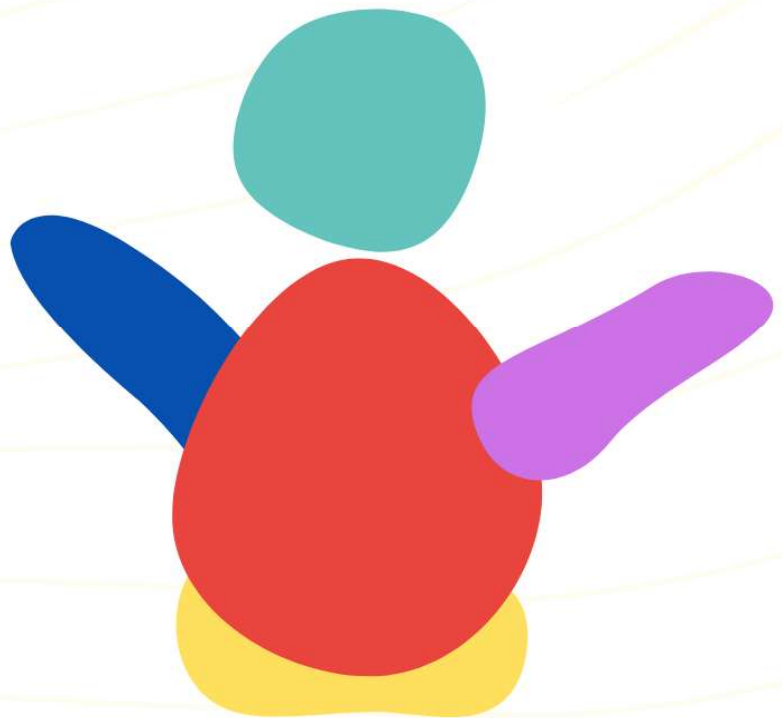
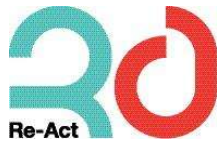


ORGANIZATIONAL POLICY FOR INTERNAL CHILD PROTECTION

Re-Act Association





I. Introduction

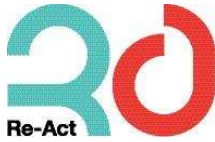
For more than five years, Re-Akt Association has been giving many young people the opportunity to get involved in its activities, projects, and programs with the youth from the “Angel Uzunov” boarding school in Rakitovo. With some participants, we have been able to build on what we have achieved through shared work, cooperation, and strong partnerships. With others, we share the meaningful experience of having offered a different kind of attention and support to the children and young people in Rakitovo. Alongside our personal experience, life stories, advice, and practical and creative skills, we have offered something even more powerful and genuine—smiles, which, in an isolated place like the boarding school, become a true ray of hope.

Respect for children’s rights and for the best interests of the young people we work with is a guiding principle in the work of the Re-Akt Association. To achieve even more effective results, we aim to strengthen the way we engage with volunteers, fostering sustainable collaboration that provides valuable experience, leadership development, and practical knowledge related to working with children and youth in disadvantaged situations, as well as an understanding of children’s rights, their best interests, and child safety. At the same time, we seek to create an environment in which volunteers are equal participants—fully aware of their responsibilities and of the impact their behavior and interactions can have on the children and young people in the boarding school.

With this in mind, the management of the Re-Akt Association has committed to developing and implementing an internal organizational policy for child protection and safety. Compliance with this policy is mandatory for all organizational activities and for everyone who is directly or indirectly connected to the association. The policy has been developed with input from all relevant stakeholders, ensuring that our work does not create risks or compromise children’s rights, but instead consistently aligns with and upholds the best interests of every child.

II. Mission

Re-Act Association was founded in 2010 by a group of friends and like-minded people who want to change for the better the reality of children and young people who live, grow up and leave closed (residential) type institutions. All these young people, temporarily or long-term, are deprived of parental support and support in their lives.



The organization's mission is to provide them with support by:

1. Informs the public about their problems;
2. Improves living conditions and psychological state during their stay;
3. Achieves effective social inclusion and offers opportunities for professional integration of young people from specialized and correctional institutions in the country.

We believe that information flows are dual in nature - we strive to provide information, on the one hand, to society about the problems, development patterns, and daily lives of children and youth, and on the other hand, our main challenge is for them themselves to be sufficiently and timely informed about the world after leaving the institution.

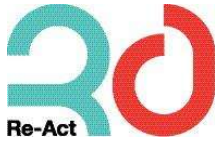
We understand the responsibility and risks of unlawful dissemination of information about children, for this reason, the organization's constantly engaged personnel ensure and monitor compliance with regulatory requirements for the protection of personal data and information about children, as well as respect for the honor and dignity of the person. This occurs when interacting with partners, employees and volunteers who have access to information or such information may become known to them during or in connection with the implementation of the organization's projects and programs and when working with a child.

Our target group is not made up of children or young people who have gone to an institution of their own free will. It includes young people who have been destined to grow up without a family environment, without support from parents or society. That is why a major part of Re-Akt's work is to make their stay in an institution fulfilling and fun, to create for them basic living conditions that they have not been able to get from the given institution so far and to show them that they, like every other person on the planet, deserve a decent life.

Re-Act believes that the rights of the child, as set out in the UN Convention, European and Bulgarian legislation, can be exercised by ensuring conditions and a living environment in which there is:

1. Guaranteed respect for the rights and best interests of the child by the Re-Act team, partners, employees and volunteers;
2. Personal choice, free expression of children's opinions and active participation of children and young people in the life and development of the place in which they live;
3. Youth activities and volunteering that promote social inclusion.

To this end, youth and children are equally included in the activities, being informed in an accessible way, participating voluntarily, giving opinions,



suggestions and ideas. Re-Act's commitment is to inform children, the administrative team, partners, employees and volunteers about children's rights, the benefits of respecting them, the risks and consequences of violating them.

The children we work with become young people who sooner or later leave the institution. Our main task in this natural process is to help young people cope with the main challenges of life after leaving the institution in which they have resided. We believe that the main task for every young person is to find a place in society, to be guided in terms of career and personal development. Our task is to help every child in a disadvantaged situation to become an equal person and part of society.

