



PIN Child safeguarding policies throughout the organization

1. Introduction

PIN is dedicated to preserving the safety of children and is guided by a zero-tolerance approach to any form of abuse, violence, neglect, exploitation, discrimination, malpractice or harm inflicted upon a child, by any and all persons involved in PIN activities, including employees, associates, partners, donors, volunteers and other. Such behaviors are strictly prohibited and each and every PIN staff member has the obligation (both under penalty of law and under threat of termination of employment) to report such behavior through internal and external reporting mechanisms.

PIN takes a holistic approach to child safeguarding by considering the physical, emotional, social, and developmental needs of each child. This approach ensures that the actions and decisions made by PIN are centered around promoting the overall well-being and development of the child.

In accordance with this, PIN has executed elaborated internal referral policies, as well as internal procedures, that will enable PIN to guarantee the safe environment for children. Below is the brief presentation of key points of child safeguarding policies applicable in PIN.

2. Definitions

- A **child** is every human being below the age of 18 years unless under the law applicable to the child, the majority is attained earlier.
- **Violence** includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.
- **Physical abuse** is the non-accidental use of force that leads to real or potential physical harm due to an interaction or a lack thereof with a person in position of responsibility, power and trust over the child. It can include acts such as hitting, strangling, kicking, shaking, tying up and other types of harm.
- **Emotional abuse** includes psychological maltreatment, mental and verbal abuse, as well as emotional abuse and neglect. Emotional abuse can include actions that belittle, denigrate, threaten, intimidate, restrict the child's movement, discriminate, ridicule or exercise other forms of non-physical, hostile or dismissive treatment of the child.
- **Sexual abuse** of a child is the involvement of a child in a sexual activity that the child does not fully understand and cannot give consent to due to the child's age or developmental stage. It includes both contact (penetrative and non-penetrative such as touching, fondling, kissing, rape, among others) and non-contact activities (e.g., exposure to pornographic materials or sexual activities, inclusion in the production of sexual images, among others).
- **Exploitation** is using a child for work (**child labor**) or other exploitative activities which violates the child's physical and mental health, their education, moral, social and emotional development. Exploitation includes A specific type of exploitation is child **sexual exploitation** in which a child is tricked or coerced due to power imbalance or high trust to engage in sexual activity to provide financial or other benefits to the person in power.
- **Neglect** is the failure of child caretakers to ensure the development of a child in different spheres such as health, education, emotional development, nutrition, shelter and safe living conditions. It also includes a failure in conducting adequate supervision over a child and its protection from harm as much as is feasible.



3. Basic principles of child safeguarding

- a. Commitment to the Rights of the Child: PIN's policies prioritize the best interests of the child, ensuring their rights, safety, and well-being.
- b. Zero Tolerance for Abuse
- c. Child-Centric Approach
- d. Safeguarding Leadership: PIN has clear lines of responsibility and accountability and actively promotes a culture of safeguarding throughout the entire organization.
- e. Robust Recruitment and Selection: PIN has developed processes for screening, selecting, and training staff and volunteers, including thorough background checks.
- f. Education and Training: PIN recognizes the importance of continuous education and training for staff, volunteers, and stakeholders, to enhance their understanding of child protection issues and develop necessary skills.
- g. Reporting and Responding Mechanisms: PIN policies outline clear procedures for reporting concerns. Moreover, responses are prompt, sensitive, and in accordance with local laws and regulations.
- h. Partnership and Collaboration: PIN nurtures collaboration with relevant stakeholders, such as parents, communities, and authorities, in order to strengthen safeguarding efforts.
- i. Continuous Learning and Improvement

4. Staff policies

a. Selection of candidates

When engaging new staff, PIN assesses candidate's competences through interviews, psychological tests and ability tests, as well as through special questionnaire concerning child safeguarding. Special attention is awarded to a diligent and in-depth background check. Each and every candidate entering the selection process has to provide a personal statement given under full criminal liability that they are not involved in any criminal proceedings or were convicted for crimes that involved children as victims, including but not limiting to sexual abuse, harassment, workplace abuse, and discrimination.

b. Education and Training

Training and education play a crucial role in equipping staff, volunteers, and stakeholders with the knowledge and skills necessary to effectively safeguard children. This includes raising awareness about child protection issues, understanding signs of abuse, implementing appropriate safeguarding measures, and promoting a culture of vigilance and accountability.

PIN provides to its staff annual comprehensive training and workshop sessions on child protection policies and procedures, including modules on identifying and reporting abuse, maintaining appropriate boundaries, and responding to disclosures.

Designated safeguarding officer regularly provides the staff on emerging issues and best practices in child safeguarding.

c. Leadership and accountability

PIN has designated a safeguarding officer who oversees the implementation of policies, provides guidance to staff and volunteers, and conducts regular training sessions to raise awareness and ensure compliance with safeguarding measures. This designated safeguarding officer along with the Ethical committee of PIN are responsible for due implementation of reporting mechanisms and they are addressing any and all concerns promptly with appropriate actions, creating a culture where safeguarding is prioritized and upheld at all levels.



