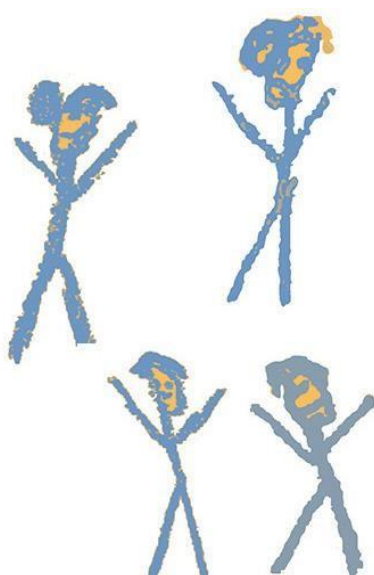




Children of Prisoners Europe (COPE) Child Safeguarding¹ Policy



¹ Child safeguarding is the responsibility that **organisations** have to make sure their staff, operations and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the communities in which they work are reported to the appropriate authorities. Source: Keeping Children Safe. *The International Child Safeguarding Standards*. Available online: <https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-CS-Standards-ENG200218.pdf>

Child protection refers to the responsibility that **states parties** have under Article 19 UNCRC to prevent and respond to violence against children and "child protection authorities" includes all those involved as state actors or agents in child protection and the laws, procedures, systems and processes. Child safeguarding by COPE member organisations and individual members helps states meet their child protection responsibilities.



"All organisations whose work affects children need to develop a clear child safeguarding policy that prevents harm to children and outlines what measures are in place to respond when safeguarding concerns arise."

Keeping Children Safe,

[Safeguarding Standards and How to Implement them](https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-Developing-Child-Safeguarding-200218.pdf)

<https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-Developing-Child-Safeguarding-200218.pdf>

Children of Prisoners Europe (COPE) is a pan-European network of non-profit organisations working on behalf of children separated from an imprisoned parent. The network encourages innovative perspectives and practices to ensure that children with an imprisoned parent fully enjoy their rights under the United Nations Convention on the Rights of the Child and the Charter of Fundamental Rights of the European Union, and that action is taken to enable their well-being and development.

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Children of Prisoners Europe (COPE)
Child Safeguarding Policy

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1. Introduction

Important note before you read:

For the purposes of this child safeguarding policy, the terms “Children of Prisoners Europe (COPE)” or “COPE” or “the Association” denote the Association registered under French law in Paris (and not the members). The terms “the Children of Prisoners of Europe Network”, “the COPE Network” and “the Network” denote all the members and affiliates **and** the Association registered under French law in Paris.

This child safeguarding policy complements the COPE Network child safeguarding policy and is specific to the Association registered in Paris. It does not concern the larger COPE Network.

An estimated 2.1 million children are separated from a parent in prison in Europe on a given day.² Children with a parent in prison can frequently face social, economic and emotional difficulties such as stigma, bullying, financial hardship, feelings of abandonment and shame and are often at a higher risk of violence and abuse.

Children of Prisoners Europe (COPE) is a European network of organisations and individuals working to encourage innovative perspectives and practice to ensure that the rights of these children are fully respected, that their needs are taken into account and that meaningful action is taken to secure their protection, well-being and healthy development.

The COPE Network is a diverse membership-based network made up of NGOs, researchers, academics, prison governors, social workers, ombudspersons, legal experts and other likeminded stakeholders. Three cornerstones of our work underpin our core activities: **advocacy** (working with and on behalf of children with imprisoned parents to ensure that their best interests are at the heart of policymaking), **capacity-building** (co-developing tools and multi-sectoral support schemes for children, their families and the systems they encounter) and **network development** (enhancing the network’s richness, impact and diversity while fundraising for sustainability).

The COPE Association registered in Paris runs the Network. It comprises a small staff of four, regular interns and a governance body (board).

Acknowledgements

² Estimate based on figures from a 1999 study by the national French institute for statistics involving children with imprisoned fathers in France, using a parenting rate of 1.3 children per imprisoned father.