The permanently engaged individuals from the organization's management board, with the help of partners and volunteers, are responsible for finding suitable alternatives and opportunities for their future development after leaving the institution, in accordance with the best interest of the young person and their strengths.

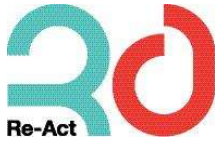
Field work

Over the past six years, the organization has been actively working on the problems of children and youth with deviant and delinquent behavior, placed in specialized schools - Educational Boarding Schools (EBS) and Social Pedagogical Boarding Schools (SPB), successors of the Labor Educational Schools (LES) that existed until the mid-1990s. The programs and projects that are implemented aim to ensure integration into society and social inclusion of the children and youth there.

Most young people lack social, practical and professional skills, and a large part of them are illiterate. Their problems are very similar to those of young people from specialized institutions and community social services providing residential care. All these minors are about to leave the specialized or correctional institution. Then a high risk of social exclusion appears, because after reaching adulthood, young people find themselves in an environment where there is strong competition on the labor market, public prejudices, discriminatory attitudes, low pay for unskilled work, exploitation and abuse.

That is why the practical activity with this target group is focused on improving personal development, acquiring knowledge and skills for independent living and professional realization. The main field work takes place at the Angel Uzunov Educational Institution in Rakitovo. There, the work is divided into three main areas:

1. Group circles – practical, creative and professional workshops are held. They can be one-off or as part of a series of activities . They are led by an external specialist with specific knowledge in the specific field.



2. Individual work – a mentoring program for the formation of individual qualities and personal development. Young people set personal goals in a certain area, e.g. sports, knowledge, etc., working through periodic meetings with a personal mentor, who gives them advice, guidance and help to achieve the set goals. This is a form of individual work with children/youth for the development of personal qualities - will, patience, purposefulness, etc.

3. Community Engagement – Youth participate in planning, organizing, and implementing volunteer activities and initiatives with the local community. The events are implemented with the support of volunteers, encouraging interaction between children and youth with volunteers and the local community.

4. Motivation – group discussions and activities; a gaming environment that stimulates independent thinking and decision-making; informal education with games; children's participation and opinion; team activities and leadership skills. The activities are part of the Tip-Top motivational system, which integrates the work of teachers and educators and external specialists and volunteers of Re-Akt.

Re-Act is aware of its responsible mission and public role to work with minors who are in a vulnerable situation. We categorically reject all forms of abuse/violence and exploitation of children. We are convinced that taking measures for protection and safety are a necessary condition to prevent the violation of children's rights and the emergence of potential risks for children. We can identify risks in time and respond with adequate measures and coordination with all stakeholders.

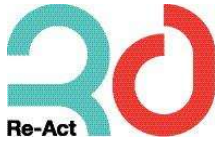
The possibility of permanent staff, employees, partners and volunteers committing acts of abuse/violence against children is taken seriously by our organization, which is committed to working to prevent them.

Child protection is both a team and individual responsibility. All permanent staff and volunteers will be made aware of the need to integrate child protection into all our activities. Relationships with anyone found to be engaging in relationships involving child abuse/violence and exploitation will be terminated.

1) Principles

The organizational policy for internal child protection is based on the 1989 UN Convention on the Rights of the Child (as well as its protocols); the Keeping Children Safe child protection standards ; the UN Declaration on the Elimination of Sexual Abuse and Exploitation of Children and all other child-related UN conventions, the national legislation of the Republic of Bulgaria and international good practices.

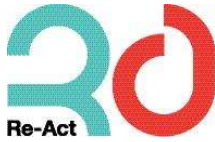
- All children have equal rights to access healthcare, education and support for social inclusion.



- All children have the same right to protection from abuse, violence and exploitation;
- Everyone has a responsibility to contribute to ensuring and guaranteeing the protection of children;
- The organization identifies the children with whom it is in contact, with whom it works or who are affected in any way by its activities and is responsible for respecting their rights.
- A condition for implementing partnerships is compliance with the minimum requirements for protecting and guaranteeing the interests of children.
- All actions regarding child protection are subject to the understanding that the child is at the center and his or her best interests play a leading role.
- Informing and educating for the purpose of preventing and protecting children from all forms of sexual exploitation and sexual abuse.
- Direct work with children is carried out by trusted, informed and prepared individuals and under the supervision of the specialized staff of the institution where the child is.
- The occupations, numbers and specific skills of the persons working with children ensure their safety and health.
- The working methods preserve human dignity, apply an individual approach and a comprehensive assessment of needs; Direct or indirect discrimination of persons based on gender, race, nationality, ethnicity, human genome, citizenship, origin, religion or belief, education, beliefs, political affiliation, personal or social status, disability, age, sexual orientation, marital status, property status or any other characteristics established by national and international law is not allowed;
- All forms of physical, mental and emotional punishment and harassment are categorically rejected.
- Protection of the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual offences, while in the care of the institution to which the child is entrusted.
- Freedom of expression of the child's views, which includes seeking, receiving and imparting information and ideas of all kinds, regardless of frontiers, either orally, in writing, in print or in the form of art, or through any other media of the child's choice. Respect for the child's views and participation.
- Inviolability of the person, personal space, personal correspondence and belongings.
- Empowering youth through informing and improving their individual social, spiritual and moral well-being, physical and mental health.

2) Definitions and terms

Intra-organizational child protection is a complex of measures and actions with which Re-Akt Association:



1. Expresses and promotes the responsibility to protect and ensure the safety of the children and young people in whose interests it works;
2. Ensures that individuals associated with the organization and the activities, programs and projects they carry out do not harm children and do not expose them to the risk of abuse;
3. Provides coordination and communication channels so that all concerns and suspicions of risk and lack of safety can be identified and reported to the relevant individuals and competent institutions.

Child – Within the meaning of the UN Convention on the Rights of the Child and the Child Protection Act, "child" means any human being under the age of 18.

Youth – Within the meaning of the Youth Act, "youth" are persons aged 15 to 29 years inclusive.

"Risk assessment" - identification of risks in relation to target groups, environment and activity.

"Do no harm" is understood as a concept in which the organization is not a source of harm (' does no harm '), or reducing the harm that may be unintentionally caused as a result of inappropriate conception, design and implementation of projects /programs/.

