of a child.

1. Consent: Always obtain consent from the child before initiating any form of physical contact (high-five, hand-shake, hug etc.). Consent must be clear and voluntary.
2. Child-centred approach: Physical contact should always prioritise the welfare and needs of the child.
3. Multiple adults present: Best practices involve more than one adult being present during any physical contact with a child, or informed about it, and for interaction between children and adults should as a matter of course take place in public settings
4. Appropriate circumstances for physical contact include
  - a. Providing first aid
  - b. Ensuring a child's safety
  - c. Offering emotional support, if requested, such as lacing an arm around their shoulder
  - d. Congratulating a praising a child's achievement by, for example, giving them a high-five.
  - e. Reciprocating appropriate physical contact initiated by a child.
  - f. Providing guidance or demonstrating something during a group activity.
5. Child initiates physical contact: Assess the appropriateness of the physical contact based on their demeanour or the situation. If needed, suggest alternative, suitable forms of contact.
6. Inappropriate touch: Explicitly prohibited are inappropriate touches such as to private parts of the body, a child sitting on an adults lap, massaging, tickling or kissing on the cheek.
7. Sensitivity: Recognize that not all children feel comfortable with physical contact (even a high-five) and cultural backgrounds can influence perception. Engage in conversations with parents/guardians to understand individual needs, especially for children with a history of abuse.

## Language and Communication

1. Keep all communication with children open, honest and respectful.
2. Never share a child's personal information with anyone who does not need to know (health information should be known to all people responsible).
3. Where possible, try to be present with two adults when communicating with a child.
4. Be aware of your own communication with adults, as children may overhear.

## **5. Media and Communication**

The creation and use of images of children, or sharing their location can create situations of risk. Therefore EA commits to the following data protection rules and procedures:

1. Respect the child protection and safeguarding policy
2. Make sure the safety of the child will not be compromised by the dissemination of the content.
3. Obtain permission from the child and the guardian before documenting them.
4. Ensure the child does not pose or is displayed in an inappropriate manner.
5. Do not publish photos of children who are dressed inappropriately.
6. Always respect the children's dignity. Do not represent children as victims (weak, desperate etc.). Do not reinforce gender or any other stereotypes. Focus on the child's strength rather than sensationalising the child's experience.
7. Never indicate any information that could endanger the child (title, captions, metadata). Personal information must be removed (if not otherwise consented) to ensure privacy.
8. Only use photos available for public use (consent issued by child and guardian).
9. Previously consult with partners and service providers that they will adhere to this policy.
10. As far as possible, EA verifies the content of social media posts with individuals referred to ahead of publication. EA commits to amending, deleting or correcting information posted on social media, based on justified requests from collaborators.

European Alternatives treats all personal data in accordance with GDPR and national legislations.

## **6. Programme design and Implementation**

Programmes of all types need to consider safeguarding as an important part of our work.

- Safeguarding must be considered at every stage from protect/programme design to implementation and must be reviewed regularly.
- Alongside the programme activities, a risk assessment can be of use to elaborate on a specific scenario or context.
- Before activities are conducted the written permission of both parents/ guardians must be obtained.
- Staff who work with children must be regularly supervised.

## Children at higher risk

When designing programmes involving children at risk, marginalised, vulnerable children or those with experience of trauma and discrimination (including but not exclusively, Black Indigenous People of Colour, activists involved in feminist and LGBTQI+ activities, disabled children), EA ensures that the project lead has specific training on dealing with previously assessed needs in the space. EA will realise an additional risk assessment ahead of these programmes, see appendix of this policy.

Special awareness needs to be brought to the following points:

- Safety of travel
- Difficult (potentially triggering or (re)traumatising topics)
- Tensions and discrimination within the participant group
- Disability access

## Higher-risk public events

Some of EA's activities are public events, which bear an increased risk of abuse since participants are exposed to a large number of people not previously known by the organisation (free and open attendance to events). This will be mitigated with this Policy and if a project lead or management identifies an event as a higher-risk public event, EA will realise an additional risk assessment ahead of the occasion, see appendix of this policy.

