

Objectives of the document

For Tice, no abuse or violence against children and adolescents can be considered acceptable, regardless of the circumstances. We are aware that the danger of child abuse, in any form, exists in every context. Therefore, we establish in our policy shared principles, rules, and methods that ensure that minors participating in our activities feel protected and that Tice offers the tools to intervene immediately in the event of violence against them.

Therefore, this document aims to ensure the safety of children from the dangers or damage that could result from inappropriate conduct by those representing Tice or from problems in the design and implementation of operational activities.

The aim is to prevent any possible risk by establishing minimum standards and efficient operating procedures and safeguarding the well-being and safety of the children benefiting from our projects. The Tice team, in collaboration with users and families, has developed and made our policy for child safety protection available on our website.

Sharing our policy on the significance of child safety helps improve functioning, accountability, and credibility as a children's rights organization.

The choice of simple and direct language is a direct testimony of our desire to make it understandable to boys and girls.

Procedures

Revision: 1 time year

Organizational chart: Francesca Cavallini

Coordinators: Maria Clara Cavallini, Sharon Ferrari, and Monica Cattalini

Members: 1 boy and one girl from each area/location who reviews the document yearly.

The annual review date is June 28 (the date Tice was founded).

Policy implementation is monitored through focus groups, qualitative measures, and questionnaires.

The document is approved by employees and sent to trainees and volunteers

Principles

The United Nations Convention on the Rights of the Child, together with the leading European conventions and Italian laws on the rights of the child and the protection of children against exploitation, are our reference documents. The provisions of the European General Data Protection Regulation (EU) 2016/679 ("GDPR") also apply. In addition, our policy is guided by the principles inspired by the international standards of Keeping Children Safe.

- All children have the equal right to protection, well-being, and participation, regardless of gender, nationality, age, religious and political beliefs, family situation, economic, legal, physical, and mental health status.

- All actions to protect children must be taken regarding their best interests, which are paramount. For this reason, our activities are developed in such a way as to ensure full respect for children's rights.
- Everyone has a responsibility to safeguard the rights of children. All those who work in or on behalf of Tice must comply with this policy, including partners and collaborators.
- We work transparently and openly to listen, we consider the protection of children and young people as a priority, and we recognize that situations of risk and abuse develop more easily where workers, project partners, children, boys, girls, and communities do not feel accessible and able to express their concerns or report any events that have occurred.
- All reports regarding the safety and protection of children will be taken seriously. Appropriate measures will be taken to protect the child and punish the alleged perpetrator if necessary; this may include the involvement of police forces and child protection agencies. In the event of allegations against members, workers, collaborators, or partners, measures such as suspending or terminating any collaboration may be envisaged.
- No organization, working alone, can guarantee an adequate safety net for children and young people. For this reason, we collaborate on this matter with other civil society organizations, public institutions, and other entities on the ground.
- We strive to ensure the secrecy of the information of all persons involved in reports, including the names of those who have reported them, unless it is necessary to disclose them to ensure the protection of children, girls, and adolescents (for example, if the child requires special assistance or if a crime has been committed).
- Our priority is to raise awareness and stimulate all our stakeholders on the issue of the protection of children. In this sense, we are committed to implementing our policy and its established procedures to spread our values. We share our official documents with other institutions and are open to receiving feedback on their correct application.
- We are committed to working in full compliance with the national and international regulatory framework on the protection of children.
- There are multiple ways of protecting and promoting children's rights. However, the cultural factor can in no way be used as a pretext for abuse. With all the people and in all the contexts in which we operate, any procedure changes must comply with the principles set out in our policy.

Partner Glossary

Organizations and social formations that promote, finance, and/or implement activities in collaboration with Tice.

Volunteer members and working members.

All the people collaborating with Tice Cooperativa Sociale (in the case of working members who also work for the company itself).

Employees

People involved in Tice's activities include workers, trainees, and anyone else in a relationship with Tice.

Child/adolescent

In line with Article 1 of the United Nations Convention on the Rights of the Child (1989), a child is defined as any human being under eighteen unless they have reached maturity earlier under applicable legislation.

