

## European Literacy for All Network (ELAN)

### Child Protection Policy

---

#### 1. Introduction and Purpose

This Child Protection Policy (CPP) outlines **European Literacy for All Network (ELAN)** commitment to safeguarding all children with whom we work, are in contact with, or whose lives may be impacted by our activities. The policy is based on the principles set out in the **Keeping Children Safe: International Child Safeguarding Standards** and applies across all levels of the organization.

---

#### 2. Core Principles

- All children have equal rights to protection from harm, regardless of gender, race, ethnicity, disability, sexuality, or background.
  - Everyone in the organization has a duty to prevent and respond to child safeguarding concerns.
  - The best interests of the child are the primary consideration in all actions taken.
  - We recognize that children may face **gender-specific risks** and commit to a **gender-sensitive approach** in our safeguarding practices.
- 

#### 3. Scope of the Policy

This policy applies to:

- All employees (permanent and temporary)
  - Volunteers, interns, and trainees
  - Consultants and contractors
  - Board members and management
  - Partner organizations (as appropriate)
-

#### 4. Standard 1: Policy – Safeguarding Commitment

- A written Child Protection Policy is in place and publicly available on our website.
  - The policy is approved by senior leadership and reviewed regularly (at least every 2 years).
- 

#### 5. Standard 2: People – Safe Recruitment and Conduct

- All staff and representatives who may come into contact with children must:
    - Sign and follow a **Code of Conduct** outlining appropriate behavior with children
  - Safe recruitment includes:
    - Clear job descriptions including child safeguarding responsibilities (if the position requires it)
    - Interview questions that assess attitudes toward child protection
- 

#### 6. Standard 3: Procedures – Reporting, Prevention, and Risk Management

- A designated **Child Safeguarding Focal Point** is appointed and trained to manage concerns.
- Reporting procedures are clearly documented, including:
  - How to report concerns or suspicions of abuse
  - Confidentiality guidelines
  - Steps taken to respond and escalate when necessary
- Risk assessments are conducted for all activities involving children, with attention to:
  - Inclusion of **vulnerable groups**
  - Gender considerations
  - Digital and physical safety
- Informed consent is obtained from children and caregivers for all participatory activities.

---

## **7. Standard 4: Accountability – Monitoring and Review**

- If necessary internal reviews are conducted to ensure policy implementation.
- Feedback mechanisms are in place for children, staff, and families to raise concerns.
- After activity that involved children a safeguarding performance is reported to the board and embedded in organizational evaluations.

---

## **8. Implementation and Visibility**

- This policy is publicly available online.
- All staff and representatives must be familiar with the policy.
- The policy is integrated into all partner agreements where children are involved.

---

## **9. Contact for Safeguarding Concerns**

### **Child Safeguarding Focal Point**

Name: Aleksandra Nowak Dupont

Email: [aleksandra.nowak.dupont@gmail.com](mailto:aleksandra.nowak.dupont@gmail.com)

Phone: +32470171388