

Child Protection Policy

Integra Foundation

The Integra Foundation's vision (hereinafter referred to as the Foundation) is to mitigate the consequences of a broken world by providing education to children and young people and giving decent work on fair terms. We also provide humanitarian assistance in natural disasters and war conflicts. The Integra Foundation operates in the poorest parts of the world, especially in Africa, and in close cooperation with our external partners. The Integra Foundation is committed to providing assistance impartially in its programs, without any form of discrimination, regardless of gender, nationality, skin color, or belief.

In our activities we come in contact with children and young people and we are aware of our obligation to protect them from abuse or neglect. Taking care of the safety of children and young people is the responsibility of everyone. Organizations, professionals and volunteers working with children and young people should take this responsibility into account in their work and have mechanisms in place to ensure they keep these responsibilities. . That is why we have created the Integra Foundation Policy for the Protection of Children and Young People (hereafter also as the Child Protection Policy or as a Policy), which is an expression of our commitment to children and young people to ensure a safe environment and conditions for their healthy development. The policy is based on the UN Convention on the Rights of the Child (hereinafter the Convention). The Integra Foundation's Children's Rights Policy is based on the Children's Integration Policy developed by the Integral Alliance of which the Integra Foundation is a part.

1. Child protection

Child protection is a broad term that includes principles, standards, guidelines and procedures designed to protect children from intentional or unintentional abuse. In this context, child protection is understood as an obligation of the Integra Foundation to ensure that its employees, volunteers, sponsors, partners, visitors, as well as all its activities, projects or programs do not cause harm to children and do not expose children to the risk of abuse or harm. In the event of a suspected child safety risk within its activities in the projects or programs in which we are involved, the Integra Foundation will act and report the suspicion to the competent authorities.

2. Purpose of the Policy for the Protection of Children and Young People

The purpose of the Integra Foundation's Child and Youth Protection Policy is

- To protect children and young people who are receiving assistance from the Integra Foundation
- To provide the Foundation's employees, volunteers, sponsors, visitors and partners with the general principles governing our approach to child protection
- To protect the reputation of the Integra Foundation and its staff in order to prevent false accusations of child abuse and thereby undermine the proper functioning of the Integra Foundation.

3. Integra Foundation Statement

Integra Foundation activities include working with children and families, either directly or through our external partners. Therefore, the Integra Foundation undertakes to support and protect all children who are part of our local projects, during visits of staff directly employed by the Integra Foundation, volunteers, sponsors, visitors or through external partners working with the Integra Foundation and their employees.

As the Integra Foundation, we recognize that it is our responsibility to do everything in our power to prevent child abuse and to report any case of child abuse or suspicion of child abuse.

We will endeavor to ensure that all Integra Foundation employees, volunteers, sponsors, visitors and partners, whose work will include working with children, are aware of our child protection policy and sign that they have read, understood and agreed to this document.

At the Integra Foundation, we ensure that all paid employees and volunteers who work directly with children are of good repute and are not lawfully sentenced for any crime involving children.

We expect our external partners to carefully select and effectively train their employees and volunteers to work with children and to comply with all legal requirements regarding the protection of children in their home country.

4. Definitions

Definition of 'child'

For the purposes of this document, a “child” is any person under the age of 18 participating in activities, projects or programs supported by the Integra Foundation, but also a juvenile, older than the age of 18, who is part of Integra’s sponsorship program.

Definition of the term “child abuse”

The WHO (World Health Organization) defines child abuse or abuse as the use of any form of physical or psychological violence, harm or abuse, neglect or negligent treatment, commercial, sexual and other exploitation, with direct or potential harm to the child's health, endangering life and undermining development or human dignity, in the context of a relationship of responsibility, trust or power. In our understanding of child abuse, it can, among other things, manifest itself as:

Physical abuse that takes various forms and manifestations such as: beating, shaking, rotting, burning, deliberate scalding, suffocating, strangling and melting, etc. Physical abuse also occurs when the parent or other responsible person neglects the symptoms of an illness or deliberately causes the illness of the child.

