

# Child Safeguarding Policy

Dafni Kek, January 2025

## Introduction

Dafni Kek is a non-profit organization dedicated to promoting inclusive education and skill development for diverse communities, including adults and, occasionally, with children and teenagers. Recognizing the importance of creating safe, respectful learning environments, Dafni Kek is committed to upholding the rights of all participants, including minors, through clear safeguarding measures.

Our approach is grounded in respect for national and international human rights standards, transparency, and adaptability to emerging needs. Guided by the principles of non-discrimination, confidentiality, dignity, and the inclusion of young voices, we aim to maintain a secure and supportive environment for all.

Dafni Kek's Child Safeguarding Policy reflects our commitment to preventing and addressing any form of harm, promoting responsible practices, and ensuring that our educational spaces prioritize safety, respect, and well-being.

## Purpose and Scope

The purpose of this Child Safeguarding Policy (referred to simply as "this policy" from now on) is to establish a clear framework for ensuring the safety and well-being of minors who occasionally participate in Dafni Kek's educational activities. This policy fosters a non-discriminatory environment that minimizes any risk of harm or

abuse, while encouraging opportunities for meaningful intergenerational dialogue and active engagement within society.

This policy applies specifically to activities involving minors, recognizing that Dafni Kek primarily serves adult learners. However, we value the potential for positive intergenerational exchange, believing that interactions between adults and young people can enrich the learning experience and inspire civic engagement. Through safe and structured involvement, we aim to empower minors to participate actively and responsibly in educational settings.

All staff, volunteers, and partners involved in programs with minors are required to understand and uphold these safeguarding standards, signing an acknowledgment of their commitment to creating a safe, respectful space that promotes the personal and social growth of all participants.

## Safeguarding responsibilities

At Dafni Kek, ensuring a respectful learning environment for all, including minors, is a collective responsibility. Drawing on principles from our Safe Spaces for Learning project<sup>1</sup>, we emphasize a straightforward approach to safeguarding:

- All staff, volunteers, and collaborators are trained to remain vigilant in recognizing potential risks to minors during activities. This includes fostering respectful interactions, listening to participants' needs, and being alert to any signs of discomfort or distress.
- While recognising the importance of formal reporting procedures, we also promote open communication. If anyone identifies a concern or feels uncertain about an interaction involving a

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<sup>1</sup> Safe spAces For lEarning: <https://www.safespacesale.eu/>

minor, they should feel free to discuss it informally with a designated team lead or any trusted team member. This allows us to address concerns directly and promptly in a supportive manner.

- Dafni Kek does not collect personal details from minors, apart from a first name (which can be fictional). To ensure equitable respect for rights and communication, we suggest collecting contact information for a teacher, parent, or guardian. This way, we maintain an environment that prioritizes non-discrimination while enabling responsible adult involvement when necessary.
- We encourage personal accountability among all team members to uphold Dafni Kek's commitment to equal respect for human rights. Everyone is responsible for creating safe non-discriminatory spaces, with guidance available from our Safe Spaces for Learning materials as needed.
- All activities implemented by Dafni Kek with the participation of minors require also with the presence of either teachers or parents/guardians (never without them).

## Code of conduct

At Dafni Kek, all staff and volunteers must adhere to the following principles when interacting with minors, promoting an environment grounded in non-discrimination, respect, safety, and critical engagement.

All interactions should be conducted with kindness and consideration. Use language that is supportive and encouraging, creating a culture of dialogue.

- **Do (+):** Ask questions to understand their perspectives, actively listening to their voices.
- **Don't (-):** Dismiss their opinions or use sarcasm.

Maintaining clear boundaries to ensure a safe environment. Personal relationships should not interfere with professional responsibilities, emphasizing integrity and mutual respect.

- **Do (+):** Offer guidance in activities and respect personal space.
- **Don't (-):** Share personal problems or seek emotional support from minors

Be respectful of the diverse backgrounds of minors, recognizing their unique experiences and perspectives. Respect the notion of inclusive education that values every student's voice.