## Travel

- International and local travel exposes children to an increased risk of abuse. EA ensures that minors under the age of 16 only travel with their parent or an assigned guardian.
- There is an increased risk of discrimination and feeling vulnerable, due to the reality of borders in our work. EA is aware of the legal, physical and psychological impacts of borders and the visa system and seeks to protect vulnerable children by briefing and debriefing, physical accompaniment where possible and by offering assistance with paperwork and bureaucracy.

## **7. Reporting a Safeguarding Incident/ Complaint**

This section covers the processes of responsive action and reporting a safeguarding incident or complaint.

# Responsive Action - 6R Framework

All staff and volunteers at European Alternatives have to be familiar with the 6Rs - a framework to explain the steps to take when a safeguarding incident occurs.

- 1. Recognising**
  - Be alert to potential signs of abuse. This includes but is not limited to forms of physical, sexual, emotional abuse, neglect, self-harm, bullying or other forms of discrimination (racism, sexism, transphobia, homophobia, ableism, ageism).
- 2. Responding**
  - If you suspect anyone to be at immediate risk of abuse or harm, take action to protect them. This includes referring to the appropriate emergency services.
- 3. Reporting**
  - If you become aware of a safeguarding incident, you must report it on the earliest incident to the Safeguarding Lead, who must escalate according to procedure. They can offer you support and advice on the next steps.
- 4. Recording**
  - Make a detailed and accurate record of what you have seen, heard and/or been told in an email and submit it to the Safeguarding Lead and the directors of European Alternatives.
- 5. Referring**
  - If necessary refer to relevant external authorities.
- 6. Recognising Support**
  - If a child makes a disclosure to you:

Do	Don't
Give your full attention	Start making a record whilst the child is speaking
Keep Calm	Get distracted and focus on something else
Keep your body language relaxed open, including having eye contact if appropriate and an open posture	As the child to stop or pause
Listen Carefully and patiently	Appear panicked, shocked or angry
Reflect things back that they have said, using their own words, to check that you have understood and show that you have listened.	Have close body language e.g. crossed arms and legs and avoid eye contact (culturally dependent)
Reassure the child that they have done the right thing to tell you and that you take them seriously	Interrupt the child as they speak
Reassure the child that they are not to blame	Be quick to fill pauses/ silences.

Acknowledge how difficult it can be to talk and tell the child that they have been brave	Make assumptions based on what the child is telling you or ask leading questions
Advise the child that you will need to tell some people, but only those who need to know to keep them safe	Give your opinion
Explain the next steps.	Promise confidentiality or tell them you will keep what they have said as a secret.
Afterwards, make a record of what was said, using the child's exact words where practicable.	Ask the child to repeat what they have told you to another staff member.
Things to say: I am glad you told me. What happened is not your fault, you are not to blame.  Thank you for telling me and trusting me. I am going to try to help. You said.... Is that right?	Things not to say: I cannot believe it! Are you ok? I need to tell someone straight away  Why? How? Are you sure?  Don't worry, I won't tell anyone else

## Internal Incident Reporting

All the staff and volunteers must promptly report any safeguarding incidents directly to the safeguarding lead in all cases. They can provide support and guidance.

EA is committed to dealing with all serious concerns and allegations regarding the safety of individuals involved with its activities.

## Zero Tolerance Policy

EA maintains a zero tolerance policy for any abuse of children by EA staff, volunteers, contractors, subcontractors and participants. Anyone found guilty of such offence will be subject to immediate dismissal and prosecution within the law of the relevant jurisdiction. All claims shall be treated seriously, adequately and without delay. EA is committed to report violations to relevant authorities as soon as possible and to support individuals with the reporting process.

## Who to report to

- If the safeguarding concern or suspicion is about the person-in-charge (Safeguarding Lead or management) then staff should directly contact the board or another management staff member.
- A staff member should report to the Safeguarding Lead and the Management if relevant.

- The safeguarding lead will determine in which constellation (including the staff involved/ the management/ the board) they will report to the child's parent/ guardian about the safeguarding incident. Reporting to the guardian will only happen if it does not endanger the child.
- When filling out the incident report form it is essential to document to whom you have reported the incident.

