

Safeguarding Policy

*The Child Protection Policy of the Initiative
for Teaching Entrepreneurship (IFTE)*



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1. Introduction

In every country and society, children are affected by sexual violence, abuse, maltreatment and exploitation. According to information reported by the World Health Organization, “approximately 20 % of women and 5-10 % of men report having been sexually abused as children. Many children are subjected to psychological and emotional abuse as well as to neglect, though the extent of these phenomena worldwide is unknown.” Children with disabilities are affected twice as much as children without disabilities. The number of unreported cases is probably much higher, because many incidents are never made public, or only after long delays. (WHO, 2006)

Our Mission

The Initiative for Teaching Entrepreneurship (IFTE) is an Austrian non-profit organization with the aim to promote young people’s entrepreneurial spirit and values for self-employment and professional independence – as an instrument for equal opportunities and as strengthening of the individual economic creativity for the European market.

IFTE developed the TRIO-model for Entrepreneurship, a framework of reference for Entrepreneurship, several Handbook series and educational schoolbooks for Entrepreneurship, Business Administration and Economics. IFTE offers further education and training for teachers as well as workshops for students, organizes national and international competitions for students and implements international projects.

As an educational organization IFTE and its members work mostly with teachers, but have also direct contact with students. Therefore IFTE established this Safeguarding Policy to prevent child maltreatment where it possibly could occur.

Our Aim

We want to raise the awareness of child protection within IFTE and to strengthen the rights of children and vulnerable adults who get in touch with the organization, its employees, trainers and project partners. Our aim is to create a safe learning environment for children, where the rights of children and all human beings are upheld to protect them from physical and emotional abuse, maltreatment and exploitation.

Our Approach

In order to reach that goal this Safeguarding Policy will help IFTE to raise awareness of child protection issues and to reduce the risk of abuse and maltreatment of children and vulnerable adults. It will protect boys and girls (especially children under the age of 18 years) that take part in IFTE’s programs or projects, IFTE members and the organization itself from reputational damage. This Safeguarding Policy is based on the internationally recognized standards for child protection provided by the World Health Organization (WHO) and draws on the already well-established policies of ECPAT International and Kindernothilfe Germany.

All IFTE members will receive training in how to prevent abuse and maltreatment, how concerns and potential cases need to be reported in a transparent and safe way and how to deal with abuse and maltreatment cases and the perpetrators. Through clearly defined responsibilities it is possible to act transparently, effectively and solely for the welfare of the child.

Definitions and Types of Abuse

“Child maltreatment, sometimes referred to as child abuse and neglect, includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity.” (WHO, 2017)

Within this broad definition, five subtypes can be distinguished.

Physical abuse – is actual or potential physical harm to a child or a failure to live up to the responsibility to protect a child from physical injury.

Sexual abuse – is any sexually motivated touching of a child, whether actual or threatened, including all forms of sexual activities such as socially taboo touching, intercourse, etc., as well as activities that do not involve physical contact, such as showing the child pornographic material.

Emotional abuse – comprises the failure to provide an environment suitable for fostering the age-appropriate and psycho-social development of the child as well as persistent or serious verbal abuse, humiliation, debasement or rejection that negatively impact the child’s spiritual behavioral development.

Exploitation – consists of the commercial or other use of the child through activities that the child performs for the benefit of a third party. These activities include exploitative child labor and child prostitution as well as any other activity that leads to the economic exploitation of the child, that is to the disadvantage of the child’s physical or mental welfare, that prevents the child from receiving an education or damages the child’s moral and psycho-social development.

Neglect – begins as soon as a child is denied the basic foundations for psycho-social development, including that relating to health, nutrition, clothing, shelter, education, etc.

Legal Framework

The United Nations Secretary-General’s Study on violence against children highlights the alarming extent and nature of violence against children around the world, with considerable attention devoted to the issue of child maltreatment by legal guardian like parents and other family members. The study serves as a reminder that, under the Convention on the Rights of the Child of 1991, countries are legally bound to comprehensively address child maltreatment. Their obligations are clearly articulated in Article 19, Section 1 of the Convention:

“States Parties shall take all appropriate legislative, administrative, social and educational measures 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.”

Due to the fact that IFTE is registered in the Austrian register of associations and that IFTE acts mostly in Austria or coordinates international projects from Austria, the national legislation is relevant, as well. In the following section IFTE refers to the national law “Bundes-Kinder- und Jugendhilfegesetz 2013 – B-KJHG 2013”:

The law is aimed at the improvement of the protection of children and youngsters from violence and other endangerments in education. It focuses on the implementation of the four-eye-principle (= two adult rule), clarifications of the duty of notification in case of supposed child abuse and detailed definitions of tasks and standards in diverse work sections.

