EMOTiC
European Multidisciplinary Organization for Training and international Consulting

ORGANISATIONAL SUPPORT

Child Protection Policy

Additional rules that keep children and young people under 18 safe in every EMOTiC activity.

Version	Owner	Review
1.0 October 2026	Safeguarding Focal Point	Every two years, or sooner after a serious incident or a change in law or programme rules

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At a glance

- The best interests of the child come first.
- Every team member who works with minors holds an extended criminal record certificate and is trained before starting.
- At least two adults are present at every activity with minors, and no adult is alone with a child in a closed room.
- Parents give informed written consent and can reach us at any time.
- Every concern reaches the Safeguarding Focal Point within 24 hours. We involve parents and the Vienna child and youth welfare service (MA 11) when needed.

Document	Child Protection Policy
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1. Purpose, scope and link to the Safeguarding Policy

This policy sets the rules that protect children and young people under 18 in our activities. It applies to everyone who has contact with minors through EMOTiC. It adds to our **Safeguarding Policy**, with the same roles and reporting procedure. Where the two differ, the stricter rule applies. It covers:

- workshops for schools, career orientation days for pupils, and local labs and workshops in Vienna;
- local participants aged 15 to 17 in Erasmus+ youth exchanges;
- minors in partner groups at mobilities we host, and minors we send abroad;
- online activities and messaging groups that include minors.

2. Legal framework

We act in line with applicable Austrian and EU law, in particular:

- the **UN Convention on the Rights of the Child**, including protection from violence, abuse and neglect;
- the **Austrian Federal Constitutional Act on the Rights of Children (2011)**, including the best interests of the child, participation and a non-violent upbringing;
- the **Federal Child and Youth Services Act 2013 (B-KJHG 2013)**, the framework for child and youth welfare in Austria;
- the **GDPR** and the **Austrian Data Protection Act (DSG)** for personal data and images;
- the **Erasmus+ Programme Guide**, the **Erasmus quality standards** and our grant agreements.

In Vienna we cooperate with the **Vienna child and youth welfare service (Wiener Kinder- und Jugendhilfe, MA 11)**. We ask MA 11 for advice when unsure, and report to MA 11 when we have a well-founded suspicion that a child's welfare is at risk. Abroad, we also respect host-country law.

3. Definitions

Term	Meaning
Child or minor	Any person under 18.
Parent	A parent or legal guardian.
Child abuse	Physical, emotional or sexual abuse, neglect or exploitation of a child, by an adult or another young person, in person or online.
Grooming	Building a child's trust in order to abuse or exploit them, often through attention, gifts, secrets or online contact.
Responsible adult	A team member or group leader in charge of a group of minors at a given time.

4. Principles

- **Best interests of the child.** Safety and wellbeing come before project plans and the wishes of adults.
- **Participation.** Children are heard. We explain rules in words they understand and involve them in decisions about themselves, in line with their age and maturity.
- **Non-discrimination.** Every child receives the same protection, whatever their background.
- **Shared responsibility.** Every adult notices and reports concerns.

5. Parental consent and information

Before any activity outside school, a parent and the young person sign our consent form. For school activities, see section 14.

Area	What the consent form covers
Participation	Activity, dates, venue, programme, accommodation and responsible adults.
Health	Allergies, conditions, medication, dietary and access needs, and how we act in a medical emergency if parents cannot be reached.
Emergency contacts	At least one adult reachable at any time during the activity.
Photos and videos	Separate choices for internal use, website and social media, and EU project reports. Saying no does not affect participation.
Travel	Travel arrangements, the accompanying adult and any travel consent needed for going abroad.
Rules	Agreement to the Code of Conduct and the rules in section 10.

Parents receive the programme, the venue address, the responsible adult's name, a 24-hour number and our data protection information. We use health information only for the child's safety.

6. Staffing and the extended criminal record certificate

- Staff, trainers and facilitators, volunteers and interns who work with minors present the extended criminal record certificate (**Strafregisterbescheinigung Kinder- und Jugendfürsorge**) before their first contact with minors, and we provide any confirmation they need to request it.
- The certificate must be no older than three months when presented and is renewed every three years.
- People living outside Austria, including Erasmus+ trainees, provide an equivalent certificate and a signed self-declaration.
- Sending organisations confirm in writing that group leaders of minors have been checked under their national law.

- Anyone without a valid certificate, such as a guest speaker, is never alone with minors.

7. Supervision and ratios

Setting	Our internal standard
Every activity with minors	At least two adults, at least one from our team.
Day activities in Vienna	One adult per 10 participants under 18.
Residential activities and mobilities	One adult per 6 participants under 18, including group leaders, with an adult on duty day and night.
School workshops	A teacher stays with the class throughout, in addition to our trainers.

No adult is ever alone with a child in a closed room. One-to-one talks happen in open spaces or with the door open, within sight of others.

- We count participants at the start and end of every session, outing and journey.
- Minors leave a venue only with permission from a responsible adult.
- Adults do not give minors lifts in private cars or invite them home.

8. Accommodation and night rules in mobilities

- Minors share rooms only with minors of the same gender and similar age. Arrangements for trans and non-binary young people are agreed discreetly with them and their parents.
- No adult shares a room with a minor. Group leaders sleep close to their group.
- Adults enter a minor's room only when needed: they knock, leave the door open and go in pairs where possible.
- From 23:00, minors stay in their own rooms. They never visit adults' rooms.
- Group leaders check their group at curfew and can reach the team member on duty all night.