"Safety measures" aim to create a safe environment and reduce the occurrence of incidents and risks. They are determined individually when planning a specific event, activity, visit, etc. and when it is publicly covered.

"Safety Strategies" - interrelated safety measures ensuring the implementation of the internal organizational policy at the project and program level, which are typified by them and are implemented in the long term, for the period of implementation of the program or project.

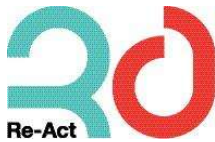
Definitions of harm and abuse

international and national legislation in the field of children's rights and child protection, are an aid to understanding and adequately implementing the internal organizational policy.

Child protection is a system of legislative, administrative and other measures to guarantee the rights of every child under the Child Protection Act.

Information and data about the personality of a child is any information about the child within the meaning of the Personal Data Protection Act.

The best interests of the child are a consideration of:



- a) the wishes and feelings of the child;
- b) the physical, mental and emotional needs of the child;
- c) the age, gender, background and other characteristics of the child;
- (d) the danger or harm that has been caused to the child or is likely to be caused to him or her;
- (e) the ability of the parents to care for the child;
- f) the consequences that will occur for the child if the circumstances change;
- g) other circumstances relevant to the child.

Care is a set of all actions arising from the rights and obligations of persons who work with the child to guarantee his rights and protect his interests.

Physical Abuse: Actual or potential physical abuse caused by another child or adult. May include hitting, shaking, throwing, poisoning, burning or scalding, drowning, choking, or any other physical harm to a child, including faking symptoms or intentionally worsening a child's health.

A safe environment is the creation of conditions that do not endanger the physical, mental and moral development of children.

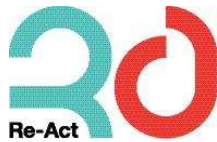
Trusted person - a person with personal qualities and specific skills for working with children, who has been verified and proven over an extended period of time that he or she exhibits a responsible attitude and behavior towards their activities with children.

Sexual abuse: It includes forcing or enticing a child to engage in sexual acts, whether or not the child is aware of what is happening. These acts may involve physical contact, including penetrative or non-penetrative acts. It may also include involving children in viewing or producing pornographic material, or encouraging them to engage in inappropriate behavior.

Child sexual exploitation: A form of sexual abuse that involves children engaging in sexual activities in exchange for money, gifts, food, shelter, affection, status quo, or anything else that the children or their families need. This form of abuse may involve manipulating children, befriending them, gaining their trust, and providing access to alcohol and drugs. This type of abusive relationship between victim and perpetrator is characterized by an imbalance of power, with the victim's options being severely limited. There is often a misconception by children and adults that these are consensual relationships.

Child sexual exploitation manifests itself in a variety of ways. It can include:

- an older perpetrator exercising financial, emotional or physical control over a minor or juvenile.



- peers who manipulate or encourage the victim into sexual activity, sometimes within the institution or a circle of friends.

Neglect: the neglect of a child's basic physical/psychological needs that can result in serious harm to the child's health or development, such as failure to provide adequate food, shelter and clothing, poor hygiene or neglect and irresponsibility for the child's basic emotional needs and responses. Neglect is the lack of interest of adults in the use of alcohol and drugs, as well as insufficient care for a child with physical and health problems.

Emotional Abuse: Persistent emotional maltreatment that affects a child's emotional development. Actions associated with emotional abuse may include restraint, humiliation, condescension, harassment (including cyberbullying), threats, intimidation, discrimination, ridicule, and other forms of treatment based on rejection or hostility.

3) Scope

This policy applies to everyone: Management, administrative team, volunteers, employees, partners of the organization .

By administrative team we mean :

- Chairman of the Board of Directors
- Members of the Board of Directors
- Volunteers with administrative functions
- Long-term volunteers engaged in organizational activities

By employees we mean all those working under contracts :

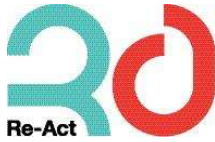
- Experts and external consultants
- Trainers and facilitators
- Club leaders

By partners we mean :

- All old and new volunteers who can build partnerships
- Donors and sponsors
- Partner organizations,
- Local community partners
- Guests and visitors

By volunteers we mean:

- Volunteer for a specific activity
- Long-term volunteer, engaged in Re-Act activities for more than a month
- Volunteers with over a year of experience
- Mentors



I. Prevention

The protection of the child from abuse and the protection of children's rights will be guaranteed through the following steps:

1) Risk assessment / risk reduction

A risk assessment of all organizational processes will be performed. Risk mitigation strategies will be developed and these strategies will be incorporated into operational and project organizational activities with a direct impact on children.

Prevention is provided at the level of a child involved in an activity or activity from a Re-Akt program or project. Initially, an analysis of the participants, the environment and the specifics of the planned actions is carried out at the program or project level.

For each activity with young people from a correctional institution, a person responsible for its implementation is assigned, who uses the guidelines of a current internal organizational document "Risk Prevention Plan" (Annex H) . After it, a questionnaire is filled out, which informs about the way in which risks are prevented.

The objects of analysis will be:

Current and future projects and programs. Currently they are:

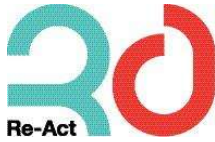
1. "Tip-Top" Motivational System
2. Duke of Edinburgh International Award Mentorship Program
3. Social bicycle workshop
4. Barista Center

Administrative and organizational activities related to:

1. Human resources
2. Volunteers
3. Technical and material support for field work
4. Fundraising, partnerships and advocacy
5. Publicity and public relations
6. Legal activities

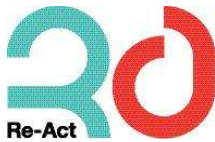
2) Recruitment

Re-Act Association strives to ensure high standards in recruiting staff and working with volunteers, applying this policy in all processes of the organization. Priority is given to experience, personal qualities and sharing of universal moral values. According to the activities, interests and professional commitment, the capacity to work with or for children is determined. Through voluntary declarations of work, civil contracts and partnership agreements, it is certified that the person shares the understanding of the organizational policy for internal child protection.