Child Abuse

According to the United Nations Convention on the Rights of the Child, the abuse that TICE aims to prevent is defined as follows: any form of physical and/or psychological maltreatment, sexual abuse, neglect or neglect of a child or its commercial or other exploitation, which causes or could cause harm to the child's health, its survival, its development or undermine its dignity and that it takes place within a relationship of responsibility, trust or power.

Where the policy and prevention measures apply

Tice's child protection policy is binding on anyone who works or collaborates with us, regardless of the nature of the relationship, even if it is carried out free of charge. At the beginning of any collaboration or working relationship, adhering to and signing the principles and obligations set out in this policy as a fundamental prerequisite for their collaboration with Tice is imperative. In addition, we ask partner organizations without regulations or codes of ethics to adopt and sign Tice's regulations. Partners and collaborators

Our policy of admission to cooperator membership and selection of collaborators reflects our commitment to protecting children and adolescents, ensuring that controls and procedures are in place to ensure suitability to work with minors.

To reduce the risk of abuse of children by members and collaborators, Tice implements the following measures:

- We carefully evaluate the professional CVs of working members and collaborators.
- We ask specific questions to check the suitability of the potential member/collaborator to work in contact with children.
- Verification of references.
- Request a criminal and pending charges certificate that can be obtained from the criminal record for all those called to work directly with children.
- Request to sign this policy.

Code of Conduct

Tice staff, its partners, and visitors who meet children are expected to:

- Consider children as bearers of rights.
- Prioritize the well-being of children.
- Comply with the obligations set out in the policy for the protection of minors.
- Be vigilant for any signs of abuse or violence suffered by minors, both in the present and the past.
- Treat children with respect, regardless of physical appearance, gender, sexual orientation, language, religion, political opinions, nationality, ethnic or social origin, or disability;
- Adapt their interactions, taking into account the social and cultural background of the minors;
- Respect children's privacy.
- Promote and recognize the individual abilities and talents of minors.
- Taking care of the spaces intended for minors, ensuring their safety and promoting their well-being; Establishing relationships with minors exclusively in professional contexts and for defined purposes, using appropriate tools and spaces.
- Encourage the participation of children to develop their capacity to protect themselves.
- Use technological devices such as computers, mobile phones, and video cameras responsibly, avoiding the dissemination of inappropriate or harmful content.
- Comply with current legislation on the protection of minors.
- Avoid behaviors and situations that may cause suspicion or make children uncomfortable.
- Immediately report any allegations, convictions, or conduct related to the exploitation or abuse of children occurring before or during work in or with Tice.

Tice's staff, partners, and visitors who meet children must avoid the following:

- Avoid any form of mistreatment, abuse, or exploitation of children and young people, both physically and psychologically, avoiding relationships that could be interpreted as abusive or exploitative.
- Do not apply physical punishment.
- Ensure that children are constantly under proper supervision.
- Do not humiliate, discriminate, or be contemptuous of children.
- Refrain from any contact or activity of a sexual nature with minors.
- Avoid behavior or physical contact that may be deemed inappropriate.
- Do not organize activities that could put children at risk of abuse.
- Use language and behaviors that are not provocative or inappropriate toward children.
- Respect children's privacy in all circumstances.
- Do not participate in initiatives that may expose children to the dangers of abuse or violence.
- Ask permission before taking photos or videos of your children.

- Do not contact children or teens through social media to share photos or private messages.
- Avoid spending excessive time exclusively with a single child, to the exclusion of others.
- Don't show favoritism toward some children or adolescents at the expense of others.

Training & Development

Tice's working members and collaborators are supported in developing skills and knowledge about child protection through internal training, initial and continuous, appropriate to their role. Every year, all Tice staff review the policy, supplement or modify it as needed, and renew their adherence. Policy implementation is monitored through focus groups, qualitative measures, and questionnaires.

