

Child Protection Policy

Safety Concept and Rules

Wherever people undertake and plan something, not all risks can be prevented, even with the greatest caution. To ensure that partners avoid and keeps a cool head in the event of a crisis, this safety concept was developed to clearly define the rules and procedures for the implementation of Parliament for the Future of Europe (PaFutEU) by Democracy International for itself and its partners.

1. General information

Activity	Parliament for the Future of Europe
Lead Organisation	Democracy International
Partner Organisation	X Portuguese Platform for women's Rights
Crisis Team including Tel Number	- Daniela Vancic, European Programme Manager and Project Coordinator, +49 221 669 665 31 - Obakeng Kamela, European Programme Aid, +49 221 669 665 39 - X Diana Pinto, project officer, +351 927716990
Responsible for External Communication	- Daniela Vancic, European Programme Manager and Project Coordinator, +49 152 297 326 92 - Andreas Müller, Managing Director at Democracy International, +49 221 669 665 34
Location	X Évora, Portugal (Catégo Luis António Verney)
Emergency Services contact details	- Ambulance and Fire Brigade 112 - Police: 112 - Ambulance: 112 - Medical on-call service: 112
Main Hazard	- Alcohol consumption and other addictive substances - Accidents during free time - Potential exposure to violence/ assault
Possible Damage	- Personal injury - Property damage - Damage to the image of Democracy International (DI) and project partners

Authority	The crisis team has authority over all participants and in crisis situations/non-compliance with the rules. These cases and some exceptions are regulated in chapter 5. If possible, the crisis team takes decisions together: Each member has one vote and majority decisions are valid. If a member is not present, the vote of the external communicators Andreas Müller and Daniela Vancic is decisive. If left to their own devices, each member can decide on their own.
Information	The contingency plan is officially announced in writing. Further rules for the implementation of PaFutEU Citizen Panels can be added if necessary. The crisis team is responsible for internal crisis communication. For external communication in case of accidents/crisis situations, the external communication team coordinates the procedure with the support of the crisis team. Chapter 4 of this crisis plan explains the procedure to be followed in the event of specific incidents.

2. Basics

2.1. Leading by example

Democracy International has managed over the years to gain the trust of the authorities, funding institutions, participants in individual programmes and projects, and their parents. It would be a shame to lose this trust through our own behaviour. Many of the projects are only possible with a good reputation. Therefore, all staff involved in **Parliament for the Future of Europe** citizen panels must abide by the rules of the crisis plan and set a good example. The same exemplary Leadership is what we expect from our partners. In addition, all incidents must be communicated to the crisis team.

2.2. Acting on the ground

- Inform
- Coordinate and Supervise
- Alert
- Save
- Rescue/Provide first aid

2.3. Save

The emergency site should be secured in such a way that no other persons are endangered. In the event of personal injury or damage to property, for reasons of evidence, only changes that serve to rescue or reduce the damage should be made.

2.4. Third parties

For the crisis team to be able to work, third parties must be kept away from the events. Relatives and security forces are excluded from this. If necessary, the crisis team can involve other people in dealing with the emergency.

2.5. Compliance on projects

Participant communication before and during the event must ensure that all participants know the rules and consequences according to the crisis plan.

2.6. Alcohol

All DI and partner staff and members may consume alcohol during events where participants are present, except in special cases (drivers, individual members of the crisis team, day managers). Staff members are required to limit their alcohol consumption so as not to damage the image of the NGO's they represent. If they notice that participants are not complying with the rules laid down by law (handing alcohol to minors, etc.), they must report this immediately to the crisis team.

3. Crisis situations - basic rules

In crisis situations where the crisis team is responsible, the crisis team makes decisions together. If not all members of the crisis team are available or on site, the existing crisis team members can make a decision themselves without the explicit agreement of the other crisis team members. If two members have to decide without agreeing, a competent third person has the final say.