The organization is responsible for creating and implementing good practices in internal child protection when recruiting and selecting volunteers. To this end, it is stated:

1. The selection and hiring of staff, experts, consultants, project and program managers, group leaders, mentors, trainers, facilitators, etc. will include an assessment and interview phase, according to a pre-defined profile related to the specifics of the work. This shows the extent to which individuals understand the responsibility associated with working with children in vulnerable situations and the potential risks involved.
2. Conditions for long-term cooperation with the person are: professional recommendations from previous employers; participation in other social projects; work with vulnerable groups; work/work in an organization supporting vulnerable groups.
3. To investigate the person to gather information about their capacity to work with children and youth at risk and the degree of trust and responsibility that can be given to them.
4. The persons in the organization responsible for human resources, protection and safety are committed to verifying personal suspicions and informing the management of Re-Akt about them. During the interview procedure, candidates will have to answer questions regarding their current and previous work, experience working with children, what motivates them, do they understand the responsibility, the risks, what their concerns are, etc.
5. The roles and responsibilities of long-term volunteers and the contracts of employees will be supplemented with texts containing clear obligations and statements of compliance with the internal organizational policy for child protection and safety measures related to the specific activity of the person.
6. On the website, Facebook page, and in the volunteer group, there will be principles for volunteering and rules for visiting the boarding school, which inform about the specifics of working with vulnerable groups and what behavior needs to be observed when visiting the institution.
7. All active individuals for the period – long-term volunteers, project employees and board members – will be promptly informed about the development of the association related to the organization's child protection policy. They will receive oral briefings and information materials.
8. When applying for a job, they will be required to declare that they have not been convicted of any criminal offenses.
9. As part of the selection procedure, all candidates who are sent abroad with children and young people in vulnerable situations will be interviewed by a child protection officer.



Guidelines for selection and recruitment of personnel

<p>1. When recruiting and hiring volunteers, analyze the role and consider what the child protection issues and risks to children would be in this position :</p> <ul style="list-style-type: none">• How frequent is the contact with children and is it direct ?• Will the employee have unsupervised access to children and will this be a position based on trust ?• What other type of contact will the person have with the children (email, phone, letters, internet, etc.)?
<p>2. Write a clear description of the role and functions of all persons involved in Re-act activities.</p>
<p>3. Make sure that the selection criteria include the necessary experience and knowledge, especially if it involves working directly with children.</p>
<p>4. Ensure that a commitment to child safety is included in the role descriptions for long-term volunteer work and contracts for paid work.</p>
<p>5. Declarations of voluntary work and contracts of employees will contain a statement by the person regarding the existence of previous or current criminal acts, including those against children.</p>
<p>6. Require documentation that confirms identity and proves qualifications necessary to start work.</p>
<p>7. Make sure that you have a well-planned and documented interview process, and that the interviewers have sufficient experience in interviews and knowledge of good practices in child protection and working with/for children .</p>
<p>8. Include some specific questions in the interview that would reveal attitudes and values in relation to child protection. Can they give examples of where and how they have responded to protect a child and what they have learned from this, as well as what the implications were for their current practice?</p>
<p>9. When choosing, be guided by professional experience, current job, availability of recommendations, training, interests, decent appearance and behavior of the candidate, and whether he is suitable for the position that requires working with children.</p>
<p>10. Verify and confirm the identity of those who provide recommendations.</p>
<p>11. Consult with people who know the candidate.</p>
<p>12. You can offer trial periods to make sure the candidate is suitable for the position.</p>

3) Code of Conduct

The organization has a responsibility to disseminate to individuals who have or are about to have long-term cooperation with it a Code of Ethics for Conduct (Annex A). The person responsible for child protection and safety should propose an organizational process through which it is verified that individuals are familiar with the document, it is recommended that the verification be by signature.

" Principles and rules for the work of volunteers and visitors on the territory of correctional institutions (CCIs/CCIs)" (Annex I) applies . "Annex A " and "Annex I" are standards that the organization ensures are complied with by the persons performing its activities. In the process of implementing the policy, "Annex A" and "Annex I" will be periodically updated and adapted, according to user feedback.

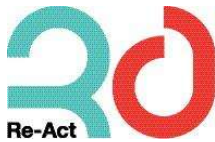
Each person associated with the organization receives an electronic copy of the Internal Organizational Policy Document and returns feedback that they accept its compliance, along with a photo of a signed Ethical Code of Conduct (Annex A).

The implementation of the Internal Organizational Policy is verified in the following manner:

- Volunteer - Signs a declaration for reporting voluntary work (Annex B), declaring that the activities carried out by him are in accordance with the internal organizational policy for child protection and safety.
- Employee – Signs a contract, declaring in the report to the contract that the activities performed by him are in accordance with and are consistent with the internal organizational policy for child protection and safety.
- Management and administrative team – Sign a Protocol Decision, agreeing that they will implement an internal organizational policy for child protection and safety in the processes they administer.
- Persons who perform administrative activities and are outside the management sign individual declarations.
- Partner – the partnership agreements declare that the joint cooperation will be within the internal organizational policy for child protection and safety of the Re-Act association.

The codes of ethics, declarations and reports on contracts and partnership agreements are in two copies, one of which is kept by the coordinator of the project or program in which the person is engaged. The other copies are for the persons who take responsibility for implementing the policy. Electronic copies of the copies together with the documents for the management and administrative team are kept by the person responsible for child protection and safety in the organization.

In cases of violations, the report is assessed. According to the specific situation, the responsible persons are notified and a Reporting, Information and Investigation Mechanism is activated (see point IV.). The measures taken



are in accordance with the situation and the severity of the violation, and include:

1. Reporting to the Police; Child Protection Department; Correctional Institution Management; Organization Management; Project or Program Manager; Volunteer Manager, etc. long-term individuals involved with the organization.
2. The person is deprived of contact with young people for a period of 1 to 3 months.
3. If the person has insulted, humiliated, been rude or physically reacted to a young person, they should apologize as soon as possible, trying to do this in front of other young people if there were witnesses to the situation.
4. In the absence of appropriate behavior for subsequent visits on these issues, the person consults with the child protection and safety officer.
5. The person is deprived of access to the correctional institution for a long time.
6. Conversation/consultation with the person responsible for child protection and safety.

Management and volunteers with more than 1 year of experience are involved in the processes of developing and implementing the internal child protection policy. They are guided by these documents during and outside their work. They are committed to reporting concerns related to child safety not only during work, but also afterwards and to assisting all other persons involved in the organization and implementation of the policy.