Partner

When undertaking projects aimed at children, it is essential to ensure that partners are adequately qualified to interact with them. Tice partner organizations are required to have their written policy for the protection of children or, in the absence of one, to adhere to that of Tice for the entire period of collaboration. Violating this policy by partners will lead to a reflection on the advisability of terminating the collaboration and, in the most severe cases, to the possibility of reporting the incident to the appropriate authorities.

Project Construction

Tice is committed to carrying out projects that ensure the safety of minors. It is essential to integrate the protection of children and adolescents into all phases of planning and carrying out projects that affect them, with a constant commitment to their improvement.

Key measures to ensure maximum safety in each activity and program include Analysis of potential risks to children and adolescents during the design of each initiative.

We are carrying out a specific risk assessment at the beginning of each intervention to identify concrete threats to the safety of minors.

We are developing risk management strategies to limit the dangers that the implementation of programs could pose to children.

Suspension of the planning or implementation of a project if the risk analysis highlights excessive hazards that cannot be adequately controlled or mitigated.

We are monitoring and evaluating the effectiveness of child and adolescent protection strategies during and after activities to improve the quality of future initiatives and strengthen the child safety system.

Communication & Media

We follow strict principles of consent and respectful representation to ensure an ethical approach to collecting and using communication materials, especially when they involve people, particularly minors.

It is essential to obtain consent from the subjects or guardians before collecting photographs, videos, or personal information.

Children's images must constantly be enhanced and presented dignifiedly to respect their privacy. If the media is involved, Tice staff and journalists must ensure that children are portrayed correctly and safely. Images and videos must be accurately contextualized and truthfully represented.

It is necessary to create a secure digital archive to preserve images and videos, with access limited to authorized persons only, to protect further the privacy and dignity of the children involved.

Actions to respond to violations of the protection of children and adolescents.

Tice implements clear guidelines for reporting potential risks or suspected violations of the Code of Conduct or policies in force involving its members, collaborators, and third parties participating in projects. We are also committed to disseminating these procedures among all employees and partners involved in the activities to ensure a prompt and effective response in situations where minors may be at risk of abuse.

Reports

Any suspected or confirmed cases of abuse, maltreatment, or exploitation of minors, as well as any known or alleged violation of the Code of Conduct by members, collaborators, or third parties involved with Tice, must be reported.

Here are some specific examples of situations that require reporting:

- If a child discloses experiencing mistreatment or presents evidence suggesting potential exposure to violence or exploitation by themselves or other children.
- If Tice personnel or collaborating individuals become aware of or have suspicions regarding a child's vulnerability to abuse.
- When individuals associated with the project report incidents of harm inflicted on minors to the organization's staff, representatives, or partners.
- If staff members or project partners violate the Code of Conduct by mistreating children encountered through Tice's activities.
- If staff members or partners are accountable for child abuse unrelated to their work setting.
- When a child participating in a Tice project perpetrates harm against another child.

When, to whom, and how to report.

As a matter of urgency, it is essential to report whether you suspect a staff member or receive guidance from external sources. Speed at this stage is crucial to ensure the protection of the child. Clara Cavallini, Sharon Ferrari (Piacenza office), and Monica Cattalini (Correggio office) are in charge of the reporting procedure and can be contacted separately or jointly. The report must be made confidentially.

The managers may involve the other shareholders, and particularly the Board of Directors, where appropriate, to analyze the information, organize a response to those who have forwarded the report, and decide how to proceed and with what timing.

Answer

We are committed to promptly handling any reports or allegations of child abuse and proceeding with investigations so that they can be concluded quickly. The following are the essential actions to ensure effective case management:

Our priority in cases of abuse, both suspected and confirmed, is to ensure the protection and safety of the children involved at every stage of the process.

If necessary, we use the support of experts external to the organization, ensuring the confidentiality of the information.

In the face of behavior that violates the policy or Code of Conduct, the alleged perpetrators will be allowed to present their version of the facts. If the allegations are found to be well-founded, the necessary disciplinary measures will be taken in compliance with applicable laws and the employment contract.