The partner organisations are informed of problems and (if necessary and depending on the case) included in the measures in order to receive support and to make them share the responsibility.

3.1. Distribution of roles

At Citizen Panel

- Host organisations sets up an **"Awareness Team"** for the Citizens Panels.
- **1** person separates affected person from the group(s)
- At least **1** person from the **Awareness Team** is the contact person for the police

- The **Awareness Team** notes and designates 1 person to note who was present and in what way they were affected.
- The **Awareness Team** brings the incident to the attention of the **Crisis Team**
- The **Crisis Team** will, where necessary send out external communication to other staff, external partners, partner organisations, parents and participants (after immediate crisis care)

When traveling

- Partner organisation designates **Coordinator** to travel with the participants
- **Coordinator** separates affected person from the group
- **Coordinator** is the contact person for the police
- **Coordinator** must note who was present and in what way were they affected
- **Coordinator** brings the incident to the attention of the **Crisis Team**
- The **Crisis Team** will, where necessary send out external communication to other staff, external partners, partner organisations, parents and participants (after immediate crisis care)

If other people besides the **Crisis Team** are involved in crisis management, they must have at least a rough overview of the incident at the beginning (briefing by the crisis team); the more time there is, the more detailed. If there is not enough time for a detailed briefing at the beginning, this must be done as soon as possible so that all persons involved in the crisis management can give detailed information about the case, if necessary.

3.2. Police

If possible, at least one contact person from the **Crisis Team** should communicate with the police when they are on site. Before the police interview the people involved, it is worth explaining the context of the event and the background of the participants to the officers in order to avoid misunderstandings or bias. It should also be made clear at the outset that participants need translation as they come from other parts of the Europe/world. If participants are interviewed at the police station, at least one member of the **Crisis Team** who speaks the volunteer's language should be present to provide translation support if necessary.

3.3. Communication

3.3.1. Information to relatives:

Information to relatives is either provided by a **Crisis Team** member who was present at the incident and in consultation with the external communication team, or by the organisation (same mother tongue as person to be informed) or jointly by both instances. The emergency

Contact numbers of the participants are stored in the DI cloud and registration page of the event on the DI website.

- Identification:

This is (your name) from (your organisation), your daughter/son/child is participating in a citizen assembly for a parliament for the future of Europe project through us

- Ensure that the correct person is on the phone (emergency contact/parents/etc)

1st : the participant is well (if not, first things first, e.g. "participant is in the hospital and currently receiving treatment or similar")

- What happened? (if necessary, also specify where)
- When did it happen?
- How have we reacted to this/ what measure have we already taken?
- What to do next?
- How guardians can act to support the participants
- Are there any questions? If you think of any questions later, you can always call, phone number: xxxx

3.3.2. Information to staff/ other participants

- What happened?
- When did it happen? (if necessary, please explain where exactly)
- What were the consequences? (People in hospital/Participant sent home/etc)
- What measures have been taken?
- What should the staff/other participants take into account? (Treat affected person with consideration)

The staff/other participants are informed by a member of the crisis team, ideally by someone who has been part of the whole process. Communication is done once and in detail. The content of the information to be given should be written down. It is not given freely, but with a piece of paper (the content is more clearly defined and delimited, and it looks more professional).

3.3.3. External communication

External communication takes place as soon as there's a major case with serious consequences

- Death
- Accidents with serious injuries
- Incidents involving external persons or events
- Particularly large groups of participants
- Serious drug abuse and/or drug trafficking
- Missing person longer than 24h

In the case of the external communications team, in collaboration with the **Crisis Team**, DI representatives and partner representatives, drafts and decides on the content and form of the language policy and also decides whether a press release is necessary and drafts its form and content.

3.3.4. Information flow in the **Crisis Team**

The **Crisis Team** has a meeting shortly before the participants enter the country/ before potentially risky events take place, brainstorm potential cases as well as risky situations or moments are discussed.