We would like to acknowledge the comprehensive child safeguarding policies from the following organisations, from which we drew a lot of inspiration for this updated child safeguarding policy: Eurochild, PROMISE, National Society for the Prevention of Cruelty to Children (NSPCC), Save the Children, UNICEF, Defence for Children International and Barnardos Ireland. This policy has also been checked against the Keeping Children Safe international child safeguarding standards.³

2. Purpose of this document

The aim of this document is to set out COPE policy and principles and to enumerate clear responsibilities for the Association, to ensure that staff, operations and programmes help to keep children safe, that is that they do not expose children to the risk of harm and abuse, and that any concerns about children's safety within the communities in which COPE works are reported to the appropriate authorities. This document is complemented by the COPE Network Child Safeguarding Policy and the individual child safeguarding policies of the Network member organisations.

3. Scope of this policy

This policy covers anybody who represents COPE. This means that all the following people must implement the policy and adhere to its requirements: all management and staff (whether permanent, temporary, or interim, contractors, consultants, trainees/interns, individual members and affiliates, volunteers) and all governance bodies (trustees, council and board members). It is COPE's responsibility to gatekeep and supervise visitors to its projects/events/activities to ensure that they too comply with the policy.

Partners: When working with partners, COPE understands the importance of establishing which organisation is responsible for all aspects of child safeguarding from concept design and planning through to implementation and follow-up and acting in the case that a concern is raised, or an incident takes place. To this end, when joint activities or projects are intended to be carried out with a partner, a joint agreement of procedure will be signed by all parties involved⁴ to clarify child safeguarding roles and responsibilities. This agreement does not impede COPE or the partner(s) from meeting its/their own reporting obligations and referring any issue to relevant authorities in case of a disagreement on the appropriate course of action.

4. A brief overview of COPE interactions with children

While the Association does not at present have child advisers with whom it interacts on a regular basis, COPE does have direct contact with children at Network events or during some projects (where Network members organise the engagement of children, with COPE providing the primary impetus for these events and projects). Every time COPE advocates for children with parents in prison, it has indirect contact with children as its advocacy can have an impact on them and on their safety.

COPE plays a strong a role in helping to ensure that child safeguarding principles and policies are implemented across the Network. Network members are diverse. Some come into direct contact with children, for example through their efforts to support children and families with a parent in prison (support groups and networking, accompanying children on visits, child consultations on e.g., developing and implementing child-friendly spaces in prison, focus groups with children and families on their experiences and needs, investigating complaints by children and families, co-production of child-friendly resources and tools, etc). Some COPE

³ <https://keepingchildrensafe.global/accountability/>

⁴ See COPE Child Safeguarding Toolkit on the COPE website.

Network members may not have direct contact with children, but have indirect contact with children, including through advocacy on their behalf, or research targeting parents in prison or the children and families of a person in prison. There may also be an online dimension to COPE Network child safeguarding (e.g., online contacts with Members, online events, advocacy re online contact with parents in prison). COPE also can play a role in ensuring that child safeguarding principles and policies are implemented outside the Network, for example by prison services. It is in this context that a child safeguarding policy for COPE has been developed.