Mental Abuse, which includes the behavior of persons who adversely affect the psychological, emotional development and behavior of the child. It can take various forms and manifestations, such as repeatedly telling children that they are not loved, have no value, are not good enough, or their value is not adequate to meet the expectations of the person taking care of them. It may also include age or developmentally inappropriate expectations of the child, as well as exposing or threatening the child. In part, psychological abuse is part of all forms of child abuse, but it can also appear on its own.

Sexual abuse of children, defined as the contact between a child and an elderly or more mature person (such as a juvenile or adult, who may be a stranger, sibling or responsible person - parent or guardian) using the child as an adult or elderly sexual satisfaction people. Often this behavior is enforced by force, enforcement, bribes, threats, or other forms of coercion. Sexual abuse of children can be manifested physically, but also mentally and verbally. Sexual abuse includes any exposure of a child to sexual activity, sexual contact, sexual behavior and activity, whether or not the child is aware of it. Sexual manifestations may include physical contact (with intrusion such as rape) or physical contact without intrusion. However, sexual abuse may also be manifested without physical contact, for example, in the case of forced observation or the creation of pornographic videos, or in the observation of sexual

activities thus,encouraging children to behave in an inappropriate sexual manner. Commercial sexual abuse is any use of a child for sexual purposes as financial or other reward. In this case, the child is considered to be the object of trade and sexual exploitation. This phenomenon is often associated with trafficking and organized crime, forced labor and modern slavery. For the purposes of the law, child pornography is defined as depiction of actual or feigned sexual intercourse, other forms of sexual intercourse or other similar sexual intercourse with a child or a person who looks like a child or a exposed part of a child. This content may be displayed in the form of photographs, negatives, slides, magazines, books, drawings, movies, videos and graphics on computers. There is a general division into two categories: soft-core (does not contain explicit sex scenes, but depicts nude children or children who behave seductively) and hard-core, which depict children actively involved in sexual activities.

Neglect, defined as an acute and serious threat to a child due to lack of care and stimuli important for his / her healthy physical and mental development.

Bullying, which we define as intentional harm, often repeated at certain times, with the victim finding it very difficult to defend himself. It is manifested in various forms, but the most common manifestations are: physical bullying (beating, kicking, alienation victims), verbal bullying (inappropriate racist or homophobic remarks, threats, scolding) and psychic bullying (isolation of the victim, not admitting to the peer group).

Child abuse for the purpose of trafficking, which is defined as the use of children for work or other activity in order to benefit the person responsible for the child, while affecting the child's physical and mental health, education or moral-emotional development. This form of abuse is manifested, inter alia, by the forced labor of children. A child who is abused in some way is often the victim of several forms of violence. Some of the other forms may be discrimination, harassment or bullying, which also negatively affects the development of the child and harms him physically and mentally.

5. Subjects of Child Protection Policy

This Child Protection Policy applies to:

- (a) all staff (both employees and permanent staff other than employment), members of the Governing Board and volunteers of the Integra Foundation;
- b) all persons who cooperate with the Integra Foundation or have been sent to the field through the Integra Foundation (especially sponsors, donors, journalists, photographers) or their fellow travelers and come into contact with children in programs supported by the Integra Foundation,
- (c) all organizations and external partners working with the Foundation and / or to which the Integra Foundation provides funding for the implementation of activities involving children, including all employees of partners who come into direct or indirect contact with children

Child Protection Policy with regard to external partners

For the purposes of this document, the external partner (hereinafter referred to as the Partner) is an Integra Foundation partner that cooperates with the Foundation and to which the Integra Foundation provides funding for the implementation of activities, projects and programs in the field of development or humanitarian work.

The Children's Rights Policy applies to all Integra Foundation partners who cooperate in activities, projects or programs in which children are involved.

Each external partner of the Integra Foundation is obliged to develop its own policy of protecting the rights of the child, taking into account the local context and legislation. This will be part of the Memorandum of Understanding agreed and signed by the Integra Foundation and the external partner.