If more staff than the **Crisis Team** (e.g., communication, management, board, etc.) are involved in crisis support at events, a separate WhatsApp group is created for the specific case where all new information, developments and memories are communicated. The flow of information must be maintained at all times.

After the participants departure/ after potentially risky events, the **Crisis Team** has a debriefing session where incidents and procedures are discussed. In large cases where other people were involved in the crisis support, they take part in the debriefing.

3.4. Support for those affected.

Persons affected by incidents are comprehensively cared for. This includes physical and psychological care on site, as well as a debriefing after the conclusion of the crisis case (and before departure from events). For this reason, the **Crisis Team** must as much as possible consist of female, male and non-binary persons and have wide range of language skill (at least English, German and the local language of host country)

For larger groups of affected persons, including volunteers, they can be offered to create a joint WhatsApp group afterwards (with supervising DI staff) to follow up on the incident together (e.g. progress of reports to the police, recovery, etc.). In any case, a crisis team member (or a DI staff member who was present at the incident) should follow up with them after the incident to see how they are doing or if they have taken any further action.

The staff members who directly supervise the incident, as well as the crisis team members, also receive psychological support and debriefing in the case of serious/major incidents, as serious incidents can also be stressful for the persons responsible.

4. Safety Precautions

The **Crisis Team** is responsible for ensuring compliance with the rules. The exact procedures for crisis situations can be found in chapter 5.

4.1. General safety regulations

Area	Regulation
Drinking	The Crisis team, Organisation's staff, Partner organisations shall not serve alcohol to minors or take them to establishments where alcohol is the main beverage consumed. Any alcohol found on minors shall be confiscated and procedure for crisis situations shall be enforced. Minors are always in groups of two or accompanied by the partner organisation staff member of their country delegation. Minors must also be back to the accommodation by no later than 11pm
Use of Illegal Substances	The Crisis team, Organisation's staff, Partner organisations shall endeavour to reduce the potential risk of exposure, although low to non, to illegal substances. If use of substances is found to be present, Procedure for crisis situations will be enforced.
Preservation of privacy and Consent	The Crisis team, Organisation's staff, Partner organisations shall ask for consent to film, take pictures of or quote any participant including minors. They will ensure that the atmosphere and Citizen Panel days respect the Participants' privacy. Physical and psychological privacy is also respected in emergencies and during medical interventions.
Assault	The Crisis team, Organisation's staff, Partner organisations shall apply the procedure for crisis situations as outlined in chapter 5 and contact the relevant authorities.
Accommodation	The Crisis team, Organisation's staff, Partner organisations shall ensure suitable accommodation for minors with the basic standard being that minors must only share a room with a parent/legal guardian, another person of similar age and same gender unless requested otherwise.
Participation	The Crisis team, Organisation's staff, Partner organisations shall require all minors to submit a consent form from their parent/legal guardian to be allowed to participate.

4.2. Official Rules

Possession of legal intoxicants is prohibited for every person under the age of legal age of consumption as defined in each country.

Rules:

- It is illegal for every individual under the legal age consumption to purchase or consume alcohol. Minors can face administrative measures, such as mandatory attendance at educational programs or counseling.
- Adults are prohibited to supply alcohol to minors. The penalties can go from fines to other legal measures.
- The possession, use and distribution of drugs are regulated by Law in each country. The law penalizes the possession and use of drugs for personal consumption. But, regarding minors, the law imposes stricter penalties, and it is illegal for individuals under the age of consumption to possess or use drugs.

Illness / Indisposition (physical and mental):

- Organizers are responsible adults and have a duty of care towards minors participating in the event. Reasonable measures to ensure the well-being and safety of the minors are taking place.
- The host organization always has an emergency first-aid kit with them during events.
- Organizers must have obtained appropriate consent from parents or legal guardians prior to the minor's participation in the event.
- The privacy and confidentiality of minors' health-related information will be respected. Disclosure of medical or mental health information should be done in accordance with applicable data and privacy law.