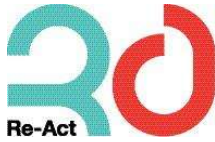
4) Training

Every year, there will be an internal training on the topic of children's rights, best interests, ensuring protection and safety. These issues will also be advocated in other trainings of the organization.

Any person associated with Re-Act who is about to visit a correctional institution for the first time will be subject to an oral briefing, which informs that the organization complies with Annex A and Annex I and describes their content. The person will be informed about the vulnerable situation of young people; risky behavior in them; the importance of the example he sets for them; what to expect and how to react, so as to prevent disappointment, negative and aggressive reactions; unacceptable behavior that may provoke suspicions of risk in young people, etc. After 3 visits to a correctional institution, such briefing can be done independently by an already instructed person.

Information on internal child protection is available in an appropriate format and language understandable to volunteers, external employees, correctional institution staff, children and young people.

There will be an annual survey on the implementation of the internal organizational policy. Training will be organized to which management,



volunteers with administrative functions, long-term volunteers and employees will be invited. They will receive an electronic copy of the document describing the policy and will sign a declaration certifying that they have received it, read it, shared it and will implement it.

Newly hired persons, upon signing a contract, will sign a declaration of compliance with children's rights, the best interest of the child and the internal organizational policy for child protection and safety of the Re-Akt association. New volunteers in the organization will be informed by the volunteer manager that a condition for long-term volunteering is to implement the Internal Organizational Policy for Child Protection and Safety. All volunteers receive instruction and assistance from the persons responsible for conducting the specific activity and initiative in the boarding school, to ensure that their behavior does not pose a danger and will not lead to abuse and incidents.

Design of safe programs and projects

The organization is committed to being guided by this document when implementing current and future programs and projects, integrating the internal organizational policy into the administrative activities of the organization and the project or program design documentation.

At project and program level:

1. The project manager identifies the risks.
2. Makes proposals for their reduction to the person responsible for child protection and safety.
3. Receives feedback and application guidelines.

At the level of organizational processes:

1. A person responsible for a separate organizational process identifies the risks according to their role description (Role Description from SAP Organizational Capacity Consulting).
2. Makes suggestions for prevention and risk reduction.
3. Receives feedback and application guidelines.

5) Communications

Context

Re-act adheres to the UN Convention on the Rights of the Child, which places the best interests of the child as a primary consideration and states that every child has the right to protection from all forms of exploitation. We recognise that images are an essential element of presenting our work to the wider public and other stakeholders, including fundraising, so we show respect for everyone we work with and will not use images that are derogatory, disrespectful or offensive.

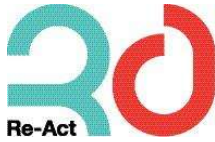


Photo and post processing

Re-Act Association provides accessible information, visual images and video materials for children and young people in disadvantaged situations with respect for their personality and dignity. We believe that information flows are of a dual nature - we strive to provide information, on the one hand, to society - about the problems, the way of development and the everyday life of children and young people, and on the other hand, the main challenge before us is for them themselves to be sufficiently and timely informed about the world after leaving the institution. Re-Act Association has a Communication Policy (Annex C) and a declaration of informed consent for filming (Annex D), which it uses when carrying out activities related to publicity and accountability.

Our information, images, publications and videos objectively present the problems of youth in correctional institutions and protect the privacy of their identity and personal data. For this purpose, the photographic material is processed before publication.

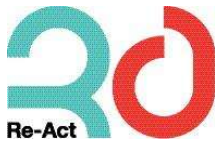
6) Social networks

Re-Act uses social media to help the organization's mission and messages reach and engage a wider audience. Social media is a tool we use to inspire and work for change. Social media allows us to share the results of our work and connect with each other. By giving visibility to our work, we engage the public in identifying the problems of disadvantaged children and youth and together we find solutions.

The main social networks used by the organization are Facebook , LinkedIn, Twitter, Google Plus, youtube, pinterest. Re-act works with social networks such as:

1. Makes publications about its activities, events, interviews, achievements of young people and shares publications on current topics for children and young people in disadvantaged situations;
2. Creates and maintains volunteer, work and idea Facebook groups, which are a place for announcing important information and a forum for discussing ideas and questions, a tool for group work, decision-making, etc.
3. Representatives of the administrative team and management communicate with each other and with external employees, volunteers, partners and other persons interested in the organization's activities.

Persons explicitly designated by the management have the right to maintain and make publications from the Re-Akt Facebook page, prepare a newsletter and maintain the organization's website. A preliminary posting plan for the publications is made, which aims to present current information, events and results in an unobtrusive and interesting way and without violating children's rights and interests.



The Communications Officer monitors for irregularities, publications and comments that disseminate personal data, information or images of children or young people or that discredit and compromise the organization. He may inform the Child Protection and Safety Officer if the person publishes without permission photographic material related to the organization's activities, information or etc. In such situations, the person is immediately signaled to remove the material.

When communicating on social networks, the person communicates individually. When the communication is related to the organizational activities of Re-Akt, an individual bears formal and informal responsibility for representing the organization in this way.

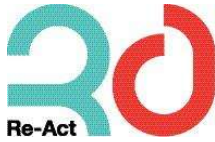
Rules for personal use of social networks for organizational activities by administrative team , volunteers and employees:

- Always write in the first person.
- Never upload or post derogatory, indecent, offensive, or harmful materials.
- Inform the relevant person in the organization in a timely manner if you see that someone on the team is uploading such content to social networks.
- Do not share sensitive information - names and locations of children.
- Always comply with the rules of the site/network.
- You are personally responsible for the content you share, so always think about what you upload and share.
- Avoid uploading personal information.
- The organization's activity on social media will be monitored and if any employee violates the rules, they will be subject to disciplinary procedures, as noted in the policy.
- Failure to comply with these rules can have serious consequences and violate the law, especially when it comes to cases of child abuse imagery, degrading imagery, and harassment.
- Posts that in any way, including indirectly, affect the organization are coordinated with the person responsible for communications and public relations.

Children and young people who use the organization's services:

The young people with whom the organization works can use social networks to contact its representatives if they have permission to communicate from the organization's management or permission from a teacher/educator/director.

