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<sup>1</sup> The model of the policy was downloaded from [www.standardy.fdds.pl](http://www.standardy.fdds.pl)

### Preamble and Purpose of the Child Safeguarding Policy

The HumanDoc Foundation is fully committed to combating violence against children and recognizes that everyone has a responsibility to promote the protection of children, especially those with whom we work or come into contact. We take very seriously our responsibility and obligation to ensure that we, as a Foundation, and anyone who represents us, does not in any way harm, abuse or commit any other act of violence against children or put them at risk.

The guiding principle of all actions taken by our staff is to act for the benefit of the child and in his or her best interest. Every staff member treats the child with respect and considers the child's needs. We promote safe practices, approaches, interventions and environments for children that respect, recognize and respond to special protection needs and address risks associated with protecting different gender and other identities. We will not tolerate the use of violence in any form, inequality, discrimination and exclusion by anyone against a child.

#### **The purpose of the Child Safeguarding Policy is to ensure that:**

- All those who work or cooperate with the Foundation are trained and understand the risks, and are supported in fulfilling their responsibilities to protect children from harm and engage positively with them in ways that enhance the achievement of our goal;
- We have procedures in place to prevent and deal with actions by our employees, co-workers, visitors or us as a foundation that result in violence against children or put them at risk;
- The children we work with are aware of our responsibility to prevent and respond to any harm caused to them as a result of the actions and behavior of our employees, co-workers and visitors, and know how to report such incidents.

#### This Child Safeguarding Policy is based on the following set of principles that guide its implementation:

1. All children under the age of 18 have an equal right to protection from all forms of violence in accordance with Article 19 of the United Nations Convention on the Rights of the Child. Children's rights will be respected and applied to all regardless of age, sex, gender identity, sexual orientation, nationality, ethnicity, color, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socioeconomic or cultural background, class, history of conflict with the law, or any other aspect of their background or identity. Inequality, exclusion and discrimination will not be tolerated.
2. Children should be empowered and encouraged to realize their potential. Decisions made for children will be made with their input and in their best interests whenever possible, taking full account of how such decisions will affect them. Children will be encouraged to express their views in accordance with their age and maturity.

3. We have a special responsibility to the children with whom we come into contact. No child may be harmed, intentionally or unintentionally, as a result of contact with us, whether as a participant in our programs, projects, events, or in fundraising or organizing various campaigns.
4. We are responsible for informing and empowering children so that they can better exercise their rights to protection. We will work with children, making sure they understand the substance of the Policy, our commitment to protection and the means by which they can report violations of the Policy. We will also involve them in the development of protective measures according to their capabilities. Complaints about the this Policy should be reported immediately.
5. We will never knowingly allow contact with a child if the person has committed a crime against children.
6. We provide support to our employees, co-workers and visitors in fulfilling their responsibilities and requirements regarding the Child Safeguarding Policy and how they can work in a way that enhances the safety and security of the children with whom we are in contact.

### Definition of terms

**Staff** is a person employed under an employment contract, a civil law contract, as well as a volunteer and an intern.

**Board of the Foundation** is the person, body or entity that, in our structure in accordance with applicable law and internal documents, is authorized to make decisions about the activities of the Foundation.

**The Council of the Foundation** is a collegial, cadence-based control and opinion-making body whose tasks include giving opinions on the annual reports of the Board on the Foundation's activities, or the right to unanimously dismiss a member of the Board with immediate effect in situations specified in the statute.

**A child** is any person up to the age of 18.

**The guardian of the child** is the person authorized to represent the child, in particular his/her parent or legal guardian. According to this document, a guardian is also a foster parent.

**The consent of the child's parent** means the consent of at least one of the child's parents/legal guardians. However, if there is a disagreement between the child's parents, the parents should be informed that the case must be settled by the family court.

**Violence** includes any form of physical or mental violence, injury or abuse, neglect, emotional mistreatment or psychological abuse, sexual abuse and exploitation, harassment, and commercial or

other exploitation of a child. Acts of violence can also occur via the Internet, social media or cell phones. It can be a deliberate act of physical force, or it can be a failure to act to prevent violence against a child. Violence includes anything that individuals, groups, institutions or organizations do or fail to do, intentionally or unintentionally, that causes or has a high probability of causing actual or potential harm to a child's welfare, dignity, survival and development.