## Roles and Responsibilities in a safeguarding incident

- Safeguarding Lead/ Child Protection Officer at European Alternatives
  - Is in close contact with those directly involved in the safeguarding incident
  - Receives the incident report form
  - Reports an incident directly to the management (if deemed appropriate)
  - Decides rather to involve relevant authorities in the case (see referral section)
  - Can ask for support from another member of staff for language reasons
- Person directly involved in the safeguarding incident
  - Reports the incident directly to the **Safeguarding Lead** via the incident report form and other means of communication that they deem appropriate.
  - If necessary, contact the person in charge of the project.
- Person in charge of a project/ activity involving children
  - If the person directly involved in the incident has only contacted their project manager then it is the project manager's responsibility to directly report to the **Safeguarding Lead**.
- The board of European Alternatives
  - Needs to be informed by the management in the case of any serious incident
  - Is informed directly if the accusation concerns the management.
- Directors/ Management at European Alternatives
  - Is informed by the **Safeguarding Lead**
  - Informs and seeks advice from the board
  - Supports the safeguarding lead with supervision?
- Partners
  - Directly report to the **Safeguarding Lead**

## Confidentiality

If you have a child safeguarding or protection concern, these concerns take precedence over data protection considerations. However, every effort must be made to maintain confidentiality for all parties involved. Allegations of abuse will be handled with utmost confidentiality and on a need-to-know basis. Information will be shared exclusively with the safeguarding lead, and the parents/guardians and with public authorities where necessary.



When explaining confidentiality to a child, prioritise their emotional well-being, use age appropriate language, provide reassurance that information is being shared to ensure their safety and wellbeing will only be shared with those who need to know.

## Recording a safeguarding incident - Swiftness of Action

All staff, volunteers and partners are responsible for recording safeguarding incidents using the Incident report form and submit it to the Safeguarding Lead.

- All evidence shall be submitted with the incident report form
- The form should be sent securely, marking the email as confidential.

The incident report form must be submitted as soon as possible, and at a minimum in the following time frame:

### 24 hours

- All incidents that have a significant impact on a child's safety or wellbeing including
  - Serious injuries or illness requiring emergency medical treatment/ hospitalisation
  - Issues/ disclosure/ complaint relating to self-harm or suicidal ideation.
  - Issues/ disclosure/ complaint relating to a recent or non-recent abuse (online or offline)
  - Issues/ disclosure/ complaint relating to a recent/ current seriously impacting harassment.

### 48 hours

- Minor incidents requiring outside medical attention
- Potential of violation of this policy
- Situations involving potential harm to someone's health, safety or wellbeing

### 7 days

- All other incidents that have been dealt with immediately and do not need follow up

### Process dealing with the incident report form

- Incident Report form is submitted
- Safeguarding lead assesses the incident report form and decides which action to take.
- Safeguarding lead records the case and makes sure the measures are implemented. Serious incidents are reported to local authorities
- Safeguarding Lead closes the incident.

## Referring

If there is a situation where someone is at immediate risk of abuse or harm or you think that there is a chance of this happening in the future, you must consider getting help from relevant external authorities. This includes law enforcement and local government child welfare/ protection authorities.

Determining the need for referral

Not every safeguarding incident requires a referral to external legal or governmental authorities. The decision should be made on the following criteria.

- **Severity:** If the concern of suspicion involves a serious threat to an individual's safety or wellbeing referral is mandatory
- **Legal Requirement.** Follow your local duty to report. In some cases specific types of abuse or neglect need to be referred.
- **Risk assessment.** Consider how much risk is involved for the individuals affected
- **Consultation:** Seek advice from the management and safeguarding lead or local child protection authorities.

## **8. Supporting those involved in a safeguarding incident**

This can include (but not only) people who

- A child you are concerned about
- A child who has made a disclosure
- Individuals who witnessed the safeguarding incident
- People who were directly involved

Support needs to be offered as quickly as possible, this can include

- Providing access to on-call mental health support
- Identifying trusted people who can listen and offer emotional support (within and external to the team)
- Assisting a child informing their parents/ guardians
- Signposting local relevant support services.

# Child protection incident report form

## **Reporting party information**

Name of person reporting:

Contact details:

## **Incident report**

Location of incident and details of activity:

Date of incident:

Name of person (optional) Age

Name of suspected offender (optional) Age

Details of incident:

Action taken:

Reported to:

Assistance requested (optional):

Please send to: [safe@euroalter.com](mailto:safe@euroalter.com)