5. COPE child safeguarding commitment

1. The Children of Prisoners Europe child safeguarding policy reaffirms and strengthens our commitment to keep children safe and to protect them from all forms of violence, harm and abuse.
2. COPE's work with children is grounded in the UN Convention on the rights of the child. In line with the UN Convention on the rights of the child, every human being below the age of 18 is considered a child. Every child is recognised, respected and protected as a rights holder, with non-negotiable rights to protection. Every child is treated with dignity and as a unique and valuable human being with an individual personality, distinct needs, interests, and privacy, with due regard to the child's right to participation. We understand the need to empower children to protect themselves and their peers and to claim their rights. Children must be involved in decisions that concern them, including the development, monitoring and evaluation of child safeguarding strategies, policies, programmes and services.
3. All children, without discrimination of any kind, have the right to protection from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. We recognise that types of risk may vary according to the child and that the means of addressing risks may also vary.
4. We recognise that violence affects millions of children across the world. Children of all ages, all genders, all social contexts, and all nationalities are beaten, sexually assaulted, tortured and even killed. Abuse and harm may take place in children's families and homes, schools, institutions and communities. Children and young people can be harmed by those closest to them – their parents, guardians, teachers and employers – and by individuals who are meant to protect them, such as police and security forces.
5. We are deeply committed to eradicating violence against children and take very seriously our duty to safeguard all children and promote their well-being. The protection of children from all forms of violence is both an organisational and individual responsibility. Everyone who represents COPE must take all possible precautions to protect the children with whom they come into direct or indirect contact, in their COPE-related activities as well as in their private life. Furthermore, COPE representatives can help to raise awareness on the importance of child safeguarding and further roll out child safeguarding in the communities they work and live in, including for example in prisons, grounded in the promotion of children's rights.
6. This also means holding ourselves to account in ensuring that no child is harmed or placed at risk of harm because of their association with us and ensuring that clear

measures are put in place whenever COPE works with partners (assessment, agreement, support, capacity-building and monitoring and evaluation, accountability mechanisms).

7. We understand that all staff should be trained in child safeguarding and that child safeguarding focal points should receive extra training to enable them to fulfil their role.
8. We understand the priority to be given to child safeguarding and understand that any concerns regarding child safeguarding should be reported to the relevant⁵ designated, trained child safeguarding focal point immediately – it is never appropriate to wait and see or reflect when a child may be at risk of serious harm.
9. We commit to embedding child safeguarding risk assessment and risk mitigation in our strategies and strategic documents, as well as in our operations and actions.
10. We are deeply committed to ensuring that children’s participation rights are fulfilled and understand that children need to be safe in order for that to happen.⁶ We understand the priority to be given to ensuring that children, communities and staff are informed (in child-accessible ways for children) of child safeguarding and on how to raise concerns and we understand the priority to be given to supporting children to claim their rights.
11. We understand the necessity to develop and implement reporting procedures taking due account of national and/or regional law, policy and procedures. **Guidance is available in the [COPE Network Child Safeguarding Toolkit](#) on the COPE website.**
12. This policy applies to staff working on behalf of COPE in any country or context. It serves a set of minimum standards to be upheld. Where local regulations, laws or customs have a stricter set of customs and/or policies, these should be respected (for example, with regard to behaviour and dress). In any context, regardless of national laws, a child is considered to be anyone under the age of 18.
13. As set out in Principle 9 of the [COPE Principles](#) adopted on 9 June 2023, we are committed to embedding child safeguarding within our network and encouraging others, such as prison services, to do the same, including child human rights defenders within the scope.
14. As set out in Principle 15 of the [COPE Principles](#), we are committed to challenging, clarifying and dismantling unfounded claims, such as those on intergenerational patterns of criminality and imprisonment⁷ that may stigmatise, dehumanise or harm children with imprisoned parents, and their imprisoned and previously imprisoned parents.
15. As set out in Principle 16 of the [COPE Principles](#), we are committed to continuously reviewing our messages and all our communication to ensure we put language to good use; to challenging assumptions, labels and stereotypes, and to eradicating from our

⁵ Namely the focal point for the COPE Association

⁶ [Children's Human Rights to 'Participation' and 'Protection': Rethinking the relationship using Barnahus as a case example, 26 March 2023 - Mary Mitchell, Laura Lundy, Louise Hill](#) - "...while the significance of participation for protection is now well established, if not always fully accepted or practised, there has been much less attention to the other side of this coin. If children are afraid to speak for fear of physical or emotional harm, then Article 12 cannot be realised (Hill et al., [2021](#)). The question then becomes how to create a space where children are both heard and are safe – participation and protection."

"Children cannot be kept safe if they are not heard and cannot be heard where they are not safe."

⁷ [Seven out of Ten? Not even close – a Review of research on the likelihood of children with incarcerated parents becoming justice-involved, James M Conway, Central Connecticut State University](#)

communications any language that disempowers, dehumanises, degrades, stigmatises, isolates or shames people.^{8 9}

16. This document will be reviewed within two years of the date of its adoption¹⁰ by the Association, and every two years thereafter.