The use of social networks is only by children over 13. Children and young people are informed that there are risks on social networks and therefore do not share their location, do not arrange meetings with strangers and report suspicious contacts.



The organization may provide access to social networks with the permission of the management of the institution where they are accommodated, for a specific purpose, subject to clear rules and in the presence of a responsible person. The computers and devices used by the children will be technologically secured. Access to sites with inappropriate content will be limited in advance.

Part of the instruction for visitors to a correctional institution is that taking pictures without permission and posting videos/photos on social media (Facebook, Twitter, etc.) is not allowed during such visits. It includes a recommendation: Appoint a person in charge to monitor compliance with this rule and come up with a strategy for responding to any unforeseen situation.

7) Responsibilities

The management of the Re-Act association includes members of the management board and a chairman of the management board. An informal part of it is a small team of volunteers with administrative functions.

The internal organizational policy will be approved by a decision of the management board after a survey with all stakeholders and a training meeting on the topic. This will ensure familiarization, understanding and sharing of a common commitment to implementing a child protection and safety policy. To ensure its implementation:

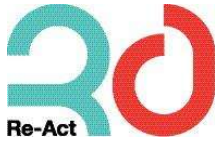
1. Stakeholder input will be sought.
2. A review of the necessary administrative and organizational changes to ensure its provision will be conducted.
3. A plan with steps will be made.
4. Financial opportunities will be sought for the development of administrative capacity.

All policy changes concerning the improvement and development of the organization come into effect after a decision by management.

II. Partners

When negotiating our partnerships, we will seek cooperation and assistance for joint observance of children's rights and guaranteeing the best interest of the child. When planning joint work and partnership relationships, a way will be agreed for familiarization, understanding, sharing and implementation of the Re-Act Association's internal policy for child protection and safety. Effective and flexible approaches will be sought that do not create additional administrative burden. If the partner organization has its own policy, a combination will be sought that is consistent with the activities for the implementation of the partnership.

Partnership conditions that require compromises on the implementation of child protection and safety policies will not be tolerated. A condition for



continuing and building on the cooperation is that the partner organization develops a similar organizational policy on child protection and safety.

We can offer our partners the following sample statement: "Within the framework of the partnership agreement, we agree to share the internal organizational policy for child protection and safety of the Re-Act association. For this purpose, we agree to familiarize ourselves with and implement the document describing the policy when implementing the partnership." The text will be integrated into the partnership agreements.

III. Reporting, information and investigation mechanism

Re-Act Association will provide a safe and reliable information channel for reporting cases of risk or suspicion of such. We want to ensure that the information reaches the potential victim without being altered to a person who can respond adequately, in accordance with the best interest of the child. The way in which the information is presented must always be consistent with children's rights, safety and the best interest of the child.

Internal and external levels are defined, which are channels for reporting. They are used according to the degree of risk, evidence and witness accounts. All persons (administrative team, employees, volunteers, visitors, partner representatives) associated with Re-Akt activities have a personal responsibility to inform and report any suspicions, concerns or evidence of risk or risky situation of children and young people. The scope of the report includes the target group of the organization's project/program or children and young people for whom the organization's activities have an indirect impact on them.

Subjects who can submit signals are a child/youth, a volunteer, an externally hired person, administrative team and management, correctional institution staff, external visitors, etc.

1. Levels of responsibility

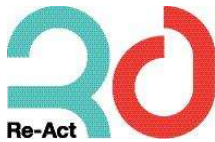
Internal levels are signaled when the signal is unconfirmed and lacks evidence and witnesses. The information is spread as a rumor or opinion without a definitive position.

External levels are signaled when there is concrete evidence, the person is a witness or is in contact with other witnesses who are willing to cooperate.

2. Information channel

Reporting is a communication process between the person reporting and a person with organizational responsibilities. The responsible person may be responsible for an activity in the correctional institution or for a project or program of which the activity is a part. Ways of reporting are:

1. The person who has information about the risk reports it to a responsible person from Re-Act, with whom he works or who accompanies him in the correctional institution. The information is provided in a discreet manner, through a two-way conversation. The responsible person informs the person



that he can file a report in an internal form (Annex D) to a person from the organization responsible for child protection and safety or to an external authority (Annex E) . A recommended condition for filing a report to an external authority is to have evidence and witnesses.

2. If the person who has information about a risk does not want to do so, the person in charge with whom the activity was conducted informs the person that he will report it internally (Annex E).

3. The information may be provided to an external person in charge, who is a teacher or educator, or to the management of the correctional institution. In parallel, persons involved in the organizational activities of Re-Act are informed.

4. At his/her discretion, the person may independently fill out an internal report form to the person responsible for child protection and safety.

5. The person may contact a child protection authority by informing a higher level of responsibility within the organization.

6. A child or young person may inform the person conducting or participating in activities with them about a risk. In this case, the person is responsible for informing a responsible person from Re-Act (item 1).

Internally, the investigation of a report is carried out in a manner that ensures the anonymity of the potential victim and witnesses. It is triggered when:

1. A form has been submitted to the person responsible for child protection and safety (Annex D) and to an external authority (police, Child Protection Department, etc. - Annex E) .

2. The person reporting the report and the person responsible agree that the concerns are related to the existence of conditions for the emergence of a potential risk. In this case, the investigation has a preventive function.

3. The report is based on evidence and witnesses. In this case, the internal investigation is carried out in parallel with the investigation of the competent authorities.