**A child's personal data** is any information that can identify the child.

### Recognizing and responding to risk factors for child abuse

- HumanDoc Foundation staff are knowledgeable and pay attention to risk factors and symptoms of child abuse as part of their duties. When risk factors are identified, the organization's staff engage in a conversation with caregivers, providing information on available support and motivating them to seek help for themselves.
- Recruitment of personnel is carried out in accordance with the principles of safe personnel recruitment.  
The rules are attached as Appendix no 1 to this Policy.
- Staff knows and applies the principles of safe relations with children.  
The rules are attached as Appendix no 2 to this Policy.
- The Foundation, providing children with access to the Internet, undertakes to take measures to protect children from accessing content that may pose a threat to their proper development.  
The rules for safe use of the Internet and electronic media are attached as Appendix no 3 to this Policy.
- The Foundation ensures the highest standards of protection of children's personal data in accordance with applicable laws. Recognizing the child's right to privacy and protection of personal property, it ensures the protection of the child's image.  
The rules for the protection of children's image and personal data are attached as Appendix no 4 to this Policy.

### Procedures for intervention in case of a threat to child safety

1. Threats to children's safety can take different forms, using different means of contact and communication, such as committing a crime against a child (e.g. sexual abuse, child abuse), another form of abuse, such as shouting, physical punishment, humiliation.

2. If a staff member suspects that a child is being abused, or if such a circumstance is reported by the child or the child's guardian, the staff member is required to make a staff memo and forward the information obtained to the foundation's board or its designee. The note should be in the form of an email. The board informs the guardians of their obligation to report suspected child abuse to the appropriate institution (prosecutor's office/police or family and guardianship court, or the nearest social service center).
3. In the event that a crime has been committed against a child, the foundation's board or its designee shall draw up a notice of a possible crime and forward it to the locally competent police or prosecutor's office.
4. If the interview with the caregivers shows that they are not interested in helping the child, ignore the incident or otherwise do not support the child who has experienced abuse, the foundation's board or a person designated by them independently reports the suspicion of child abuse to the appropriate institution (prosecutor's office/police or family and guardianship court, or the nearest social service center).
5. Further proceedings are the responsibility of the institutions indicated in the preceding paragraph.
6. If you suspect that a child's life is in danger or is in danger of serious injury, you should immediately inform the appropriate services (police, ambulance) by calling 997 (police) or 999 (ambulance). Informing the services is done by the staff member who first became aware of the danger.
7. If a child is reported to have been abused by a member of the foundation's staff, then that person is removed from all forms of contact with children (not just the abused child) until the case is investigated. Violations may involve sanctions for staff, including disciplinary action leading to possible termination of all relationships, including contracts and partnership agreements, and legal action where appropriate.

### Reporting suspected abuse by HumanDoc Foundation staff

If you see or know that someone on our staff is behaving inconsistently with the rules described in this Policy, please report it immediately using one of the options below:

- ❖ email to: [feedback@humandoc.pl](mailto:feedback@humandoc.pl);
- ❖ drop the completed form into the marked boxes located in all Foundation's centers (address can be found on the website: [www.humandoc.pl](http://www.humandoc.pl))
- ❖ tell one of our employees in person;

- ❖ scan the QR code from the posters located on our website [www.humandoc.pl](http://www.humandoc.pl) or in our centers and fill out the form.
  
- Your application can be anonymous (you don't have to give your data), just remember that then we won't be able to contact you for more information.
- Any suspected case of abuse, neglect, exploitation or harassment, including sexual abuse, will be treated with due care and confidentiality.
- Access to the mailbox: [feedback@humandoc.pl](mailto:feedback@humandoc.pl) has only two people, a board member and one person appointed by the board.
- Upon notification of sexual abuse, exploitation or harassment, the child, if necessary, will be referred to the appropriate support organizations.
- HumanDoc Foundation will provide support to employees, associate staff or program participants who raise protection concerns and/or are involved in an investigation.
- After collecting the relevant information, the application can:
  - be dismissed due to clarification at the preliminary evaluation level;
  - be subject to further investigation.
- The investigation will be conducted by a team (two or three members) to maintain objectivity and independence. Team members will be required to maintain confidentiality of all details of the case and ensure a "do no harm" and victim-centered approach.
- The investigation can be completed by:
  - exoneration of the suspect;
  - administrative proceedings, if such circumstances exist.
- If the notice concerns the commission of a crime under local law, the case will be forwarded to the competent authorities.
- If a report of a breach of this policy concerns a member of the Board, the Council of the Foundation will be involved in clarifying the matter.
- Regardless, the Foundation will also conduct its own investigation into the matter.
- The reporter will be informed of the conclusion of the case (but not necessarily the outcome).