If partners have not yet developed their own policies to protect the rights of the child, it is their responsibility to adhere to the principles and actions defined in The Integra Foundation's Child Protection Policy.

Partner Policy Sanctions

If the agreed rules and principles are violated, resp. to violate the child's safety in the partner project, the Foundation will invite the partner to resolve the situation and remove the consequences.

The Foundation reserves the right to reduce financial support for a partner or to terminate cooperation with an external partner if:

1. The partner grossly violated the agreed rules and principles, respectively. The child's safety has been violated.
2. The Partner has not remedied the consequences of a previous violation of the policies and principles raised by the Foundation.

The Integra Foundation shall consider the seriousness of the violation of the Child Protection Policy and, with justification, shall notify the Partner of the consequences of the violation of the Child Protection Policy.

Child protection policy with regard to Integra's staff

Any person (worker, board member, volunteer) who wants to work for or work with the Integra must:

- (a) sign a Binding Declaration (in the annex) that it agrees to the principles and conditions of the policy of protecting the rights of the child and that it undertakes to abide by them.
- b) sign the Declaration of Honor (in annex) concerning any conviction in criminal proceedings or rehabilitated punishment. Part of the employment or mandate contract is also the signing of consent to request an extract from the criminal record if necessary.

Child protection training and education

In order to successfully implement the policy on the protection of the rights of the child, the Foundation will take the following measures: A worker or volunteer who is directly involved in working with children will be informed about the Policy and all procedures and processes arising from it.

Child protection policy and visits of photographers, film crews, journalists and others

When photographers, film crews, journalists or other persons are visiting the projects, programs or activities of the Integra Foundation or its partners, the following must be considered:

1. Journalists, photographers / film crews must be made aware of the Policy before they meet children. At the same time, they will sign a Binding Declaration to adhere to the conditions and principles set out in this Policy.
2. It is important to ensure that children do not stay alone with journalists, photographers or other persons visiting projects. A responsible officer of the foundation or a partner's employee should be present at all times.
3. Children, parents / guardians or heads of partner organizations will be informed of how the child's photographs, film or statements will be used and the Foundation will obtain their consent to use the material obtained.
4. To protect the child's safety, a journalist or photographer must inform the Foundation about how the material will be used. The Foundation reserves the right not to allow the publication of materials in the event of violation of any principles and conditions of the policy of the protection of the rights of the child.
5. If the material is also used by other organizations, the photograph should include: Integra Foundation / photographer's name © and photo title.
6. If the material is used by other organizations, that organization must also adhere to and sign the child protection policy mandates, in its use of the material.

6. Policy Manager for the Protection of the Rights of the Child

The management of the Integra Foundation will appoint a Child Protection Policy Manager (the Policy Manager), who will be responsible for:

- informing the team about the Child Protection policy and for implementing it within the organization;
- monitoring the implementation of the Policy and regularly informing the Foundation's team of progress;
- preparation of training material on the Policy on the Protection of the Rights of the Child;
- collecting and managing information on law requirements, best practices, etc.,
- providing support and assistance to other team members in the context of the protection of the rights of the child.

The name and contact details of the responsible person will be published on the Integra Foundation website.

7. Code of Conduct

Each worker, board member, volunteer, sponsor, visitor who comes into direct contact with children will receive a Code of Conduct as defined in this section and in Annex no. 2.

Although not all incidents can be prevented, the Integra Foundation will take the necessary steps to reduce the risk of any child abuse. It is therefore important that all employees, sponsors, volunteers, partners and their employees who come into contact with children adhere to the following principles:

1. They are aware of situations that may pose risks to the child and respond to them.
2. They plan and organize work and the workplace to minimize the potential risks of child abuse.
3. They have limited situations when they are alone with children so that they are visible to others when working with children.
4. They have developed and maintained a culture where questions or concerns about child safety can be discussed.
5. They have created a culture of transparency in which children can talk about their experiences with employees and others.
6. They respect the boundaries of each child and help them develop their own sense of dignity, as well as what to do if they feel that there is a problem in this area.
7. They know what abuse is (also covered in this Child Rights Policy)

8. They are cautious about indicators of possible child abuse situations.
9. They know the Policy Manager and other responsible persons and procedures for reporting concerns (see procedure below).

