



ALPHABET FORMATION

Rue Victor Oudart 7 – 1030 Brussels (Belgium)

Registration Number 0651795151

CHILD PROTECTION POLICY

Alphabet Formation takes the prevention of child abuse very seriously, affirms its belief in the rights of all children, including the right to be protected from all forms of abuse, neglect, exploitation and violence, and to develop to their full potential, be healthy and happy, as set out in the 1989 UN Convention on the Rights of the Child (UNCRC) and in the Council of Europe Convention on Protection of Children against Sexual Exploitation and Sexual Abuse (Lanzarote Convention, 2007).

Purpose and definition of a Child Protection Policy

Child protection policy is about health and safety but also it will help make sure that children are protected. It also ensures that staff and other representatives are protected. This aspect of good governance is also critical in maintaining the reputation and credibility of Alphabet Formation and its activities.

For the purposes of the present policy, a child is any person under the age of eighteen years.

Children with whom Alphabet Formation staff, youth workers, interns, external collaborators and associates come in contact will be assured the rights expressed in the UNCRC.

Through its work, Alphabet Formation aligns with the “EU Strategy for the rights of the child” and promotes action to support children’s participation in political and democratic life, their economic and social inclusion, their right to health and to education, providing equal opportunities to all children, to prevent violence against children and to protect them from violence, to promote a justice system that responds to the needs of children, to promote a safe digital experience for all children, and to support children globally.

The policy sets out the basic principles on which it is based, and specifically addresses the following aspects of the professional life of employees, youth workers, interns and collaborators working at Alphabet Formation, within and outside its premises: screening and hiring; conduct when working in contact with children; training and working with other Partners.



Specifically:

- **Physical child abuse:** physical abuse is an injury deliberately inflicted upon a child by any person, including adults. Physical abuse includes fractured or broken bones, burns, severe and/or frequent bruises, and any other intentionally inflicted physical harm.
- **Child emotional abuse:** emotional abuse happens when a child is repeatedly made to feel worthless, unloved, alone or scared. For instance: continually ignoring or rejecting a child, physically or socially isolating a child, forcing a child to do things by scaring them, constantly criticising, humiliating or blaming a child, constantly swearing, yelling or screaming at a child, bullying, teasing, insulting or belittling a child, having unrealistic expectations or unreasonable demands of a child, not allowing a child to explore, express themselves, learn or make friends, treating a child badly because of things they cannot change.
- **Child Sexual Abuse:** It is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person.
- **Bullying:** is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.
- **Neglect or negligent treatment:** the failure to meet children's physical and psychological needs, protect them from danger, or obtain medical, birth registration or other services when those responsible for children's care have the means, knowledge and access to services to do so.

PRINCIPLES AND VALUES

Alphabet Formation is committed to the following values and principles, which should be respected and promoted by all its staff members:

Alphabet Formation values and treats every person without discrimination of any kind, irrespective of the age, race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, language, gender identity or sexual orientation, property, disability, birth or other status.



Alphabet Formation recognises the right of every child to be protected from harm and abuse stemming from inappropriate behaviours. Alphabet Formation takes all necessary action to prevent any harm from being done against children, and to report abuse against children on the above.

The best interest of the child always comes first in the undertaking of our organisation's activities.

Alphabet Formation promotes the right of children to be heard, participate and share their views, and supports this approach in its activities. Alphabet Formation wishes to provide all necessary guidance to its staff members who work in close contact with children.



ANNEX

CONSENT FORM TO INVOLVE MINORS IN _____ AND THE IMPLEMENTATION OF ITS ACTIVITIES

(According to the EU General Data Protection Regulation – Regulation (EU) 2016/679 – and the Belgian Act of 30 July 2018 on the protection of natural persons with regard to the processing of personal data)

I, undersigned _____
Parent/guardian of the minor _____
(this form shall be signed by both parents in case of joint parental authority),

involved in _____ Project funded by the European Union and implemented from //__ to //__,

- () AUTHORISE
() DO NOT AUTHORISE

Alphabet Formation and its partners to photograph, film and record the above-mentioned minor during project activities (workshops, visits, educational events, dissemination events, etc.) and to use such material for:

- Audio recordings for project activities
- Photos and videos for dissemination and communication purposes (website, social media, EU reporting)
- Participation in dissemination events

The material will only be used for project-related purposes and will never be used in a manner that affects the dignity or integrity of the minor.

The undersigned acknowledges that no financial compensation is expected and waives any claims arising from the above use.

Parent/Guardian (signature): _____
Date: _____