### Monitoring the application of the Policy

- The Foundation's Board personally, or its designee, is responsible for monitoring the implementation of the Policy, for responding to signals of violations of the Policy and maintaining a register of reports, and for proposing changes to the Policy.
- A survey to monitor the level of implementation of the Policy will be conducted among HumanDoc personnel once every 12 months. The template of the survey is attached as Appendix no 5 to this Policy. In the survey, staff may propose changes to the Policy and

indicate violations of the Policy in the organization. The foundation's management makes the necessary changes to the Policy and announces the new wording of the Policy to the staff, children and their caregivers.

### Final regulations

- The Child Safeguarding Policy goes into effect on February 15, 2024.
- The announcement is made in a manner that is accessible to the organization's staff, children and their caregivers, in particular, by sending its text electronically and by posting it on the website and displaying it in a conspicuous place on the premises, including in an abbreviated version for children.

### **Appendix no 1: Principles of secure recruitment at the HumanDoc Foundation**

- The HumandDoc Foundation will ensure that the people it employs (including contract workers and volunteers/interns) are qualified to work with children and are safe for them. In order to check the above, including the attitude of the person hired towards children and sharing values related to respect towards them and respecting their rights, the organization may request data (including documents) on: identity, education, professional qualifications, history of previous employment of the candidate.
- The candidate will be asked for an extract from the Sex Offender Registry. The Foundation can itself obtain information about the person from the Registry (available at: [rps.ms.gov.pl](http://rps.ms.gov.pl)), needing only the following data of the candidate: first and last name, date of birth, PESEL number, family name, father's name, mother's name.
- A printout of the Register will be kept in the employee's personnel file or an analogous file on the volunteer/civil servant.
- The candidate will be asked to provide information from the National Criminal Register that he/she does not have a criminal record with respect to offenses specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code, and in the Act of July 29, 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 172, and of 2022, item 2600), or for corresponding offenses specified in foreign laws.
- If a person has citizenship other than Polish then he/she should also submit criminal record information of the country of citizenship obtained for the purposes of professional or volunteer activities related to contact with children, or criminal record information if the law of that country does not provide for the issuance of information for the aforementioned purposes.
- If the law of the country from which the information on no criminal record is to be submitted does not provide for the issuance of such information or does not maintain a criminal record, then the candidate shall submit, under pain of criminal liability, a statement to that effect together with a declaration that he/she has not been validly convicted in that country of criminal acts corresponding to the offenses specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code, and in the Law of July 29, 2005. on Counteracting Drug Addiction, and no other judgment has been rendered against him or her stating that he or she has committed such criminal acts, and that he or she is not under an obligation arising from a judgment of a court, other authorized body, or law, to comply with a prohibition from holding any or specified positions, practicing any or specified professions or activities, related to upbringing, education, recreation, medical treatment, provision of psychological counseling, or spiritual development, sports or the pursuit of other interests by minors, or with the care of minors (Appendix no 1a).



- When permitted by law, the foundation is obliged to demand a certificate from the National Criminal Register from the person being hired (Law of May 24, 2000 on the National Criminal Register (i.e., Journal of Laws 2021, item.1709). A certificate from the National Criminal Register can be demanded only in cases where the law directly indicates that employees in the professions or positions in question are required to have no criminal record. The requirement of no criminal record applies to, among others, teachers, including teachers employed in public and non-public institutions (the Teacher's Charter Act of January 26, 1996 (i.e., Journal of Laws of 2021, item 1762, as amended) and such may also be conducted by non-governmental organizations, as well as the manager and educator of children's recreation (the Education System Act of September 7, 1991 (i.e., Journal of Laws of 2021, item 1915, as amended).