Personnel, volunteers and representatives of the Integra Foundation and its partners may never:

1. Strike, physically attack or abuse a child;
2. Develop a physical or sexual relationship with the child;
3. Develop any relationship with a child that could be considered as abuse or exploitation;
4. Act in a way that may be abusive for the child or put the child at risk of abuse;
5. Engage in actions or behaviors that could be considered bad practice or potential child abuse. For example, they should never:
 - Use language, make suggestions, or offer advice that is inappropriate, offensive, or abusive;
 - To behave in a way that is inappropriate or sexually provocative;
 - Have a child at home unattended; especially if they are alone with them;
 - Sleep in the same room or bed as a child who is not their own;
 - Dress in a way that is unsuitable for the culture;
 - Offer the child money or gifts without the consent of the worker or project manager;
 - To do things for the child of a personal nature that they can do for themselves;
 - Act in a manner that would be shameful , degrading or degrading for the child;
 - Discriminate, treat differently or favor a particular child over others.
 - Take a child out of a project for any purpose, without the consent of the project director and someone from the project also accompanying them.

In the event of any suspicion of a violation of the Child Protection Policy, the responsible employee of the partner or the Policy Manager must be immediately informed.

Employees, volunteers, photographers, media, sponsors, visitors, and partners must follow specific photo and video guidelines as follows:

1. To use the child's images, you must obtain consent from the child(if over 18) or their representative or partner leader.
2. The child's full name and image may not be used unless the individual or his or her representative has given explicit permission and at the same time the information disclosed does not compromise the safety of the child.
3. Images from certain activities where the risk of misuse of inappropriate images is high should not be used.

8. Incident Procedure

Incident reporting

All workers, employees, volunteers, visitors, sponsors, external partners and their staff should be able to recognize signs and symptoms that indicate that a child needs help. Deciding whether this observation needs to be reported can be challenging, and for this reason we present reporting procedures that will help individuals to respond appropriately to ensure the protection of the child or witnesses.

All violations of this Policy (whether suspected, alleged violation or witness testimony) must be reported immediately to the local partner director and to the responsible employee of the Integra Foundation Partner or the Integra Foundation's Policy Manager. The best interests of the child and his / her safety must always be the first concern.

In the event that someone reports a violation of the principles of child protection policy, it is necessary to ACT immediately. ACT aids (Act / Child-Centered / Time Counts) are a good tool:

Act: if there is a suspicion of a violation of the Policy or Code of Conduct, the suspicion must be reported immediately.

Child-Centered: the best interest of the child: it is most important to consider the best interest of the child when making decisions.

Time Counts: it is important to consider the most appropriate and effective solution in the shortest time possible to ensure the child's protection.

The next step in the decision-making process of the Foundation is to determine whether it is an **internal** or **external** matter to the Integra Foundation and to what extent Integra should intervene in the resolution of the incident.

An **internal** matter is considered if child abuse and accusation has been made against a:

- (a) national worker in a local partner organization (someone hired or volunteering in a partner organization in another country, for eg. in an Africa country)
- (b) or an employee, volunteer, sponsor, Integra Foundation representative or other person sent from Slovakia through the Integra Foundation.

If the matter is **internal**, The Foundation will be involved, as outlined below.

- (a) If the accusation is against a national from a partner country, Integra will work with the local project director, to make sure their director puts in place all relevant procedures, in contacting relevant authorities, and removing the accused from contact with the project children. If the accusation is against the local project director, then Integra will work with the local project board, to make sure that all relevant steps are taken.

The investigation should be approved by the Director of the Foundation in cooperation with the Director of the Partner and submitted to the appointed member of the Board of Directors, who will decide and propose a suitable solution. The decision on any conclusions of the investigation shall be submitted to the accused person in writing.