- **Do (+):** Celebrate cultural diversity in discussions and activities.
- **Don't (-):** Make jokes or comments that could be perceived as derogatory or belittling.

Empower minors to express themselves and be involved in decision-making processes that concern them. Act on the basis of co-creation of knowledge that promotes critical thinking.

- **Do (+):** Invite their input in group activities and discussions.
- **Don't (-):** Ignore their contributions or dismiss their feelings.

Everyone is responsible for recognizing and addressing inappropriate behavior. In the spirit of communal responsibility, promptly discuss any concerns with a designated team lead.

- **Do (+):** Speak up if a minor seems uncomfortable or if there are signs of inappropriate conduct.
- **Don't (-):** Remain silent about concerning behavior or incidents.

## Reporting procedures

To ensure effective handling of safeguarding concerns, we have established a series of reporting procedures. There is a designated Safeguarding Officer who serves as the primary point of contact for all safeguarding issues, providing clarity and ensuring that reports are directed appropriately. The identity of the Safeguarding Officer will be shared with participants at the day of the event, during introductions, and participants are encouraged to directly address the Safeguarding Officer at any stage during and after the event.

If a safeguarding concern arises, individuals should first make an immediate verbal report to the Safeguarding Officer. This prompt communication is essential for addressing the issue quickly. Within 24 hours, a confidential written report must be submitted by the Safeguarding Officer to the director and the board members to assess the course of action. In case the report concerns one of those persons, the person in question will be excluded from the decision-making process until the situation is resolved and no wrong-doing is confirmed.

For those who prefer anonymity, an anonymous reporting option is available through the "[Operating Framework](#)" page on Dafni Kek's website. Reports submitted anonymously will be treated with the same level of seriousness, and information will only be disclosed to necessary personnel. Confidentiality is paramount, and all individuals involved in the reporting process are bound by strict confidentiality agreements that remain in effect even after employment ends. This obligation applies to all parties with access to sensitive information in reports. Any violation of confidentiality may lead to disciplinary action, including termination.

## Monitoring and Review

To ensure ongoing effectiveness of the safeguarding policy and practice, an Annual Board Review Meeting will be scheduled to evaluate any safeguarding incidents that occurred over the year, update policy points, and gather feedback from staff. This meeting will serve as an opportunity to keep safeguarding policies relevant and at the forefront of our operations.

Additionally, for any new educational activities involving minors, we will employ a quick safeguarding checklist. This checklist will help ensure that all staff are aligned on the safeguarding policy and reporting requirements, ensuring the safety and well-being of minors in our physical and online premises.

We also recognize the importance of a feedback loop. Staff and participants, including adult learners, will be encouraged to share their thoughts on the safeguarding process. Simple methods such as short surveys or feedback requests after activities are implemented to gather insights. This feedback plays a crucial role in refining our practices and enhancing our approach to safeguarding.

## Important note

This policy has been defined for the purpose of the activities of Dafni Kek, having a very good understanding of the staff involved in its activities, and especially staff involved in activities with minors, whom have been specifically chosen for their educational background as well as prior support that deemed them trustworthy.

However, if this policy ends up not serving as it should, meaning that downplays incidents against the guiding principles of international child safeguarding standards, the Dafni Kek team will seize operations regarding activities involving children and minors until the issue and its effects are resolved.

The guiding principles<sup>2</sup> that are non-negotiable are the following:

- All children have equal rights to protection from harm.
- Everybody has a responsibility to support the protection of children.
- Organisations have a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations.
- If organisations work with partners, they have a responsibility to help partners meet the minimum requirements on protection.
- All actions on child safeguarding are taken in the best interests of the child, which are paramount.

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<sup>2</sup> The International Child Safeguarding Standards, Keeping Children Safe: <https://www.keepingchildrensafe.global/international-child-safeguarding-standards/> based on the **UN Convention on the Rights of the Child (UNCRC)**: <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>