6. COPE child safeguarding requirements

1. COPE hereby designates Liz Ayre, Executive Director of Children of Prisoners Europe, as its child safeguarding focal point.
2. The COPE Board is responsible for overseeing the Association's child safeguarding policy, and child safeguarding will therefore be a regular agenda item for its meetings.
3. The Association will publish their child safeguarding policy online in an easy-to-find manner.
4. **The** Association will embed child safeguarding risk assessment and risk mitigation in its strategy and carry out appropriate risk assessments and mitigations for all its activities, programmes and operations.
5. COPE and all COPE representatives will sign and date the Code of Conduct (see below).
6. The Association must implement mandatory (induction and refresher) training for all staff on safeguarding on a yearly basis, and further training for those in safeguarding focal roles, particularly with regard to reporting.¹¹
7. **As of January 2024**, the Association must raise awareness and communicate the COPE approach to safeguarding in the communities they operate in, grounded in the promotion of children's rights and the key consideration of children as rights holders.
8. **By end 2024**, COPE is expected to have developed a range of child-friendly means of communication on child safeguarding (eg child-friendly version of their safeguarding policy, posters, complaint boxes, mechanisms to discuss child safeguarding with children and communities (eg before new projects or activities begin), etc.)
9. **By end 2024**, the Association is expected to have implemented measures to inform children, communities and staff of the policy and on the designated child safeguarding focal point (including but not limited to prominent displays in premises, child-accessible versions of their code of conduct and the main child safeguarding principles, complaints/comments boxes, information and awareness-raising sessions at the start of programmes, events, etc.).
10. **As of January 2024**, the Association, is required to immediately notify¹² the COPE board of any case(s) reported to the relevant national, regional or local authorities, where a COPE representative is suspected of causing harm to a child.
11. **By end 2023**, the Association must ensure that where applicable, clear measures are put in place for working with partners (assessment, agreement on which policy applies when and on accountability mechanisms, support, capacity-building and monitoring and evaluation).

⁸ <https://home.crin.org/readlistenwatch/stories/2020/5/6/the-power-of-language>

⁹ See [Language as a Protective Factor: Making Conscious Word Choices to Support Children with Incarcerated Parents | SpringerLink](#)

¹⁰ See adoption date on page 2.

¹¹ A list of helpful e-learning and online resources can be found in the Safeguarding Toolkit on the COPE website (see Appendix X).

¹² The confidential notification should ensure to respect the child's right to privacy and be in the form of an anonymised summary (no identifiers for the child), stating the role of the representative if pertinent, but without other personal identifiers.

12. **As of January 2024**, the Association must include a section on child safeguarding in their annual reports.
13. The Association is required to carry out a review of its child safeguarding policy every two years and transmit reviewed policies to the COPE board.

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7. Children of Prisoners Europe Code of Conduct

As stated in Article 1 of the [Statutes](#), Children of Prisoners Europe is a network of stakeholders in Europe (organisations, institutions, civic associations and individual experts) active within prison-related, child rights and child-welfare fields. Children of Prisoners Europe is a registered association in France with headquarters in Paris and falls under civil law in France. Its member organisations are subject to the national laws of the country in which they are registered. Network members are legally and financially independent from the Association registered in France. All COPE members are expected to subscribe to shared objectives and principles, including on child safeguarding.

An estimated 2.1 million children are separated from a parent in prison across Europe on a given day.¹³ Children with a parent in prison can frequently face social, economic and emotional difficulties such as stigma, bullying, financial hardship, feelings of abandonment and shame and are often at a higher risk of violence and abuse.

Children of Prisoners Europe (COPE) is committed to protecting children from all forms of violence, harm and abuse. This Code of Conduct includes guidelines on behaviour for all adults representing COPE in any shape or form (staff, consultants, volunteers, interns, management, governance, individual members, individual affiliates).