4.2 Official Rules Portugal

- Persons under the age of consumption are prohibited from purchasing or consuming alcoholic beverages.
- Persons under the age of consumption are prohibited from purchasing, possessing or consuming tobacco products and related products or imitation products of tobacco products, such as herbal smoking products, hookkajs, electronic cigarettes and e-shishas, decides including refull containers and liquids containing nicotine and nicotine-free liquids that can be vaporized or alcoholic beverages containing distilled alcohol in public or at public events.
- Any form of transfer (giving away, passing on, leaving, selling) of alcoholic beverages to young people under the age of consumption, the consumption of alcohol and tobacco products, related products or imitation tobacco products is prohibited at the event.

5. Crisis Procedure

Incident	Measure	Who	Information for relatives/ parents/ guardians	Communication with other participants/staff
Disease				
Mild cases: e.g. headache, abdominal pain, stomach ache	- Talk to the person, provide tablets/ medication - For Covid: Participant goes into quarantine until tested negative or until end of event. The Crisis Team informs staff/ participants, especially those in close contact of possible infection if this not already done by said participant. - Participant released into the care of parents/ guardians - Take note who spoke to whom and what was agreed.	Crisis Team/ staff	Yes: Crisis Team/ External Communication Team/ staff/ Partner organisation	No: except for covid
Severe cases: e.g. breathing problems, infection, pain	- Call pharmacy/ doctor - Talk to the participant, self history. - Call parents/ guardians if necessary - Take notes, what happened?	Crisis Team Female > Female Male > Male	Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	No

		Non-binary> if possible, non-binary		
Accidents				
Accidental Property damage (e.g. car damage)	- If no other road users are involved: Do not contact the police, but only settle with insurance company.	Crisis Team	Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	No
Accident with minor to moderate injuries: <u>Light:</u> Injuries that only require outpatient treatment <u>Moderate:</u> Injuries that require hospitalisation	- <u>Light:</u> Administer first aid and monitor participant - <u>Moderate:</u> Administer first aid, take participant to emergency department for further treatment. Monitor participant	Crisis Team	Yes for moderate cases: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	No
Severe allergy/ epileptic seizures	- Call emergency services - In the meantime, supervise	Crisis Team	Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	
Accident with serious injuries <u>Serious injuries:</u> life-threatening and/or can result in serious damage to health	- Call emergency services - If necessary, cancel event with approval of Crisis Team	Crisis Team/ Staff/ partner organisation	Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	Yes

Death	- Call emergency services - Cancel the event with the approval of the Crisis Team and as soon as the Crisis Team is ready to communicate	Crisis Team/ Partner organisations	Crisis Team/ External Communications Team/Partner organisations	Yes: only after parents/guardians of participants have been notified
Alcohol and drug abuse > Addictive substances				
Under 18 participants arriving at events already heavily intoxicated	- Inform Crisis team and call parent/guardians and let them decide on further actions - If cases repeat, send participant home	Crisis Team/ Staff/ partner organisation	Crisis Team/Staff/Partner organisations	Yes
Minor consume alcohol	- Confiscate alcohol, issue verbal warning and contact parent/guardian - For repeat offense of heavy intoxication, send participant home and contact parent	Crisis Team/ Staff/ Partner organisation	Crisis Team/Staff/Partner organisations	No
Minor Heavily Intoxicated	- Stay on site with a Crisis Team member or responsible person	Yes: Crisis Team/ Staff/ Partner Organisation	Yes: Crisis Team/ External Communication Team/ Staff/ Partner Organisation	No
Passing alcohol on to minors	- Caution and confiscate alcohol - In case of repetition, discuss further procedure with management	Crisis Team	No	No

Alcohol poisoning	- Call 112 and care for the person until ambulance/emergency services arrive on scene	Crisis Team	Yes: Crisis Team/ External Communication Team/ staff/ Partner organisation	Yes: to caution the consumption of alcohol
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Partner Organisation

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