**Appendix no 1a**

**Statement of no criminal record and commitment to abide by**

**basic principles of child protection**

**(formula)**

.....

place and date

I, ..... PESEL No. .... declare that I have not been convicted of a crime against sexual freedom and morals, and violent crimes against a minor, and there are no criminal or disciplinary proceedings pending against me in this regard.

In addition, I declare that I have familiarized myself with the child protection rules in effect

at ..... and I undertake to abide by them.

.....

signature

I am aware of the criminal liability for making a false statement. This statement replaces the authority's instruction on criminal liability for making a false statement.

.....

signature

### **Appendix no 2: Principles for safe relations of HumanDoc Foundation staff with children**

The rules apply to all employees, associates, interns and volunteers, and also any adult who has contact with children in the care of the foundation, if this contact is with its consent and/or on its premises. Knowledge and acceptance of the rules are confirmed by signing a statement.

- You are required to maintain a professional relationship with children and consider each time whether your response, message or action toward a child is appropriate to the situation, safe, reasonable and fair to other children. Act openly and transparently to others to minimize the risk of misinterpretation of your behavior.
- Be patient and respectful in your communication with children. Listen carefully to children and give them answers appropriate to their age and the situation at hand.
- You must not hit, poke, push or in any way violate the child's physical integrity. You must not shout, shame, humiliate, disrespect or insult the child.
- You must not disclose sensitive information about your child to unauthorized persons, including other children. This includes the child's image, information about his/her family, economic, medical, custodial and legal situation.
- When making decisions about your child, let them know and try to take their expectations into account.
- Respect the child's right to privacy. If it is necessary to waive confidentiality to protect the child, explain this to the child as soon as possible.
- Ensure that you are within sight or hearing of other staff members when conducting activities with your children. In exceptional and legitimate situations where you need to be alone with your child, always notify other staff members and let them know exactly where you will be with your child.
- You must not behave in an inappropriate manner in the presence of children. This includes using vulgar words, gestures and jokes, making offensive remarks, alluding to sexual activity or attraction in your speech, and using power relations or physical superiority (intimidation, coercion, threats) against a child.
- Assure children that if they feel uncomfortable about a situation, a particular behavior or words, they can tell you or another Foundation person about it and can expect an appropriate response and/or assistance.
- Appreciate and respect children's contributions to the activities, actively involve them and treat them equally regardless of their gender, sexual orientation, ability/disability, social, ethnic, cultural, religious status and worldview.
- Sexual activity with children (persons under 18) is prohibited, regardless of the local age of consent or majority. Misconception about a child's age is not a defense. This includes sexual comments, jokes, gestures and the sharing of erotic and pornographic content with children regardless of its form.

- You are not allowed to capture the image of a child (filming, voice recording, photographing) for private purposes. This also applies to allowing third parties to capture images of children if the foundation's management has not been informed of, consented to, and obtained the consent of parents/legal guardians and the children themselves.
- You must not offer children alcohol, tobacco products or illegal substances, as well as use them in the presence of children.
- You must not accept money or gifts from the child or the child's parents/legal guardians. You must not enter into a relationship of any kind of dependency with the child or the child's parents/guardians that could lead to accusations of unequal treatment or financial and other benefits.
- All risky situations that involve the infatuation of a child by a staff member or a staff member by a child must be reported to management or its designee. If you witness them respond firmly but sensitively to preserve the dignity of those involved.
- Any violent action against a child is unacceptable. However, there are situations in which physical contact with a child may be appropriate and meet the principles of safe contact: it responds to the child's needs at the time, takes into account the child's age, developmental stage, gender, cultural and situational context. However, it is not possible to determine the universal appropriateness of all such physical contact, as behavior that is appropriate with one child may be inappropriate with another. Use your professional judgment at all times, listening, observing and noting the child's reaction, asking the child's permission for physical contact (such as hugging) and remaining aware that even with your good intentions, such contact may be misinterpreted by the child or third parties.
- Do not engage in activities such as tickling, pretend fighting with children or violent physical play.
- Be especially cautious of children who have experienced abuse and harm, including sexual, physical or neglect. Such experiences can sometimes cause a child to seek inappropriate physical contact with adults. In such situations, you should respond sensitively but firmly and help the child understand the importance of personal boundaries.
- Physical contact with a child must never be covert or hidden, involve any gratification, or stem from a power relationship.
- In situations involving grooming and hygiene activities with your child, avoid other than necessary physical contact with the child. This especially applies to helping the child dress and undress, eat, wash, change and use the toilet. Ensure that you are assisted in each of the grooming and hygiene activities by another person.
- During trips and excursions longer than one day, it is unacceptable to sleep with a child in the same bed or in the same room.
- As a general rule, contact with children should only take place during working hours and for purposes that fall within the scope of your duties.
- You are not allowed to invite children to your place of residence or meet with them outside of working hours. This includes contact with your children through private communication channels (private phone, email, instant messaging, social media profiles).