The COPE Child Safeguarding Code of Conduct provides guidance for all COPE representatives on appropriate and expected standards of behaviour of adults towards children, both in their COPE role and in their private life. It has been designed to give all parts of the Association the confidence to carry out its roles and to ensure that positive relationships are developed.

The primary purpose of this Code of Conduct is to protect children from any harm done by us. The secondary purpose is to protect adults from false accusations of inappropriate behaviour or abuse. This is not an exclusive or exhaustive list and should be interpreted in a spirit of common sense and in consideration of the holistic view on children laid down in the UN Convention on the rights of the child.

COPE operates a zero-tolerance policy with respect to discriminatory behaviour, particularly in relation to gender, disability, background, religion, sexual orientation, political views and/or the status of a child's parents and other family members. COPE operates a strict non-violence policy. This includes all forms of physical, verbal, emotional and sexual harassment, violence and bullying.

COPE notes that participation is not always verbal. For shyer children, for example, silent listening may be a form of participation. In its work, the Association emphasises the importance of listening to the silences of children and young people.

As a representative of COPE

1. We/I recognise every child as a rights holder.
2. We/I are/am deeply committed to eradicating violence against children and takes very seriously our duty to safeguard all children and young people and promote their well-being. We/I should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour towards children, and should ensure that a culture of openness exists, thereby empowering children. We/I do not tolerate any form of violence against children, even if a specific form of violence is not (yet) explicitly sanctioned under national law.

¹³ Estimate based on figures from a 1999 study by the national French institute for statistics involving children with imprisoned fathers in France, using a parenting rate of 1.3 children per imprisoned father.

3. We/I adhere to the principle that everyone who works for COPE (including all those affiliated with the organisation: staff members, consultants, contractors, interns, volunteers, board members, etc) must take all possible precautions to protect the children with whom they come into direct or indirect contact. **As people affiliated with the organisation are effectively representations of the organisation, this applies to their COPE-related activities as well as in their private life.** COPE must also gatekeep and properly supervise visitors to their premises/events/activities. COPE representatives should avoid actions or behaviour which may constitute poor practice, potentially harmful and/or abusive behaviour and/or any action which is not in the best interests of the child, young person or otherwise vulnerable person or which could even constitute a child rights violation. We/I commit to ensuring that where applicable clear child safeguarding measures are put in place for working with partners (assessment, agreement, support, capacity-building and monitoring and evaluation, accountability mechanisms).
4. As set out in Principle 15 of the [COPE Principles](#), we are committed to challenging, clarifying and dismantling unfounded claims, such as those on intergenerational patterns of criminality and imprisonment¹⁴ that may stigmatise, dehumanise or harm children with imprisoned parents, and their imprisoned and previously imprisoned parents.
5. As set out in Principle 16 of the [COPE Principles](#), we are committed to continuously reviewing our messages and all our communication to ensure we put language to good use; to challenging assumptions, labels and stereotypes, and to eradicating from our communications any language that disempowers, dehumanises, degrades, stigmatises, isolates or shames people.^{15 16}
6. Children of Prisoners Europe has a clear child safeguarding policy aligned with the Keeping Children Safe standards – covering the four standards under policy, people, procedures and accountability – that prevents harm to children and outlines clearly what measures are in place to respond when safeguarding concerns arise.
7. We/I commit to embedding child safeguarding risk assessment and risk mitigation in our strategy, programmes and operations.
8. We/I understand the priority to be given to child safeguarding and understand that any concerns regarding child safeguarding should be discussed with the designated, trained child safeguarding focal point immediately – it is never appropriate to wait and see or take time to reflect when a child may be at risk of serious harm.