IFTE especially wants to highlight the paragraph 37 notification in case of endangerment of the welfare of the child (§ 37 Mitteilungen bei Verdacht der Kindeswohlgefährdung), that says, “If there is a reasonable suspicion in the exercise of a professional activity that children or adolescents have been abused, tortured, neglected or sexually abused, or if their well-being is seriously endangered in another way, and if that particular significant risk to a specific child or adolescent cannot be prevented otherwise, the following institutions must immediately notify the local child and youth welfare agency.” Beside courts, public authorities, psychosocial counseling facilities, hospitals and home nursing facilities the duty of notification affects also persons, who take on the care or teaching of children and adolescents on a freelance basis (analogous translation).

IFTE aims for a good cooperation between the members of the association and contact persons at diverse child protection centers in Austria:

Child Protection Center Vienna

Address: Mohsgasse 1 Top 3.1 1030 Vienna

Telephone: 0043 1 526 18 20

E-mail: office@kinderschutzzentrum.wien

Homepage: <http://kinderschutz-wien.at/>

die möwe Vienna

Address: Börsegasse 9/1 1010 Vienna

Telephone: 0043 1 532 15 15

E-mail: ksz-wien@die-moewe.at

Homepage: <http://www.die-moewe.at/de/wien>

Child and Youth Advocacy Vienna

Address: Alserbachstraße 18, 1090 Vienna

Telephone: 01 70 77 000

E-mail: post@jugendanwalt.wien.gv.at

Homepage: <https://kja.at/site/home/>

2. Declaration of Commitment

IFTE has established the following standards as a mark of quality in all its events, programs and projects.

IFTE and its members commit themselves:

- to strengthen children and vulnerable adults, both those with disabilities and without, in their rights and protect them from sexual, emotional or physical abuse and neglect.
- to create a safe environment for children in which the rights of children and all human beings are upheld.
- to involve children in the measures affecting them and to take into consideration their interests in planning and implementing project activities.
- to develop, implement and comply with suitable instruments including clearly defined responsibilities and approaches in the areas of prevention, crisis management and monitoring.

3. Safeguarding Officer

The role of the Safeguarding Officer is

- to be responsible to execute and improve - if necessary - the Safeguarding Policy and all of its parts (like applied procedures and instruments, codes of conduct, reporting and case management, documentation, privacy protection, monitoring, evaluation, etc.).
- to be the first contact person and person of trust for all concerns regarding child protection issues for all parties like board members, employees, project partners and children, who are affected themselves or have heard or seen an incident that transgresses a rule of the Safeguarding Policy.
- to be responsible to make decisions regarding child protection issues (together with all board members) and to coordinate necessary interventions and follow-ups based on the case management system of the Safeguarding Policy.
- to collect all concerns and incidents of all parties, while sustaining the protection of data privacy.
- to monitor and evaluate data regarding child protection and to put them underneath a risk assessment.
- to report at least annually to all members of the board at the general meeting or immediately in case of urgent incidents.

In case the Safeguarding Officer is unexpectedly unavailable or not within reach for any reasons for the organization, a substitute will stand in for her/him. The substitute is appointed by the board at the IFTE general meeting together with the Safeguarding Officer for a time period of three years (reappointments are possible). Every new appointment must be officially announced and shared within the network (see below Announcement of the Safeguarding Officer).

4. Preventative measures

To ensure that the Safeguarding Policy of IFTE will be implemented successfully and sustainable, the following preventative measures have been carved out.

Announcement of the Safeguarding Officer

In order that all IFTE members and involved parties of the IFTE network get familiar with IFTE's Safeguarding Policy and know, who the current Safeguarding Officer is and how to contact her/him, IFTE follows this action plan:

- Appointment of the new or reappointed Safeguarding Officer by the board at the IFTE general meeting (together with the substitute).
- Official announcement via the website ifte.at within the section "Safeguarding", containing the contact information of the current Safeguarding Officer and a download area with the current version of the Safeguarding Policy, code of conduct and reporting form as well as links to important child protection centers.
- Sharing this information with all members of IFTE at the general assembly.
- Sharing this information with all involved parties of the IFTE network via IFTE's newsletter.
- Sharing this information with all IFTE-trainers (who all are members of IFTE) when mandating them for the training, when they are also obliged to sign the Code of Conduct.
- Sharing this information with teachers, who book workshops at IFTE - together with the booking confirmation they receive the link to the safeguarding section on IFTE's website.
- Sharing this information with students participating at IFTE events at the event itself. The relevant section on IFTE's website is expressed in a child friendly form.