- If necessary, the appropriate form of communication with children and their parents/guardians outside working hours is through business channels (e-mail, business phone).
- If it is necessary to meet with the child outside of business hours, you must inform the board, and the child's parents/legal guardians must agree to such contact.
- Maintaining social or family relationships (if the children and the children's parents/guardians are relatives of the staff member) requires maintaining confidentiality of all information regarding other children, their parents/guardians.
- Be aware of the digital risks and dangers of having your private online activities recorded by apps and algorithms, but also your own online activities. This includes liking certain pages, using dating apps where you may meet children with whom you have professional activities, watching certain people/pages on social media and the privacy settings of the accounts you use. If your profile is publicly accessible, children and their parents/guardians will have insight into your digital activity.
- You are not allowed to make contact with children in the Foundation's care by accepting or sending invitations on social media.
- During classes or other activities conducted by the organization, personal electronic devices should be turned off or muted, and bluetooth functionality turned off.

### **Appendix no 3: Rules for the safe use of the Internet and electronic media at the HumanDoc Foundation**

- The network infrastructure either at the Foundation's premises or at the facility where the Foundation conducts activities allows Internet access, both for staff and children, during and outside of activities.
- The network is monitored so that the perpetrators of possible abuse can be identified.
- Organizational solutions at the facility level are based on current security standards.
- A person responsible for network security is designated. This person's responsibilities include: securing the Internet network at the Foundation's offices and locations where the Foundation conducts activities from unsafe content by installing and updating appropriate, modern software.
- Update software as needed, at least once a month.
- At least once a month, checking for dangerous content on computers with free access connected to the Internet. If unsafe content is found, the designated employee shall try to determine who was using the computer at the time of its introduction. Information about a child who was using the computer at the time of the introduction of dangerous content shall be forwarded by the designated employee to the board or its designee, who shall then arrange a meeting with the child's guardians to provide information about the incident and the need/opportunity for specialized support, including from other organizations or services, and how to respond to the incident.
- In the case of access carried out under the supervision of an employee of the organization, he or she is required to inform children about the rules of safe Internet use. The organization's employee also supervises the children's safe use of the Internet during activities.

#### **Appendix no 4: Rules for the protection of children's image and personal data at the HumanDoc Foundation**

- Our actions are guided by responsibility and caution towards capturing, processing, using and publishing images of children.
- Sharing photos and videos of our activities serves to celebrate children's successes, document our activities, and always keeps children's safety in mind. We use photos/recordings showing a wide cross-section of children - boys and girls, children of different ages, talents, fitness levels and representing different ethnic groups.
- Children have the right to decide whether their image will be recorded and how it will be used by us.
- The consent of parents/legal guardians for the use of their child's image is only binding if the children and parents/legal guardians have been informed about the use of photos/recordings and the risks associated with the publication of the image.
- Provide an explanation of what we will use the photos/recordings for and in what context, how we will store the data, and the potential risks of publishing the photos/recordings online.
- Avoid signing photos/recordings with information that identifies the child by name. If it is necessary to sign the child we use only the first name.
- Resignation from disclosing any sensitive information about the child concerning, among other things, the child's health, financial situation, legal situation and related to the child's image (e.g. in the case of individual collections organized by our organization).
- Reduce the risk of copying and inappropriate use of children's photos/recordings by adopting rules: all children in the photo/recording must be clothed and the situation of the photo/recording is not demeaning, ridiculing or showing the child in a negative context, photos/recordings of children should focus on the children's activities and, as far as possible, depict children in a group rather than individuals.
- Cancellation of publication of photos of children for whom we no longer have custody, if they or their parents/legal guardians have not consented to the use of photos after the termination of cooperation.
- All suspicions and problems of inappropriate dissemination of children's images should be recorded and reported to the foundation's board, as well as other worrying signals about threats to children's safety.
- In situations where the Foundation records images of children for its own use, we declare that: children and parents/legal guardians will always be informed that an event will be recorded.
- The consent of parents/legal guardians to register the event will be accepted by us in writing and we will obtain at least verbal consent from the child.
- If the registration of the event is outsourced to an external person (hired photographer or videographer) we will ensure the safety of children by:

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- the commitment of the person/company registering the event to comply with these guidelines,
- the commitment of the person/company registering the event to wear a badge during the event,
- preventing the person/registrant from being with the children without supervision by Foundation staff,
- informing parents/legal guardians and children that the person/company recording the event will be present during the event, and making sure that parents/legal guardians have given written permission for their children's image to be recorded.
- If the child's image is only a detail of a whole such as a gathering, landscape, public event, the consent of the child's parents/legal guardians is not required.
- In situations where parents/guardians or participants in events organized by us record images of children for private use, we inform at the beginning of each event that: the use, processing and publication of photos/recordings containing images of children and adults requires the consent of those individuals, in the case of children, their parents/legal guardians; photos or recordings containing images of children should not be shared on social media or open services unless the parents/legal guardians of those children give their consent; before publishing a photo/recording online, it is always a good idea to check your privacy settings to make sure who will be able to access your child's image.
- If representatives of the media or any other person wish to record an event organized by us and publish the material collected, they must make such a request in advance and obtain permission from the board. In such a situation, we will make sure that parents/legal guardians have given written permission to record the image of their children. We expect information about: name, surname and address of the person or editorial office requesting permission; justification for the need to record the event and information on how and in what context the collected material will be used; a signed declaration that the information provided is factually correct.
- Foundation staff must not allow media representatives and unauthorized persons to record the image of a child in our care without the written consent of the child's parent/legal guardian and without the approval of the board.
- The Foundation's staff shall not put media representatives in contact with children, shall not provide the media with contact to the children's parents/legal guardians, and shall not make statements in contact with media representatives about the child's case or the child's parent/legal guardian. This prohibition also applies if the staff member is convinced that his/her statement is not recorded in any way. In special and justified cases, the board of may decide to contact the child's parents/legal guardians to determine the procedure for their consent to media contact.
- If the children, parents/legal guardians have not consented to the capture of the child's image, we will respect their decision. We will establish in advance with parents/legal guardians and children how the person recording the event will be able to identify the child, so that the child's image will not be captured in individual and group photos.

The solution we adopt will not exclude the child, whose image should not be recorded.

- We store materials containing children's images in a way that is legal and safe for children:
  - Analog media containing photos and recordings are stored in a locked cabinet, and electronic media containing photos and recordings are stored in a protected folder with access limited to those authorized by the Foundation.
  - We do not store electronic materials containing images of children on non-encrypted or mobile media, such as cell phones and devices with removable memory (e.g., flash drives).
  - We do not consent to the use of personal recording devices (i.e., cell phones, cameras, camcorders) by staff members to record images of children.
- The only equipment we use as a Foundation is recording equipment owned by the HumanDoc Foundation or used under terms approved in writing by the board.



**Appendix no 5: Monitoring of the Policy - questionnaire**

1. Are you familiar with the HumanDoc Foundation's standards for protecting children from abuse?
2. Are you familiar with the contents of the Child Safeguarding Policy document?
3. Can you recognize the symptoms of child abuse?
4. Do you know how to respond to the symptoms of child abuse?
5. Did you happen to observe a violation of the Child Safeguarding Policy by another staff person (employee, co-worker, intern, volunteer or member of the organization)
  - a. If yes - what rules were violated? (descriptive answer)
  - b. Did you take any action: if yes - what action, if no - why? (descriptive answer)
6. Do you have any comments/amendments/suggestions regarding the Child Safeguarding Policy? (descriptive answer)