If Integra is not satisfied that the local project director has carried through all their responsibilities, it is at the discretion of the Foundation to inform local or national authorities. If this is not necessary, the procedures set out in the Child Rights Policy below should be followed. Where necessary, local or national authorities should be informed and the agreed procedures followed.

(b) If the accusation is against a member of Integra staff, or a volunteer, or visitor from Slovakia, that individual must immediately leave the project where the incident was alleged to have occurred and avoid all contact with the child concerned. The Integra director must ensure that all the relevant procedures are conducted in Slovakia (or the country to which the individual returns), upon the return of the individual.

The Foundation will immediately suspend any Integra employee, volunteer, board member who is charged with a policy violation until the results of the investigation are known. The Foundation reserves the right to take any disciplinary action in the event of proven guilt and to act in accordance with those measures, including reporting to the police.

If the accusation is against the director of Integra in Slovakia, then the local Slovak board will ensure that all relevant procedures of investigation and involvement with relevant authorities, are carried out.

In all of the above cases, in the event, that the conclusion by Integra, in conjunction with the local partner and investigating authorities, is that the accusation was unfounded, and was rather from malicious intent, then a procedure needs to be put in place to restore the falsely accused's reputation and job.

If it is an **external** matter and the accusation concerns someone outside the Foundation or outside of a partner project, or happens to a child at home or in their community, consideration should be given to the extent to which this violation interferes with the operation of the Foundation and violates the principles of the Foundation's operation and proceed accordingly. After considering the situation and working with the local project partner director, the Foundation, decides whether to act in the case or the Foundation announces that it is not in a position to act and recommends that the notifier (or child representative) directly contact the local police or employer of the alleged offender; and recommends the next steps.

If the Integra Foundation needs to be involved, its director must be informed, who then works closely with the director of the partner in which the incident or alleged incident occurred.

How to respond to a charge or report an incident

In the event of an incident or charge being notified, the following actions must be taken:

- React calmly;
- reassure the whistleblower or the child that it is correct that they have told you about the situation, but do not promise confidentiality. If they are old enough to understand, explain to them that you are obliged to adhere to Integra Foundation policies and laws and tell them what the next steps will be;
- Take everything they say seriously, even if it concerns someone you think wouldn't be able to do what the child or whistleblower claims.
- Explain to the child or the whistleblower the basic facts about the suspected abuse or the reasons for the suspicion, also because of the detailed report, which will follow (see the attachment below). Avoid misleading questions and do not discuss charges with the victim or alleged perpetrator. Your role is rather supportive, not investigative; just ask questions until you are sure that you have a clear idea of what has been said so that you can pass on the information.
- In case of emergency medical or police assistance, call emergency services.

Integra will treat information about the suspicion or accusation confidentially and follow all procedures, taking into account the best interests of the child, no matter who reports, who the report is from or where the person reporting is from.

Procedure to be followed after the charge

The director of the external partner where the incident took place (as appropriate) should immediately inform all parties, including parents or carers, the police and the Integra Foundation. This should be done by telephone on the same working day and confirmed in writing within 2 working days. Throughout the process, the Foundation pledges to put the best interests of the child first.

The notifier and / or the child shall be informed that:

- (a) a formal investigation has been initiated;
- (b) the name of the person responsible for the investigation;
- (c) the way they can contact him; and
- (d) immediate next steps.

A detailed incident report (see Annex 3.) shall be recorded in writing as soon as possible but certainly within one hour of notification.

The report should be accurate and factual, focusing on what has been said or observed, who was present and what happened. It should not contain speculation or interpretation. The written report must be signed, dated and kept in a safe place.

If the accusation was made by someone other than the parent or guardian, the director (child protection policy manager) or responsible employee should arrange an immediate conversation with the parent (or guardians). The director must record the response of the parent (or guardian) in writing and inform him / her of the action taken so far.

The notifier and / or the child should not remain under the same roof as the alleged abuser. If the security of the notifier and / or the child (and their family, if any) cannot be guaranteed, then they must be moved to a safe place.

The Foundation undertakes to do its utmost to prevent further harm to the child / children during or after the incident to which the report relates.