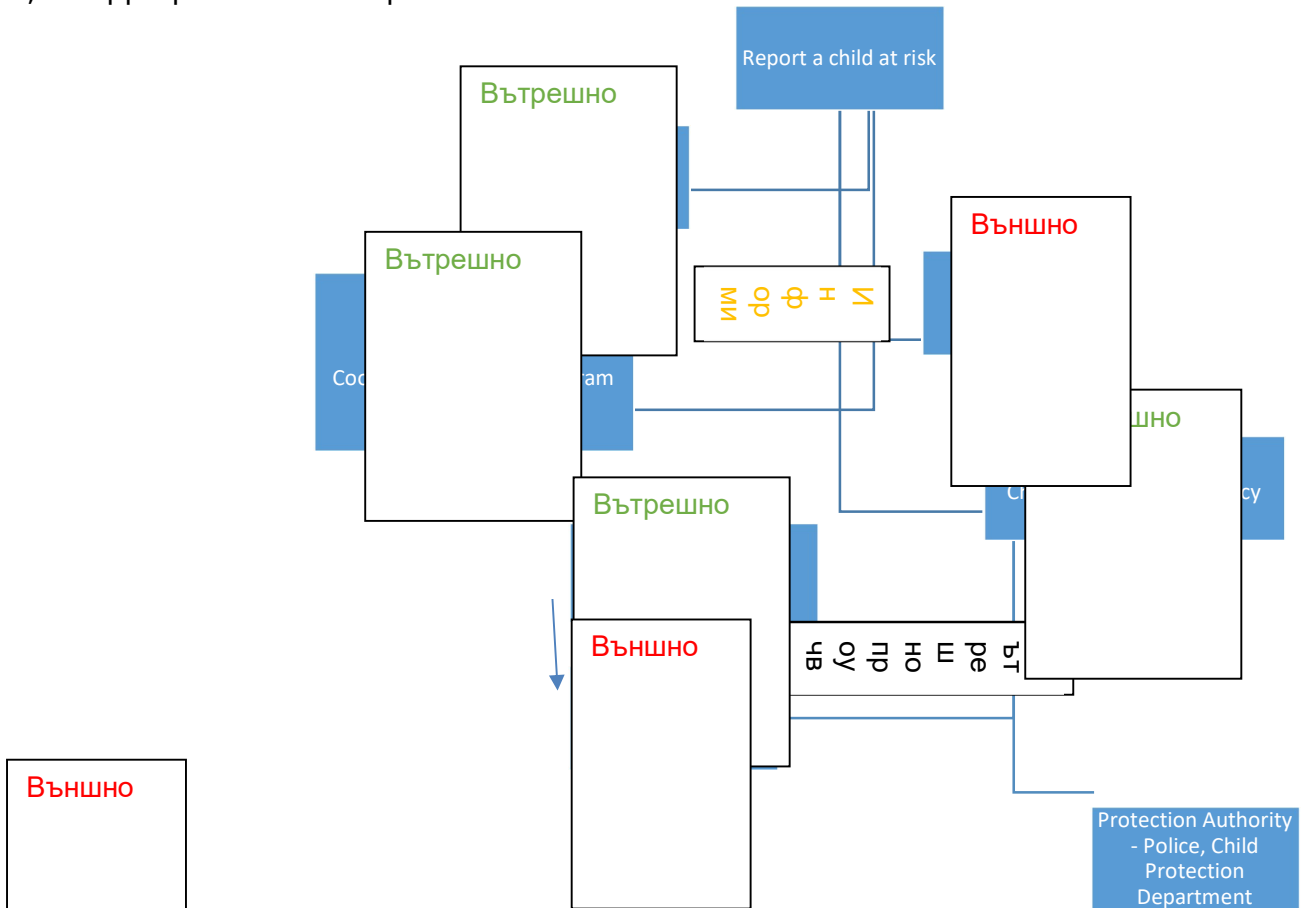
The management of the organization shall, by decision, determine the functions and powers of a person(s) responsible for child protection and safety. Such person(s) shall have the necessary knowledge and experience in the field of children's rights, the best interests of the child and Bulgarian legislation in the field of child protection and social services.

Internal studies

Internal investigations of a report are carried out jointly by the project/programme manager and the child protection and safety officer. They include gathering evidence, seeking witnesses, interviewing the parties involved, informing the management of the organisation and the correctional institution and reporting the report to the competent institutions (police, child protection department, etc.), which are child protection authorities.

Intentional false accusations are a serious violation and result in an internal investigation, as well as disciplinary sanctions and termination of contractual, partnership and volunteer relationships.

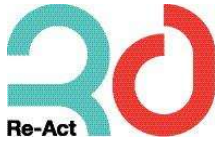
The necessary organizational process is provided to enable the subject of the report (and alleged perpetrator) and all witnesses to cooperate fully with the internal investigation and the hearings during that investigation. Respect for the confidentiality of the information shared by them will be a fundamental principle, and this information will be shared only with those who need to know it, as appropriate for the specific case.



Measures should lead to the immediate temporary suspension of the person from activities and work, as he is the subject of an investigation.

Measures to clarify the situation regarding a suspect are:

1. Interviewing and informing the person about the consequences that will occur for him, when it is not a question of suspicions of criminal behavior .
2. Temporary suspension from the organization's activities that have a direct or indirect impact on children and youth.
3. Temporary suspension from working with children or youth.
4. Psychological support is provided for the potential victim .



5. If possible, supervision of the case .
6. If the case is related to criminal behavior, the police are informed.

Measures when the threat is confirmed:

1. Termination of cooperation and partnership relationships .
2. Reporting to the competent child protection authorities (police, Child Protection Department, State Agency for Child Protection).
3. If the allegation involves criminal conduct, it should be reported to the authorities before any action is taken or the alleged perpetrator is informed. These cases should be discussed with the authorities before any organizational measures are taken to ensure that the organization does not compromise the official external investigation.
4. Psychological support is provided for the potential victim.
5. If possible, supervision is carried out on the case.

The management of the Re-Act association is informed about the reactions and actions to ensure safety and protection, which, if necessary, makes a decision in accordance with the rights and best interests of the child after an assessment of the case by a person responsible for child protection and safety.

If the accusation is found to be unfounded, appropriate steps should be taken to minimize the damaging impact on the reputation and psyche of the accused person, and all parties involved should be informed of the progress of the case. For this purpose, consultation with a psychologist and supervision should be sought.

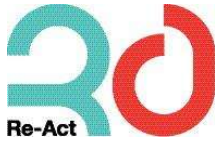
Moral support, assistance and advice must be ensured for parties who report and respond to signals or are involved.

Interaction mechanism

The organization has a list of contacts of other institutions, organizations and professionals working in the field of violence, sexual abuse and prevention. Individuals involved in organizational activities can quickly contact them and coordinate consultations to support the exploration of concerns, risks and reduce negative consequences. The guidelines in Annex G provide details of the types of organisations, information or resources that may be needed . Re-act will have **such a list in place before any concerns arise, which will be prepared and maintained by a person responsible for child protection and safety.** The organisation will create the conditions and take all necessary measures for protection and safety without waiting for something to happen.