Strengthening the dignity and self-esteem of children

IFTE promotes the welfare of children and their protection generally and explicitly with the aid of some specific methods and teaching materials IFTE uses within the 'Youth Start Entrepreneurial Challenges Program':

- The focus of the 'Be A YES Challenge' is on encouraging the strengths of young people. Often children are not aware of their own personal strengths – therefore they learn in many exercises, that they do have a lot of diverse qualities.
- The focus of the Empathy Challenge is on emphatic communication and relation to others.
- With the "Youth start program on mindfulness" children are supported to be mindful and attentive towards their own needs – self-compassion and self-empathy is crucial for safeguarding.
- As a part of the teachers' training within the "Youth Start Entrepreneurial Challenges"-program IFTE also trains teachers in being attentive, mindful, self-emphatic as well as emphatic towards the needs of others. This supports teachers to be more attentive towards their pupils' needs.

IFTE focuses strongly on the dignity of children with the help of the so called “humiliation study” initiated by JEDES KIND, which is a partner organization of IFTE (hosted by IFTE at its office). The “humiliation study” shows cases when children are ashamed and humiliated in the classroom. JEDES KIND – with the support of IFTE – presents the study to teachers and train them to avoid ashaming communication. Teachers get sensitized with the aim not to ashame children in class anymore.

Risk Assessment of Activities

In the development process of new programs and activities that IFTE supervises and implements, where children and adolescents are involved, the Safeguarding Officer will be contacted as part of the elaboration to jointly analyze whether the planned activities comply with the guidelines of the Safeguarding Policy. It is the responsibility of the Safeguarding Officer to immediately report necessary changes to the implementation of future programs and activities and to consider them in the planning together with the team.

Code of Conduct

The aim of the Code of Conduct for interacting with children is to take joint responsibility for the safety of children. A further aim is to protect IFTE members from false allegations regarding their conduct toward children.

All IFTE members must sign this Code of Conduct and comply with it (see Appendix 1). By signing the Code of Conduct, the person commits to actively contributing to creating and maintaining an environment that is safe for children and vulnerable adults. Every signatory is responsible for observing and spreading awareness for the Code of Conduct.

Recruitment and Employment Standards

All job interviews will specifically contain a question relating to the candidates previous history and suitability of working with children. In all cases the candidate will be required to provide IFTE with a police clearance certificate (“Strafregisterbescheinigung Kinder- und Jugendfürsorge”) or, where this is not possible, to sign a declaration that they have no criminal convictions relating to offenses against children or other fatal offenses.

Additionally, all new members must sign the Code of Conduct before starting work with IFTE.

Education and Training

Child Protection Training, including awareness raising and reporting systems, will be provided to members on a yearly basis within the scope of the annual general meeting of IFTE. All new members will be given instruction on the Safeguarding Policy, carried out by the Safeguarding Officer.

All members are provided with and have access to this Safeguarding Policy at all times.