For conduct that constitutes a criminal offense, we will assess, also taking into account the victim's consent, when necessary, whether to refer the case to the competent authorities or external support such as the Juvenile Prosecutor's Office or social workers, also based on the opinion of external consultants. If the offense can be prosecuted as an ex officio, it will be reported to the authorities. If you file a complaint, we will notify the parents of the child involved and act according to the specific situation, always cooperating with law enforcement agencies to protect the child.

Reports or accusations that are unfounded or falsely alarmist at the end of the investigation will result in disciplinary and/or criminal consequences for those who made them.

All documentation related to the cases will be kept in secure archives following European Regulation 2016/679.

In practice, what do we do to protect your safety?

You can choose whether to read the file with the AAC or listen to it by clicking here. This document was written with children and young people who attend Tice. Remember that it's for you. You can edit it anytime by writing or sending an audio or a photo to +393400648709.

How do we protect you in emergencies

- Each center has a person in charge and an active policy for safety, first aid, fires, and other extreme weather events.
- We have an insurance company that insures Tice centers, each one of us.
- We give you our phone and social contacts so you can call or write to us whenever you feel unsafe.

How do we protect our body

- We fix furniture to the walls, don't leave risky items lying around, and buy age-appropriate toys and materials.
- When you eat with us, we ensure that the food is not risky and that you can eat it yourself.
- When you have heterosexual or self-aggressive behaviors, we use physical restraint procedures that we are trained in.
- If you are afraid of the doctor, we use methodologies that can help you reduce the discomfort so you can be seen.
- Through psychoeducation, we make you aware of the risks associated with a sedentary lifestyle, poor diet, smoking, alcohol, and drug use.
- We support the dignity of every conforming or non-conforming body, so we don't ask questions about how your body changes (have you lost weight? have you gained weight?) or how your body is (because are you in a wheelchair?).
- We are ready to listen if you want to discuss your relationship with your body.
- We involve you in psycho-educational paths on sexuality to promote a safe, healthy, and fulfilling sexuality.
- When you engage in self-harming or risky behaviors or behaviors (after sharing and defining it with you), we inform your family to think about how to help you.
- Your consent is essential: before we hug you, touch you, or get close to you, we ask you if you like it, and we teach you to do the same with others.
- We help you understand which environments and sensory stimulations make you feel good.

How do we promote your change safely

- If you can't express yourself, guess what is important to you and ask your family what changes and learnings could give you more freedom and dignity.
- To make you learn, we do not use any kind of violence or physical or psychological constraint, and we openly condemn (on our channels) any form of violence.
- We ask you what is essential for you to be, understand, learn, or modify.
- We always want to know how you're doing while learning and ask you this often.
- We work hard to help you learn how to ask for help.
- We always try to make you understand in a language appropriate to your age what psychological/educational procedures and methodologies we use or what research you are part of.

How We Protect Your Mind

- We talk to you about the mind to help you get to know it and understand its needs.

- We buy and keep up to date with tests and tools to objectively assess your characteristics, difficulties, and strengths.
- We carry out early diagnoses that allow you to name your characteristics and compare yourself with a community of human beings where you can get to know and recognize yourself.
- We support your individuality by promoting self-observation. We are not interested in comparing ourselves to others or generating competition with others or with a standard.
- We don't talk to anyone about what you tell us, and if your family or other professionals ask us for information, we decide with you what to do and what to say.
- We do not share photos, videos, or other information without your consent.

How we protect you from online risks

- We talk to you and your family about online risks.
- We allow you to meet friends safely online.
- We teach you how to report abuse you witness.
- You can write to us at any time if you are being cyberbullied.

How We Protect Your Identities and Memberships

- We support and train professionals and activists who are committed to social justice.
- Our documents are inclusive for all families.
- With us, you can use the pronoun of your choice to define yourself.
- We respect your sexual and emotional orientation (we don't assume you like a boy or a girl).
- We are aware of racism, systemic ableism, and other discriminations, and we help you recognize and combat them.
- We foster a neurodiversity culture by teaching you to respect different ways of thinking, feeling, and behaving.