This means when working with children, COPE representatives must NEVER:

1. act in ways that may be abusive or place children at risk of abuse
2. hit, physically assault or physically abuse children or threaten to do so
3. use language, make suggestions or offer advice which is inappropriate, offensive or abusive
4. act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others
5. contribute to or disseminate unfounded claims, such as those on intergenerational patterns of criminality and imprisonment¹⁷ that may stigmatise, dehumanise or harm

¹⁴ [Seven out of Ten? Not even close – a Review of research on the likelihood of children with incarcerated parents becoming justice-involved, James M Conway, Central Connecticut State University](#)

¹⁵ <https://home.crin.org/readlistenwatch/stories/2020/5/6/the-power-of-language>

¹⁶ See [Language as a Protective Factor: Making Conscious Word Choices to Support Children with Incarcerated Parents | SpringerLink](#)

¹⁷ [Seven out of Ten? Not even close – a Review of research on the likelihood of children with incarcerated parents becoming justice-involved, James M Conway, Central Connecticut State University](#)

children with imprisoned parents, and their imprisoned and previously imprisoned parents

6. make assumptions, label or stereotype children with parents in prison and their families
7. use language that disempowers, dehumanises, degrades, stigmatises, isolates or shames people
8. engage in behaviours that are physically inappropriate or sexually provocative
9. engage in sexual activity or have a sexual relationship with anyone under the age of 18 years irrespective of the age of majority/consent or local custom
10. expose children to inappropriate images, films, music and/or websites including mature content, indecent images (pornography) and/or violence
11. as a COPE representative who is not a relative of a child, stay alone overnight with one or more children benefitting from the organisation's programmes and who are not part of their family, whether in a compound, hotel, project premises, other accommodations or elsewhere
12. have a child beneficiary, who is not a part of their family, visit their home or stay overnight at their home
13. condone, or participate in, illegal, unsafe or abusive behaviour towards any child
14. allow allegations or complaints made by a child or concerns raised about their welfare to go unrecorded
15. fail to follow up on or act on any allegations or complaints made by a child or an adult on behalf of a child

This means when working with children, COPE representatives must ALWAYS:

1. recognise, respect and protect every child, without discrimination, as a rights holder, with non-negotiable rights to protection
2. contribute to create and/or uphold an environment where children are listened to and feel empowered and respected as individuals
3. always recognise, respect and protect the concept of dignity attached to each child as a rights holder and as a unique and valuable human being with an individual personality, distinct needs, interests and privacy
4. help to challenge, clarify and dismantle unfounded claims, such as those on intergenerational patterns of criminality and imprisonment¹⁸ that may stigmatise, dehumanise or harm children with imprisoned parents, and their imprisoned and previously imprisoned parents
5. continuously review our messages and all our communication to ensure we put language to good use
6. help to challenge assumptions, labels and stereotypes
7. help to eradicate from our communications any language that disempowers, dehumanises, degrades, stigmatises, isolates or shames people^{19 20}
8. adopt a culture of support, respect and tolerance, always be attentive to children's needs and respond to them in a positive manner.

¹⁸ [Seven out of Ten? Not even close – a Review of research on the likelihood of children with incarcerated parents becoming justice-involved](#), James M Conway, Central Connecticut State University

¹⁹ <https://home.crin.org/readlistenwatch/stories/2020/5/6/the-power-of-language>

²⁰ See [Language as a Protective Factor: Making Conscious Word Choices to Support Children with Incarcerated Parents | SpringerLink](#)