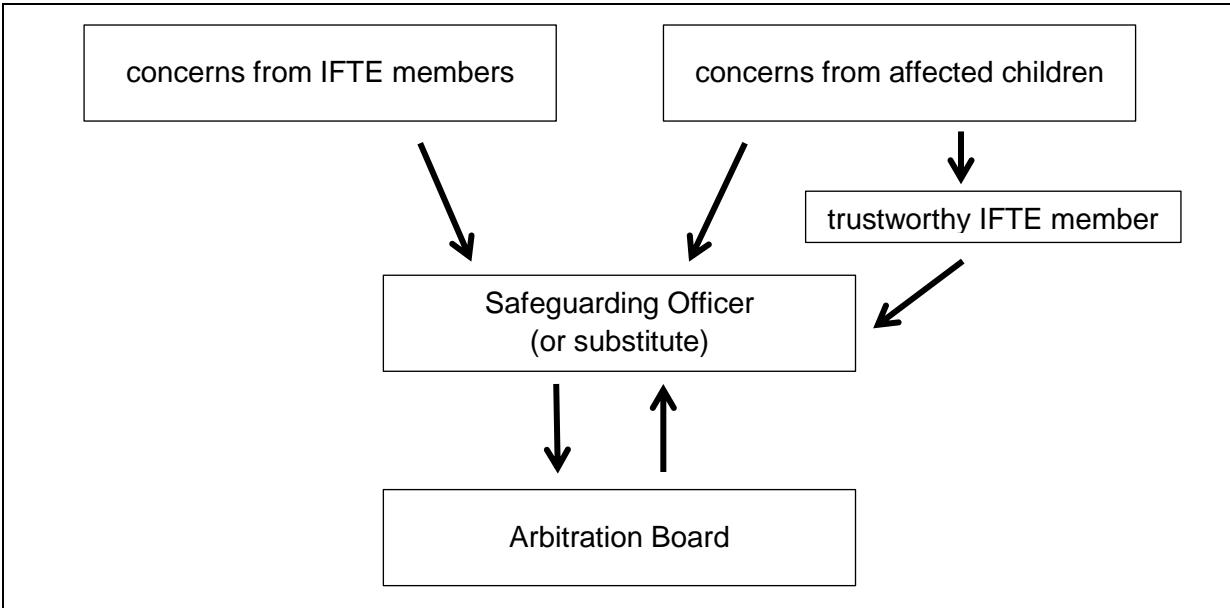
Case Management System

IFTE has an institutional system for dealing with and prosecuting cases of suspected child abuse and maltreatment. The goal of the case management system is to enable an appropriate and speedy investigation of any given case and to identify cases of abuse and maltreatment early on. All IFTE members and all children, who participate at IFTE-trainings, are informed about this system via IFTE's website, so they themselves also have the possibility to report suspected cases of child abuse or maltreatment.

The case management system of IFTE is managed by the Safeguarding Officer or her/his substitute. This person will be accessible for all members to discuss concerns and dilemmas related to child protection (see Announcement of the Safeguarding Officer). As written in the Code of Conduct every member is obligated to notify the Safeguarding Officer immediately, if there are any concerns, allegations or incidents. There is a form for reporting suspected cases of child abuse or maltreatment (see Appendix 2) that should be used, that serves for documentation purposes as well. The reporting person is supposed to fill it out together with the Safeguarding Officer, who ensures absolute confidentiality to all reported data, during an arranged meeting and to sign it afterwards.

There is also the possibility that the affected child herself/himself wants to contact the Safeguarding Officer – directly or via a for the child trustworthy IFTE member.

It is important that the Safeguarding Officer immediately and confidentially relay the next steps to the parties from whom she/he received information or whom she/he absolutely need to get involved. The Safeguarding Officer tries to find a solution together with the arbitration board of IFTE within the next 48 hours. It consists of 3 trustworthy, rather external members, who are appointed by the board. If a member of the arbitration board is personally prejudiced, a replacement from the steering committee will be nominated by the IFTE board. After coming up with a conclusion the Safeguarding Officer initiates the first steps together with the arbitration board, which are different from case to case.



Consequences of Noncompliance

If a case concerning noncompliance with the Safeguarding Policy or the Code of Conduct becomes known in the case management system, the following steps must be initiated immediately:

- If an IFTE member is linked to the failure to comply with the Safeguarding Policy or the Code of Conduct, then this person is temporarily released from all tasks and functions within the evaluation period of the case, until a decision has been taken in the respective case.
- If there is a positive decision (allegations cannot be confirmed), the person is entitled to orderly resume all previous tasks and functions.
- However, if there is a negative decision (allegations are confirmed and there is a violation of the Safeguarding Policy or the Code of Conduct), the person is permanently released from all tasks and functions and dismissed as IFTE member.
- As part of the case evaluation, it is also decided whether and which legal steps have to be taken (complaint, etc.).

5. Documentation, Monitoring and Evaluation

To make sure that IFTE is able to evaluate the Safeguarding Policy and its implementation on a sustainable basis the following procedure has been carved out:

The Safeguarding Officer meets the members of the board on a regular basis to consult with one another on cases and developments that have arisen relating to child protection and to provide each other with information and experiences. Thereby it is possible to develop the internal learning process of all involved persons to improve IFTE's child protection system.

Documentation is the responsibility of the Child Protection Officer, who has a duty to submit to the board of IFTE an annual status report. The report contains data from ongoing work as well as proposed changes for handling future cases. Documentation and reporting ensures and monitors the transparency of the Safeguarding Officer.

IFTE's Child Protection Policy must be revised at least once every three years. The revision is based on the analysis of data relating to internal child protection practice as well as external changes to child protection standards that apply internationally.

Appendices

Appendix 1:

Code of Conduct for IFTE members

Appendix 2:

Form for reporting suspected cases of child abuse or maltreatment

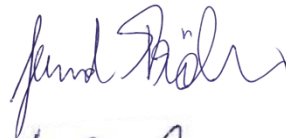
This is the current version of the IFTE Safeguarding Policy and it has been approved by the following members of the board.