If a child needs urgent medical attention, it must be provided and the hospital / physician knows that this is the safety of the child.

The notifier and / or the child, the alleged offender and his partner (if any) need sensitive qualified support and therapy. In programs where this is not available, the necessary support needs to be identified and provided.

The notification obligation arises in the following cases:

1. If an employee, volunteer or representative observes or suspects the child is being abused.
2. The accusation or disclosure of the abuse was made by another person on behalf of the child;
3. The child claims to have been abused.

Anyone working with children has a duty to report suspicious, alleged or confirmed abuses.

9. Main principles of child protection policy

Principle of child protection and safety

The basic principle of child protection policy is child safety.

Employee protection principle

Reporting any child abuse incident will not jeopardize the status of an Integra Foundation employee or partner.

Responsible incident management principle

Any allegations or concerns regarding child abuse will be handled responsibly, seriously and the proposed procedure will be followed (see steps above).

Principle of confidentiality and protection of a person:

Particular attention must be paid to the confidentiality and dissemination of information on the incident and alleged victim. All matters relating to child abuse cases will be dealt with discreetly and only with those who absolutely need to know the incident information. These persons also undertake to respect the confidentiality and data protection requirements of the alleged victim and the incident. Pursuant to this principle, information may be passed on to others only with the consent of the child or its representative. However, if there is a concern that the child has been abused or the child has been abused, then the child or its representative must be made aware that the information must be passed on to competent authorities to protect them and others or to investigate an alleged crime, even with the child. or his representative disagrees.

If the abuse has been published, reported or observed, it is important that:

- The alleged victim was treated with dignity
- The alleged victim was regularly informed of the investigation (if old enough to understand).
- The alleged victim had the right to be heard when reporting an incident of abuse of himself or others and its claim should be considered credible unless there is direct and unequivocal evidence to the contrary
- The alleged victim was offered suitable means of support, such as psychological counseling or legal counseling.

10. Liability

Policy monitoring and evaluation

The aim of monitoring and evaluating the policy is to learn from the experience and to provide information to those who will review the policy and address its possible changes. The Foundation will regularly monitor the implementation of the Policy and its processes.

Monitoring and evaluation will be ensured by regular checking of partners to ensure that all principles are followed and the safety of children is guaranteed. The review will be conducted through a survey of the Foundation's employees, volunteers and partner's employees, in which they will be able to state whether all the standards set out in the Policy are adhered to, effectively and whether there is a need to change anything to improve them.

In addition to general monitoring and evaluation, a reactive evaluation is also required in the event of a policy violation, and based on this assessment, the Foundation will consider possible changes in the Policy or the manner of reporting and reporting violations, as well as child protection policies of individual partners.

Policy review

These rules are regularly reviewed and updated as necessary.

This document was last reviewed on: 1st of March 2021

Signed: Allan Bussard

The date: 1st of March 2021

Annex no. 1: Binding Declaration of Integra Foundation's Children and Youth Protection Policy

I, the undersigned I declare binding that I have read and fully understood the standards and guidelines contained in the Integra Foundation's Child and Youth Policy. I agree with all of these principles and recognize the importance of implementing and enforcing the Child and Youth Protection Policy, its standards, processes and procedures, and undertake to adhere to them throughout my cooperation with the Integra Foundation. At the same time, I acknowledge that by giving my consent I give the Integra Foundation the right to:

- Review criminal records directly related to child labor
- Request a statement of possible investigation or accusation against me regarding child safety.

.....
(Name)

.....
(Job / position)

.....
(signature) (date and place)

Declaration of Integrity

Have you ever been lawfully convicted of an intentional crime?
YES NO

If so, please give the circumstances and details of all convictions, including those rehabilitated. At the same time, please indicate any investigations or accusations that have been made against you.

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The Integra Foundation undertakes to protect the confidential information provided by you, which will be securely stored by the designated Child Rights Policy Manager, who will also consider the extent to which it constitutes a threat to the principles of the Inheritance Policy.