9. ensure to be a positive role model, for example, treating everyone equitably and always apologising for any mistakes
10. understand the requirement to respect children's agency, and to further empower children to protect themselves and their peers and to claim their rights
11. involve children in all decisions that concern them, including the development, monitoring and evaluation of child safeguarding strategies, policies, programmes and services
12. plan activities in advance to ensure they take into account the age range, gender and needs, and ability of all participants
13. always conduct child safeguarding risk assessments in the context of activities, operations and programmes (identify potential impact on or contact with children, including online, identify and analyse the potential risks of that impact or contact, evaluate the risks in terms of likelihood they could occur and the seriousness of the impact on children, implement strategies to minimise and prevent risk, consistently and rigorously review and revise risks and preventative measures, review the adequacy of risk management at the end of project/programme/activity to inform future actions, communicate and consult regarding risks)
14. avoid working alone and spending excessive time with a child and be aware of situations which may present risks
15. use the Two-Adult Rule²¹ because it: (1) significantly reduces the risk of an incident of abuse; (2) protects against false accusations; (3) reduces liability and a possible claim of negligence; and (4) offers additional help if there is an accident or emergency
16. avoid inappropriate physical contact with a child. If a child is hurt or distressed, comfort or reassure him/her without compromising his/her dignity or doing anything to discredit the child's own behaviour
17. behave appropriately, model good behaviour, ensure that language is moderated in the presence of children and refrain from jokes or comments which are clearly inappropriate
18. pay attention to what children say, respect their right to be heard, have read and fully understood the guidance on dealing with disclosures by children (in appendices to the policy) and respond/report appropriately
19. be fully prepared to handle the situation in the appropriate manner if a child discloses child abuse to them
20. understand that the guiding principle in responding to any concerns around child safeguarding and protection is that the safety and welfare of the child should always take precedence. No child should be put at more risk by any action a COPE representative takes. The COPE representative should do all they can to remove the child from immediate danger and ensure she or he is comfortable. They should respect the Two-Adult Rule and they should do all you can to minimise delays
21. understand that as many as 80% of child abuse cases may include a digital component. The person receiving a disclosure should note any disclosures in this regard, which may be essential to capture compelling evidence during any investigation.
22. be mindful of the power imbalance between adults and children and commit to never abuse the power and influence that one has by virtue of one's position over the well-being of any child
23. seek to always further empower children: inform them on their rights, teach them what is acceptable behaviour of adults towards them, what is not appropriate or unacceptable, and what they can do if something concerns or worries them

²¹ **The Two-Adult Rule** requires that no fewer than **two adults** be present at all times when with a child.

24. be familiar with the COPE reporting procedure. This means that you must report to the designated child safeguarding focal point any concern relating to the safety of a child immediately or as soon as it is safe to do so
25. maintain confidentiality and respect children's privacy, while respecting national child protection laws with regard to reporting, mandated or otherwise, of known or suspected child abuse

I agree to abide by the COPE child safeguarding Code of Conduct and the COPE safeguarding policy.

I understand that any breaches of the COPE child safeguarding Code of Conduct will be reported and appropriate action, in accordance with the policies and procedures in place, will be taken.

Name:

Title/Role:

Date:

Signature:

8. Recap of timelines in the COPE child safeguarding policy

Who?	Action	Deadline
The Association	Develop/review child safeguarding policy	By end 2023
	Publish the policy online in an easy to find manner	By end 2023
	Embed child safeguarding risk management	By end 2023
	Submit signed copy of code of conduct and policy	By end 2023
	Implement mandatory induction and refresher child safeguarding training	By end 2023
	Raise awareness and communicate on COPE approach to child safeguarding in communities they work in	As of January 2024
	Inform the COPE board of any case (whilst respecting the privacy of those concerned) reported to child protection authorities involving a COPE representative	As of January 2024
	Put clear partnership measures in place for child safeguarding	By end 2023
	Include a section on child safeguarding in annual reports	As of January 2024
	Review child safeguarding policy	Every two years
	Collate and log policies, signed codes of conduct and URLS submitted by members, communicate to board on Networking child safeguarding progress	Ongoing

9. The COPE Network Child Safeguarding Toolkit content

See the Toolkit for:

<u>I. Definitions (for the purposes of the COPE Network’s Child Safeguarding Policy)</u>	2
<u>II. Guidance on indicators of abuse (covering child and adult behaviours)</u>	8
<u>III. If a child discloses abuse to you: some do’s and don’ts</u>	11
<u>IV. Guidance on responding to a concern and sanctions</u>	14
<u>V. Reporting flowchart template</u>	17
<u>VI. Template for a COPE Network member organisation report on a child safeguarding concern</u>	18
<u>VII. Tips on writing a child safeguarding policy</u>	22
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<u>IX. Guidance on safer recruitment processes</u>	33
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<u>XI. Guidance on child safeguarding training for the COPE Network</u>	41
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