



# Child Safeguarding at Child Rights Connect


A child-friendly version!




## Who are we?

Child Rights Connect is a global network made up of 100 child rights organisations at local, national, and international levels.


You can read the UNCRC [here](#).



Children's rights are listed in the **UN Convention on the Rights of the Child**, or **UNCRC**. We work to empower adults and children to make the UNCRC a reality for every child, everywhere!



The UNCRC lists the rights of all children including the **right to be protected from all forms of harm**, including any violence or abuse, or when children are neglected (or not cared for), and the **right to access information** which is not harmful to them.



So, the UNCRC also guides our work to make sure that children are safe in our work.



## What is our child safeguarding commitment and why we need this document?

Child safeguarding means keeping children safe or protecting children from harm and Child Rights Connect is committed to keeping children safe during our activities.

This document helps us to meet this commitment to be a child safe organisation! Both children and adults should read it!

You are looking at the child-friendly version of the Child Safeguarding Policy and Procedure. You can find the original version [here](#).



## What is in this document?

- What kinds of things might be child safeguarding risks?
- How is Child Rights Connect working to keep children safe in its activities?
- How can you report a child safeguarding situation or concern, for yourself or other children?

**Be careful!** This document talks about abuse against children. You can skip any parts of the document if they make you feel uncomfortable or unhappy. Remember to speak to someone you trust if you would like to.

## What might be child safeguarding signs or risks?

- ➡ If you have been hurt, or if another child tells someone they have been hurt
- ➡ A child behaving or appearing in a way that it makes you feel worried for them
- ➡ If you feel uncomfortable or upset from someone's words or actions
- ➡ You or another child or group of children are being bullying



# What kinds of things does Child Rights Connect do to be 'child safe'?

**Background checks of new staff members to make sure Child Rights Connect Is a safe environment for children.**



**Child safeguarding training to adults and children so everyone knows about safeguarding and how to keep children safe!**



**Preparing for activities with children, so they can be involved in the planning and decide if they want to participate and how.**



**Thinking about any risks for children that could take place in an activity, how to stop them from happening / respond to them if they do.**



**A set of "do's" and "don't's" for adults when working with children – [click here.](#)**



**A child safeguarding focal person at Child Rights Connect who children and adults can reach out to anytime.**



**A child safeguarder for every activity with children, who is a staff member of Child Rights Connect and who is known to everyone.**



We make sure to share all information with children so they can make their own decision if they wish to participate in an activity. We call this 'informed consent.' Children can choose at any time to take a break or to end their participation.

A child or adult can take a break or leave an activity. Child Rights Connect will always arrange and indicate a quiet place/how to let someone know online.

## Child Safeguarding Focal Person:



Name: Zsuzsanna Rutai  
Email: [safeguarding@childrightsconnect.org](mailto:safeguarding@childrightsconnect.org)  
Phone number: +41 22 552 41 30



## What could you do to you react to a safeguarding issue?

Support the child in any way you can. Keep a distance that feels comfortable

Try to act as quickly as you can but try not to panic

Contact the Child Safeguarding Focal Person or Dedicated Child Safeguarder to discuss what to do

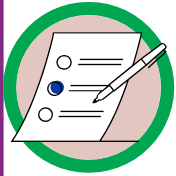
Use this document to help you report a concern or situation

## How to report a child safeguarding situation or concern to get help

Any concerns or situations raised will be handled quickly and in privacy. We may need to involve other adults if there is a risk to a child's safety, but we will not share any information otherwise.

## There are two ways to submit a report:

1. A reporting form on paper (see below) to send by email (to **[safeguarding@childrightsconnect.org](mailto:safeguarding@childrightsconnect.org)**) or in-person if possible. We will keep any information we receive on paper locked up safely.



2. An online form. You don't need to share your personal information (this means your identity is kept a secret). We will make sure that your concern is taken up and sent to the right person (we will not send your form to anyone who you are reporting about).



Follow-up: Some services and meetings might be organized after to support the child or others involved or affected. This could be counselling, medical help or other services.



## Other concerns and how to report

The reporting options above focus on children's safety. If you have concerns about the behaviour of children or adults (including staff of Child Rights Connect) involved in our activities, these concerns can be reported under something different, called the **Whistleblower Policy**. The concerns can be something different than safety (for example, disrespecting others, staff members not being professional). You can find the child-friendly Whistleblower Policy **here** (and the original version **here**).



## REPORTING FORM

Please send this form to our Child Safeguarding Focal Point (CSFP) at [safeguarding@childrightsconnect.org](mailto:safeguarding@childrightsconnect.org).

1. Your details, your phone number OR email address

We may need to contact you to discuss about your concern and/or to inform you about what we found during our investigation. If you want that your identity is kept a secret, please EITHER write your phone number (starting with your country code) OR an email address that does not contain your name or any other personal information. If you are fine with us knowing who you are, please feel free to give us your regular email address or other contact details.

---

---

---

2. Did something or someone concern you or another child during one or various activities/events/communications with Child Rights Connect? (if No, you do not need to complete this form).

- Yes
- No

3. Who do you think did something wrong? It can be various people at the same time.

- An adult who was part of an event or activity (e.g. an accompanying adult)
- A child or young person who was part of an event or activity
- A staff member of Child Rights Connect (includes employees, interns, volunteers, consultants)
- The Child Safeguarding Focal Person of Child Rights Connect (currently, Zsuzsanna Rutai)
- The Executive Director of Child Rights Connect
- The Vice-President of the Executive Committee of Child Rights Connect

Any other member of the Executive Committee (including the President)

Any other person

- Please write here if you know their name or are able to describe them

---

---

---

- Can you describe what happened?

---

---

---

---

- When did this happen?

---

---

---

- When and how did you come to know about this?

---

---

---

- Where did this happen?

---

---

---

- Does anyone else know about this? / Is there someone else we could contact to get more information? Would you be able to share their contact details?

---

---

---



- Did you already speak to an adult about this?

---

---

---

- Any other comments?

---

---

---

---

---

I confirm that I have read and accept the child-friendly versions of the Child Safeguarding Policy and Procedure and Whistleblower Policy of Child Rights Connect (you can find a summary [here](#)).

I understand that any information that is shared by me which Child Rights Connect thinks might be a child safeguarding risk or concern, will be followed up as per the Child Rights Connect Child Safeguarding Policy and Procedure and may need to be shared with other adults or services.

I understand and agree that the personal data that I gave through this form will be collected and kept by the people responsible for taking care of the Child Safeguarding and Whistleblower Policies of Child Rights Connect. They will keep this information only during the time of the investigation. Your personal data will be destroyed once the investigation is over. Read more about our [Privacy Policy](#).