Current Version	Version 2	Location, Date	Vienna, 03.05.2018
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Name of the board member

Signature

Gerald Fröhlich



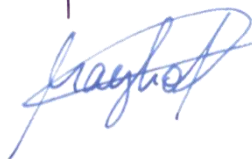
Heinrich Gröllner



Eva Jambor



Johannes Lindner



Valentin Mayerhofer

Appendix 1: Code of Conduct for IFTE members [EN]

IFTE is committed to ensuring that children under the age of 18 and vulnerable adults are protected from abuse and maltreatment within the organization, at events, programs and projects. The aim of the Code of Conduct for interacting with children is to ensure IFTE members work together to take responsibility for the safety of children.

Name	Date of Birth	Position

By signing this document, I agree

- to comply with IFTE’s Safeguarding Policy.
- to be responsible for observing and spreading awareness for the Code of Conduct in my work environment.
- to respond immediately to any concerns, allegations and incidents, and to notify the IFTE Safeguarding Officer without delay.

In this respect, I will

- contribute to creating a safe and empowering environment for children.
- take children’s beliefs and concerns seriously and foster their personal development.
- treat all children with respect.
- follow the “two adult rule” whenever possible, which means making sure that another adult is present or nearby whenever individual training or education is taking place.
- respect children’s human dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work.

I will also refrain from any and all forms of threats, discrimination, physical or verbal abuse or intimidation. This means that I will never

- abuse the power afforded to me by my position or abuse influence on the life and well-being of a child.
- strike a child or assault them physically in any way; disciplinary measures will never entail violence or humiliation.
- abuse or exploit a child sexually, physically or emotionally; in particular I will never engage in sexual activities with a child or expose it to any pornographic material.
- hug, pat, kiss or touch a child in any manner that is inappropriate or culturally insensitive.
- use any language that is inappropriate, indecent or abusive.
- direct any sexual innuendo or suggestive act toward a child.
- develop a relationship with children that could be regarded as exploitative or abusive.
- spend a disproportionately large amount of time with a child away from other children.
- tolerate or facilitate illegal, dangerous or abusive conduct toward children.
- ask for a favor or service that could be viewed as abusive or exploitative toward children.

Location, Date	Signature
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Appendix 2: Form for reporting suspected cases of child abuse or maltreatment

The information contained in this form is confidential. This form is for reporting concerns about potential violations of IFTE's Safeguarding Policy and Code of Conduct. It should only be sent to IFTE's Safeguarding Officer or her/him substitute. Please try to provide as much information as possible in the form. Areas where you have nothing to report can be left blank.

Information about you

Name	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Position at IFTE or relationship to IFTE		
Address		
Telephone/Mobile		
E-Mail		
What is your relationship to the child or young person?		

Information about the affected child (please use a separate form for each child)

Name	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Nationality		
Date of birth/Age		
Address		
Telephone/Mobile		
E-Mail		
Project/Relationship to the project		
Relationship to the potential abuser		
Is the child particularly vulnerable/disabled?		
Other information		

Current location of the child
What measures have been instituted for the child's safety so far?
What other measures are necessary to protect the child?
What relevant bodies have been informed? (e.g. parents, legal guardian, etc.)

Information about the potential abuser (please use a separate form for each abuser)

Name	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Nationality		
Date of birth/Age		
Address		
Telephone/Mobile		
E-Mail		
Suspected relationship to IFTE or the project		
Suspected relationship to the child		
Other information		

What situation are you concerned about?

Situation	Yes	No
Did you witness child abuse?		
Do you suspect someone of child abuse?		
Has someone been accused of child abuse?		
Has someone reported child abuse to you?		
Does your concern relate to one of the following categories?		
Do you believe that a child may have been neglected?		
Do you believe that a child has been mentally abused?		
Do you believe that a child has been emotionally abused?		
Do you believe that a child has been sexually abused?		

Your concern is founded if you answered yes to any of these questions. You have a duty to report your concern with this form immediately to the Safeguarding Officer.

Information about the concern/suspicion

<p>Please describe the type of abuse or mistreatment, who reported it, circumstances of the abuse and course of events</p>	
<p>Location of abuse</p>	<p>Date/time of abuse</p>
<p>Witnesses</p>	

Conversation report (please describe exactly what the child said in her or his own words and what you said to the child)	
Observations (such as injuries, how the child looked, fear, etc.)	
How did the suspected individual respond to the allegations?	
What other steps have you taken? What other measures have you initiated?	
Location	Date
Signature of the reporter	Signature of the Safeguarding Officer