I was instructed that if I made a false declaration of honor, I could be prosecuted for an offense under Section 39 para. 3 of Act no. 71/1967 Coll. on administrative proceedings.

Annex no. 2: Recognition of manifestations of violence

Recognizing the manifestations of violence against children is a very complex thing and there is no easy way to detect it quickly and easily. There are some indications that may give rise to suspicions, but they should be assessed with caution. Needless to say, this is an abuse. It is equally important to note that, if any indications are observed, they should be communicated to the Policy Manager of the Rights of the Child as soon as possible so that, in the event of proven abuse, action should be taken in accordance with the policy of protecting the rights of the child.

Possible manifestations and consequences of physical violence:

- bruises, burns, dislocation, bites, cuts,
- unlikely explanations of injuries,
- refusal to talk about injuries;
- withdrawal from physical contact,
- Refusal to expose hands and feet in hot weather
- refusal to engage in activities (such as sports) that require the removal of outerwear;
- fear of returning home or contacting parents,
- manifestations of distrust and caution against adults;
- self-harming behavior;
- aggression towards others;
- passivity and frequent complaints;
- repeated escapes.

Possible manifestations of psychological violence:

- adverse or delayed psychological, cognitive and emotional development,
- timidity;
- delayed speech development or sudden change or speech disorder;
- fear of new situations,
- low self-esteem,
- inappropriate emotional manifestations / reactions to situations; • extreme passivity and / or aggression;
- drug and alcohol use;
- repeated escapes,
- Pathological stealing.

Possible Neglections:

- frequent hunger,
- removing food from trash cans, stealing and hiding food, • lack of personal hygiene,
- frequent tiredness,
- Unsuitable clothing (eg winter clothing in winter)
- frequent delays in school, activities or absenteeism;
- unsolved health problems,
- low self-esteem,

- Insufficient social habits
- Pathological stealing
- drug and alcohol use.

Possible manifestations of sexual abuse:

- age-related sexual behavior or expression,
- Night urination and spotting
- pain in the anal opening or genital organs;
- Insomnia problems
- Fear of staying alone with an adult
- sexual promiscuity,
- extreme risk taking in adolescents.

Possible concerns in adult behavior:

- a person in whose presence the child's behavior visibly changes - becomes tight, frightened, stressed, becomes irritated,
- a person asking a child to deceive or to conceal something;
- a person who violates any of the principles of the Child Rights Policy or the Code of Conduct;
- a person who suggests private communication with the child by e-mail, by telephone or in person.

Annex no. 3: Security breach reporting

If you suspect a child is at risk, please fill out this report, noting that it needs to be reported (orally or in writing) to the Child Rights Policy Manager on the same day as the suspicion occurs. Due to the urgency of the situation, you may complete this report before or after contacting the Integra Child Rights Policy Manager.

For confidentiality, please complete and sign this report without disclosing to anyone other than the Child Rights Policy Manager who will keep this report in a safe place.

1. Information about you

name:

Occupation / Position:

Relationship to the child:

Contact:

Phone no .:

e-mail:

2. Child Information:

name:

Sex:

age:

Parent / guardian (if you know):

Has medical assistance been provided? YES NO

Who provided the medical assistance?

Hospitalization? YES NO

3. Information about suspicion or event

These are:

- a suspicion that you have about a child's danger? YES NO
- the event you witnessed? YES NO
- an event that you have been informed by a third party? YES NO

If someone else has informed you, please write in what relation this person is to the child at risk: What happened? Describe the circumstances under which the event occurred (where / when / who ...) and the reasons (why / how ...).

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Please clearly distinguish facts from assumptions, observations, etc. (for example, subjective observation of the child's emotional state or injury).

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Did the child or someone else tell you anything else relevant to the case and, if so, how did you respond (please do not lead the child to answer, record only the actual statement of the child)?

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Date, time and place of the alleged event:

Name of alleged perpetrator (if committed):

Were other children or elderly present at the alleged event? (if yes, write down the names of the people)

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Are other children at risk? (Why)

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How did you react and what did you do?

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Signature:

The date: