



POLITICA DI PROTEZIONE DEI DIRITTI DEL MINORE

OTTOBRE 2015 - SETTEMBRE 2018

FO.
CO.

formazione
comunione

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Introduction

The Cooperative Fo.Co., is created to promote respect for fundamental freedoms, human rights, political and economic independence, equitable and sustainable development, self-determination of people and individuals, it is to confirm the principles set out in the UN Charter and intends to implement initiatives of development , humanitarian aid, formal and informal education , training and information.

The Cooperative is promoting, development and autonomy of the person in all its aspects, mainly focuses on the protection, peaceful and harmonious growth of the child, and seeking to be an organization that is safe for children and adolescents. With proper and coherent vision & mission, cooperative has decided to develop policies, code of conduct and procedures for the protection of minors.

The scope of this document is the minor's protection from any kind of maltreatment and abuse, who are directly or indirectly involved in activities of the cooperative projects.

These policies, code of conduct and procedures are applied on every employee, and on all direct or indirect collaborators of the cooperative.

In defining of these polices and code of conduct Cooperative has taken inspiration from UN Convention on the Rights of the Child, adopted by UN General Assembly on 20th November 1989 and ratified by our country on 27th May 1991 reference to law no. 176.

1.1 Definitions

Minors: In this document a “Minor” is any individual under the age of eighteen, in line with UN Convention on the Rights of the Child, and also every direct or indirect beneficiary of this cooperative, who has accomplished his eighteen years of age, and is still declared as a “child” by the court, will also be considered a “Minor” up to the age of 21 years.

Abuse & Maltreatment: Child abuse and maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or commercial exploitation or anything else that involve actual or potential prejudice to the child's health, for his survival, for his development or dignity in the context of a relationship characterized by responsibility, trust or power (WHO, 2002).

Cooperative: In this document, the term refers to the “Società cooperativa Formazione e Comunione Fo.Co.”.

Members and Collaborators: The term “members” refers to ordinary and special members of the “Cooperative”. The term “collaborator” includes all the parties connected with the cooperative by an employment contract, consultants, trainees, interns and volunteers. It is also refers to the members of other organizations or bodies that are directly collaborating in the activities organized by Cooperative.

2. Methodology

This document is collaboratively prepared, and jointly adopted by the cooperative.

Cooperative felt the need to adopt policies, code of conduct and procedures for the protection of the minors. For the same, a request was brought to the attention of several members of the assembly, which approved to start the process for adoption of such policies and procedures. After the consideration of administrative body, matter was brought to a general meeting comprise of members, employees, volunteers, representatives of partner organizations and including psychosocial advisors of the cooperative. Opinion from beneficiaries was also taken through a group of children of different age group. Finally, this document has been approved and officially adopted by the cooperative.

This collaborative methodology has triggered the process of growth for awareness and for internalization of need for the protection of “Minors” with in the cooperative and on the part of members, collaborators and partners, with respect to prevention of risks, and with respect to active policies in favor to promote the protection of girls, boys and adolescents, so with positive multiplier effects that go beyond the approval of this document.

3. Child Protection Policy

3.1 Information, sharing, and internal & external implementation.

This document applies to all employees, contractors, consultants, volunteers of the Cooperative, and everyone is obliged to read, understand, sign and to implement this, otherwise, will be considered not compatible with the cooperative. Moreover, all individuals and private organizations with contractual services, and/or partners of the Cooperative, including suppliers of goods and services, will also be obliged to comply with this policy, unless they are already equipped with similar instruments recognized as equally valid by the Cooperative.

Every visitor of the cooperative has to be informed by this policy and be able to obtain a copy.

This document, particularly the compendium for use of the children, is featured on the Cooperative website and can also be downloaded. A printed copy is also available and displayed, in all offices of the Cooperative.

The Cooperative will ensure maximum dissemination of this code of conduct in all its communications. Compendium for the use of children will be delivered and/or will be made readily available, accessible to all children, directly involved in activities of the cooperative.

Under any circumstances the cooperative will not use images of children in difficulty, or in state of need, to communicate or to advertise itself and/or its activities.

3.2 Staff Recruitment

It is obligation of the Cooperative to acquire the certificate of criminal records in order to check the convictions, under Articles 600-bis, 600-ter, 600 quarter, 600-d and 609-j of the Criminal Code., for each of the employees intended to work in the cooperative.

During interview “interview panel” has to ask at least three probing questions related to the main themes of this document to verify that, he/she has adequate sensitivity to the issues of child protection, in accordance with the job role and spirit, expressed by the Cooperative herein. Every candidate will be notified about the compliance of this document.

3.3 Training and Educational activities to involve minors directly

The teachers are required to establish non-symmetrical relationships, with a prospect of reciprocal relation to communicate with direct minor beneficiaries of the Cooperative activities, by pledging their selves to the work in a professional and didactic way, which clearly distinguish the role of teachers, students, adults and minors.

The Cooperative in all its educational activities wherever it is involved promotes identification of a clear and explicit framework of rules, even drawn up with the cooperation of the children themselves.

In designing of any kind of educational intervention, and training for the children, the Cooperative always considers and gives priority to inclinations, attitudes, skills or to potential of the children involved, which are identified through listening and self-determination of the children themselves.

Particular care will be taken to monitor and prevent bullying, maltreatment among the children themselves, paying attention to form homogeneous groups in terms of age of the participants, and always promoting a behavior among minors based on mutual respect for different gender, age, ability, origin, language and religion.

3.4 Right to affection:

The education staff, shall operates within a clear framework of education and training services to involve the minors, without negating their emotional needs, and always setting up the right attitude in a listening position with a supportive, accessible and empathic manner.

3.5 Privacy:

The Cooperative is committed to promote the respect and protection for child’s privacy, intimacy, and for personal space.

The employees are not allowed to disclose, share, report or circulate personal minor’s personal information, however in case of child’s personal interest, concerned staff, can have access to the information, who will use this with a professional care only in child’s direct interest and will be responsible for the confidentiality of the same.

3.6 Training and Planning

The cooperative has modules in its training program on the protection of minors and adolescents, to upgrade the staff skills, especially for new staff members. The Cooperative is committed to include

training modules on the protection of girls, children and adolescents in all its training activities and in every upcoming and running project even it is indirectly related to children.

3.7 Respecting Culture and Religion

The cooperative respect child's personal identity, cultural, language, religion, gender (including sexual orientation), including all other personal freedoms, without putting aside the processes of integration. This promotes the development of free expression and personal opinions at the part of minors.

4. Code of Conduct

4.1 Maltreatment and Abuse:

Members and employees must never;

- Use any kind of verbal and physical violence even as a disciplinary measure.
- Use of vulgar or angry terms.
- Express an offensive, abusive, outrageous, disgraceful, provocative, embarrassing or disrespectful attitude towards children.
- Tolerate or participate in children's such behavior which is illegal or can put their safety at risk.
- Engage in any kind of physical or verbal sexual / erotic activities with/in presence of children. Accessing / use / promotion of pornography with/in the presence of children.
- Behave in an inappropriate or sexually provocative way towards children.
- Sleep in the same room or in same bed with a child who is direct or indirect beneficiary of the cooperative services.

Members and employees are discouraged to use inappropriate or provocative clothing in any formal or informal situations and invite or allow access to children at their homes without prior approval of their line manager.

4.2 Alcohol and Intoxicating substances

Members or employees must never offer / share alcohol or any intoxicant, with the minors under any circumstances. However use of alcohol in presence of children on occasions organized by office is discouraged, with exceptions of traditional occasions where it is culturally accepted, staff is expected to act responsibly.

4.3 Communication

Members and employees are discouraged to entertain any kind of private communication, or relation with minors and adult beneficiaries of the cooperative projects and activities even the initiative was taken by beneficiaries. In case any employee or member had any information by communication with children/adults, that is useful, must be given/shared with head of the concerned services.

It is forbidden to publish minor's personal images with the activities of the Cooperative. Publication of the same for the purpose of promotion and communication of the cooperative-activities is strongly discouraged, unless it is needed in the best interest of the child, can be done with prior permission of guardian/parents, and service manager of the cooperative.

4.4 Culture and Identity Aspects

Members or employees must never use any word or attitude which is offensive, abusive, insulting, dishonoring, provocative or disrespectful towards minor's religious / cultural traditions.

Members or employees must never use any word or attitude which is offensive, abusive, insulting, dishonoring, provocative or disrespectful towards minor's personal opinion, and particularly in case of sexual orientation, neutrality will be maintained in a delicate manner.

The cooperative is committed to facilitate participation in cultural or religious practices where requested by the child, to respect their personal liberty to decide.

4.5 Confidentiality

Members or employees must never disseminate or disclose any kind of personal data or information about Child's activities. In case of overriding interest of the child's health, education, psycho / social, justice, it can be shared with prior permission from head of the activity. This permission must state clearly, the quantity, quality, and mode of transmission for said data. This is to discourage, any abusive and disrespectful behavior or violation of privacy or intimacy and personal space of the child.

5. Procedure

5.1 Measures and Sanctions

Any action by the members or associates of the cooperative against this code of conduct or repeatedly failure to comply with, can result in loss of his/her membership, or suspension of his/her working relationship with the cooperative.

However aforementioned decision will be ratified by majority of the members in an ad hoc meeting called by administrator. However, as precautionary measure, administrator is entitled to suspend,

membership or his/her working relationship with cooperative, until assembly takes its formal decision.

Any act of a discouraged behavior mentioned in this document, by members or associates of the cooperative will be dealt by administrator, who may take help from head of service of the person in question, to explain discuss and contextualize the violated act /behavior. On bases of same, administrator will take decision that can be a disciplinary action in form of verbal or written warning / suspension of membership or working relationship with the cooperative. However, in cases of serious misconduct, procedure mentioned in above paragraph can also be applied.

5.2 Reporting Procedure

To report all alleged violations of said rules and regulations, the administrator of the cooperative shall formally appoint head of reporting for a period of one year. This head of reporting shall appoint additional local persons responsible for reporting, in offices or at activity implementation places distant from his/her own work place, always for a period corresponding to his/her own duration of appointment.

The administrator will notify all members and employees of the Cooperative about such appointments with contact details. Names of the designated persons will also be indicated on the Compendium to use by minors.

Any decision and/or action, from the Administrator or from the Assembly of the cooperative, including warnings or condemnation of offence or suspects to the police/competent authority, interest of child should be considered as an absolute priority.

Members and employees are obliged to report about the suspects posing a threat to the children directly involved in cooperative activities, to the head of reporting or to a local person responsible for reporting whether such suspicion is confirmed or not.

Every reported incident /alert of abuse has significance for the protection of child in all its aspects, even in the cases where alleged offender is external to the Cooperative. So any matter must be reported immediately or in cases where it is impossible or impracticable to do so, shall be done within 24 hours.

All local persons responsible for reporting are required to report as soon as possible to the head of reporting. after verification, and any request for written statement, he/she shall immediately and always communicate this to the Chief of Cooperative in writing, who is obliged to act in accordance with the procedures described herein and as per required by Italian law.

Anyone can directly report any abuse or potential threat to child protection, to any of the persons responsible for reporting.

The members and associates, have to maintain high level confidentiality while reporting anything about a child and following procedures described herein.

5.3 Monitoring Procedure

Administrator of the Cooperative shall regularly check and update this policy at least every three years or early if necessary.

The head of reporting with his/her team (local persons responsible for reporting) will ensure effective implementation of this policy with all of its parts and spirit on every occasion where cooperative is directly involved with minors.

Head of reporting is responsible to hold biannual meeting with his/her team (local persons responsible for reporting) to check the compliance of rules according to spirit of this document, and minutes of the meeting will be reported to administrator (interim reports).

The Administrator, with the help of reporting team, shall verify this document is delivered on time, explained, read and signed by every individual / associate, who are establishing any kind of working relationship with Cooperative, and will ensure copy of the same has delivered to every concerned individual/organization, including suppliers of the goods and services, except those who are already engaged in similar contract, recognized as equally valid by the Cooperative.

The head of the reporting system will compile and submit an annual report to administrator on his/her activities, before the end of his/her mandate, which will be presented in next shareholders' meeting.

Signed for Acceptance. _____

Dated :



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6. Child protection toolkit

CHILD PROTECTION TOOLKIT

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SOMEONE DOES ABUSE AGAINST YOU IF:

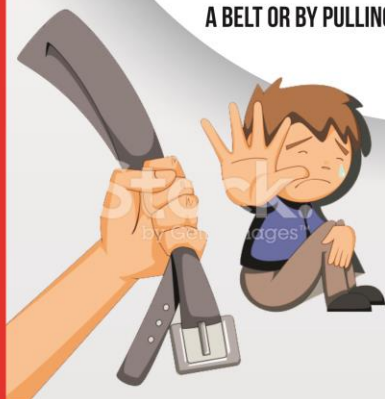
YOU FEEL OFFENDED, INSULTED, HUMILIATED, EMBARRASSED

SOMEONE MAKING FUN OR INSULT YOU BECAUSE OF YOUR NATIONALITY, RELIGION,
OR YOU ARE DIFFERENT FROM OTHERS

YOU BEEN PUSHED, BEATEN, HIT, OR IF FORCE IS BEING USED AGAINST YOU

YOU BEEN TOUCHED IN A WAY THAT YOU FEEL EMBARRASSED OR
COMPELLED TO, UNDRRESS OR TO TOUCH THE PRIVATE PARTS OR
WATCHING OBSCENE IMAGES/VIDEOS, THIS IS "SEXUAL ABUSE"

IF YOU WERE PUNISHED BY USING PHYSICAL VIOLENCE,
FOR EXEMPLE SLAPPING WITH ANY OBJECT I.E WITH
A BELT OR BY PULLING YOUR HAIRS



**STOP
VIOLENCE**

IF YOU ARE
ABUSED WHO
YOU CAN TURN TO?

LUCIA PASTORELLO

E-MAIL: HELP@COOPFOCO.ORG
TEL: 339/6406871

WHAT TO DO IF ANYONE ABUSED YOU?

SPEAK WITH AD ADULT WHO YOU TRUST!

FROM COOPERATIVE FO.CO. A CONTACT PERSON IS HERE TO
LISTEN TO YOU IN CONFIDENCE AND HELP IN
SOLVING THE PROBLEM: LUCIA

YOU CAN DECIDE TO SPEAK WITH LUCIA OR TO ANOTHER ADULT
WHO YOU TRUST BUT YOU MUST SPEAK ABOUT IT