9. Digital safety, photos and social media

- Team members do not connect with minors on personal social media or start private chats with them.
- Messaging groups with minors have two team members as administrators and close after the project.
- Online sessions with minors have two adults present and are recorded only with consent from parents and young people.
- We photograph minors only with written consent from a parent and the young person. Young people who prefer not to be photographed can wear a coloured badge.

- We take no photos in bedrooms, bathrooms, changing or swimming areas, and none that could embarrass a young person.
- We never publish a minor's full name, school, address or live location with an image.
- Photos on personal devices are moved to secure storage and deleted from the device within seven days.
- Our programmes include online safety and show where to get help.

10. Alcohol, smoking and curfew

These rules apply throughout the activity, including free time, whatever the local legal age.

- Minors do not consume alcohol, tobacco, e-cigarettes, nicotine products, cannabis or other drugs, and no adult provides them.
- Adults responsible for minors do not drink alcohol and do not smoke in front of them.
- Minors are back in the accommodation by 22:00 and in their rooms by 23:00, unless an earlier time is set.
- Minors go out in free time only with permission, in groups of at least three, with a fixed return time. Participants under 16 go out only with an adult.

Breaches follow the graded response in the Code of Conduct. We inform parents of serious or repeated breaches. A minor is never sent home alone.

11. Recognising signs of abuse

Signs are not proof, but a pattern or a sudden change in behaviour is a reason to report.

Type	Possible signs
Physical	Unexplained injuries or burns, explanations that do not fit, fear of going home.
Emotional	Anxiety, withdrawal, low self-esteem, sudden changes in behaviour.
Sexual	Sexual knowledge or behaviour unusual for the age, fear of a particular person, self-harm.
Neglect	Constant hunger, poor hygiene, unsuitable clothing, untreated health problems.
Online harm and grooming	Secrecy about online contacts, gifts from strangers, an older 'friend', distress after being online.

Also report any adult who gives one child special attention, gifts or secrets, or seeks time alone with a child.

12. Responding to disclosure

Follow the do's and don'ts in the Safeguarding Policy. With children, also:

- Listen calmly, believe the child and ask only open questions, such as 'Tell me' or 'Describe'.
- Explain, in words the child understands, that you must tell the Safeguarding Focal Point to keep them safe.
- Do not examine or photograph injuries, and do not contact the parents or the person concerned yourself.
- Record the child's words, with date and time, and report within 24 hours.

13. Reporting procedure

We follow the seven steps of the Safeguarding Policy with the same timelines. For children:

Step	What happens	When
1. Make safe	Protect the child. Call 112, 133 or 144 if needed.	Immediately
2. Report	Tell the Safeguarding Focal Point or the deputy, and the Project Coordinator during a mobility.	As soon as possible, within 24 hours
3. Record	Write a factual record in the child's words.	Within 24 hours
4. Assess	The Safeguarding Focal Point assesses the risk, asking MA 11 for advice if unsure.	Within 24 hours of the report
5. Refer and inform	Report in writing to MA 11 when there is a well-founded suspicion that the child's welfare is at risk. Inform the police of a possible crime. Inform parents (see below) and, as relevant, the school, the sending organisation or the host organisation abroad.	Without delay once decided
6. Inform the Board	Every concern involving a child.	Within 72 hours
7. Follow up and close	Support the child, cooperate with MA 11 and the police, and review the case.	Review within 30 days

Parents. We inform parents the same day if their child is hurt, ill or involved in a serious incident or safeguarding concern, telling the child first. If the concern involves a family member, or telling parents could increase the risk, the Safeguarding Focal Point contacts MA 11 or the police first and follows their advice.

Concerns about adults or peers. A team member or group leader who is the subject of a concern has no contact with minors while it is assessed. If a young person harms another, we protect both and involve both families and the sending organisation.

Anyone who believes a child is at risk and that we have not acted can contact MA 11 or the police directly.

14. Working with schools

- We agree in writing with each school who is responsible for what.
- Teachers keep their duty of supervision and stay with the class. Our trainers are never alone with a pupil.
- Without the school's confirmation of photo consent, we take no photos in which pupils can be recognised.
- We collect pupils' data only as agreed with the school and do not contact pupils privately afterwards.
- If a concern arises, our trainer tells the teacher and the head teacher the same day and reports to our Safeguarding Focal Point. We then act together. If a serious concern is not acted on, we report it to MA 11.

15. Review

The Safeguarding Focal Point reviews this policy with the Safeguarding Policy every two years, after any serious incident and when law or programme rules change, using feedback from young people, parents and schools. The Board approves each version. This version was issued by the Board in October 2026.

16. Contacts

Contact	How to reach
Safeguarding Focal Point	emotic.org@gmail.com (subject: Safeguarding)
Deputy Safeguarding Focal Point	emotic.org@gmail.com (subject: Safeguarding); named in each project's information pack
Vienna child and youth welfare service (MA 11)	+43 1 4000-80 11 (Monday to Friday, 8:00 to 15:30); outside these hours, police 133
European emergency number	112
Police, ambulance, fire brigade	133, 144, 122
Rat auf Draht, free helpline for children and young people	147

This document is part of EMOTiC's organisational support materials. Other organisations are welcome to adapt it for their own work with credit to EMOTiC. Questions and feedback: emotic.org@gmail.com