5. Reporting mechanisms

PIN's Code of Conduct includes instructions on how to make sure that everyone in PIN knows what to do to protect children and keep them out of harm's way - a guarantee that PIN will do its best to keep every child safe and make sure they are okay.

PIN staff must report every suspicion that a child is suffering or has suffered any form of abuse, violence, neglect, exploitation, discrimination, malpractice or harm.

PIN staff must cooperate with duly authorized audits and investigations.

This reporting has to occur in good faith, and it should provide all available information or evidences on the matter.

Failure to report or cover-up, will make PIN staff equally liable for the actions that should have been reported.

Reporting is to be made in writing, by submitting the complaint to psea@pin.org.rs, or orally to the Person responsible for the implementation of the Code of Conduct (Child Protection Officer). This person shall collect information related to the facts relevant for determining the reported event and prepare reports for the Ethics Committee.

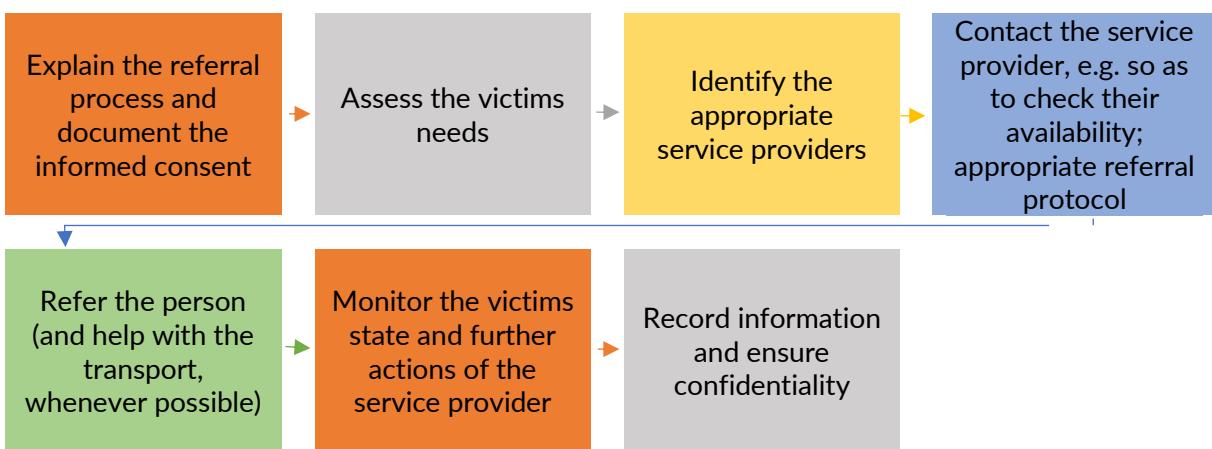
Person responsible for the implementation of the Code of Conduct shall:

- a. obtain prior informed and voluntary consent,
- b. protect the confidentiality of the child's identity and all communication to the maximum extent possible,
- c. act in the best interests of the child,
- d. always consider potential risks towards victims (and their families), and take required safety precautions,
- e. not later than within 24 hours, notify on all relevant details pertaining to the submitted report/complaint the Ethics Committee for examination.

Where applicable, and within maximum 24 hours as of notification, the Ethics Committee will:

- a. inform the competent authorities and relevant stakeholders;
- b. decide on the preliminary measures to be applied within PIN, and assure due cooperation with all relevant authorities and stakeholders;
- c. decide on best referral in order to provide child with required support and care (through a [referral form](#)).

Steps to protecting the victim are the following:



Ethics Committee may decide on the following:



Disciplinary Actions: If the violation involves a staff member or volunteer, PIN must follow its established disciplinary procedures. This may result in suspension, termination of employment, or any other appropriate action based on the severity of the violation and in accordance with local laws and regulations.

PIN shall assure that the following is duly executed:

Reporting to Authorities: In cases where the violation may constitute a criminal offense, PIN should report the incident to the relevant law enforcement agencies and cooperate fully with their investigations.

Review and Improvement: PIN should conduct a thorough review of the incident, its handling, and the effectiveness of existing child protection policies and procedures. Any necessary improvements or updates should be made to prevent similar incidents in the future.

Communication and Transparency: PIN should communicate with relevant stakeholders, including parents, guardians, and other concerned parties, about the incident, the steps taken, and the measures in place to prevent future occurrences. Clear and transparent communication helps maintain trust and demonstrates a commitment to child protection.

6. Continuous Learning and Improvement

PIN regularly and at least once per year, monitors, evaluates, and reviews its policies and practices in order to identify areas for improvement, and adapts its approach based on emerging research and best practices.

This is how we assure continuous improvement of our processes over time to enhance their effectiveness and ensure a safer environment for children.