IV. Monitoring and review

The organization will take care to adapt the policy according to the individual needs of children and young people and the specifics of the organization's work, its contacts with children and young people and activities with them. In order to improve the policy and the way it is implemented, opinions will be sought from:

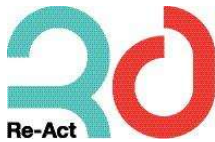


1. Children and youth.
2. Administrative team, volunteers, employees.
3. Partners.
4. Donors .

The implementation of the policy will be monitored. It will collect information on the signals received and their results; on the nature of the identified risks; the degree of application of safety measures and safety strategies; the degree of integration into organizational processes and reduction of the administrative burden, etc. At the end of the school year, conclusions and proposals will be drawn to improve the effectiveness of the policy.

Monitoring

The policy should be reviewed every three years . A survey of stakeholders' views on the alignment, compliance and implementation of the policy is conducted annually.

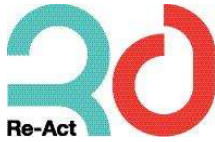


Annex A

Etiquette/code of conduct towards children

I, (names) ,
declare that I have read, understood and share the organizational policy for
internal child protection of the Re-Act Association. I agree that during my
work and joint activities with Re-Act :

- I treat children with respect, regardless of their race, gender, skin color, language, religion, political or other opinions, nationality, ethnic and social origin, property, disability or other status;
- I do not use language or behavior towards children that is inappropriate, offensive, sexually provocative, degrading, or culturally unacceptable;
- I do not involve children under 18 in any form of sexual relations and activities, including payment for sexual services;
- I adhere to the "at least two adults" rule, where possible and practically feasible, whereby two or more adults supervise all activities involving children and minors and are present at all times; Their number may increase according to the size of the group of children being worked with;
- I do not give out my personal contacts for communication on social networks and electronic correspondence with children and young people in a correctional institution;
- I have a decent and non-provocative appearance when visiting a correctional institution;
- I do not smoke or use alcohol or drugs in front of children and minors in a correctional institution, nor do I encourage them to engage in such behavior;
- I do not invite children from correctional institutions to my home unless they are in immediate danger, at risk of harm, or in physical danger;
- I do not sleep next to children, except in cases where something requires it and it is absolutely necessary, in which case I must obtain the approval of my direct supervisor, have the child prepared through supervision, and ensure that another adult is present if possible;
- I use computers, mobile phones, video cameras and other recording devices and the materials recorded by them in an appropriate manner without exploiting children or undermining their dignity;
- do not use any forms of aggression, violence, physical punishment or self-harm towards children; I do not engage minors and minors in carrying out activities of personal interest (such as "domestic helpers").
- I immediately report risky situations, potential threats, concerns and suspicions of exploitation or abuse of children, as well as violations of the organization's policy (with its relevant procedures) for internal child



protection;

- I immediately report any charges, convictions, and other consequences of any criminal activity related to child exploitation and abuse that I have had before or during my employment or relationship with Re-Act; I do not enter a child's personal space without permission, such as stroking, holding hands, kissing, hugging, or touching in a way that is inappropriate or unacceptable from a psychological or cultural perspective. Before holding a child's hand, I ask;
- I am aware and understand that the children the organization works with, due to the circumstances and abuse they have experienced, may use relationships to obtain "special attention" and material benefits. I do not forget that I am responsible, even when the child has seductive behavior. I avoid putting myself in a compromising or vulnerable position; I can give homemade food and drinks under strict supervision and permission of the organization.

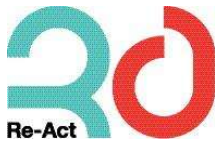
When I video or photograph children, as well as when I use images of children for the purposes of my work, I:

- I obtain the knowledge and consent of the organization and management of the correctional institution;
- I appreciate and make efforts to consider local traditions and restrictions when recreating images before photographing children;
- I obtain informed consent from the child and the correctional institution management who is in contact with the child's parent/guardian or custodian or an institution that works with them before filming them. As part of this process, I must explain how the footage will be used.
- to ensure that the filmed material presents the child in a light that guarantees his or her dignity and does not undermine his or her authority. Children should be appropriately dressed and not in poses that could be perceived as sexually provocative;
- to ensure that the images faithfully represent the true context and facts;
- to ensure that the description of the photos or the file names of the captured material do not contain information that could identify the child, especially when the materials are sent or used for publications.

I accept that I am responsible for the aspects set out above and undertake to comply with the organizational policy for internal child protection, as well as to avoid behavior that could be classified as child abuse or exploitation.

Signature :

Date :



Annex B

**DECLARATION
for voluntary work/partnership
under project “ ”
of the "Re - act" Association**

Funded under Program

With the support of

Reporting period: **year**

Name, surname and family

name:.....

Position:.....

No.	Activities	Date/mont h	Volunteer hours	Partner responsibilities/tasks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
	Total hours/tasks			

Financial expression of the contribution:

Total number of hours/tasks	Unit rate	Value

Contact details:

Address:.....

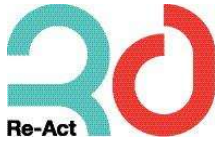
Phone:.....

I declare that:

In the joint activity implemented with the Re-Act Association, I was informed about and complied with the requirements and norms protecting the rights of the child, as set out in the UN Convention, European and Bulgarian legislation, and the internal organizational policy of the Re-Act Association for child protection and safety.

Signature:

Date:



Annex C

Communication policy

Principles

1. We will respect the dignity of the subject .

1. When we take video and photographic images, we will always ask for permission .
2. Informed consent is obtained from parents, guardians or custodians, as well as directly from children when they are of an age that allows them to understand the meaning of the matter.
3. Informed consent may be provided by them personally or with the assistance of the director of the correctional institution who is in contact with them or the Child Protection Department.
4. Before filming, we will explain to the users – children, teachers and educators, employees and volunteers – where and how the materials will be used. For example: publications, reporting documentation.
5. We will never take pictures of people who do not wish to be photographed.

2. We will not exploit the subject .

We will not manipulate the face and distort the real situation (for example, we will not ask them to cry in front of the camera).

If necessary to protect the confidentiality of the information, the names of children or families, as well as details of their stories, will be changed. We will never publish the full names or contact details of a child or adult.

3. We do not overexpose the situation.

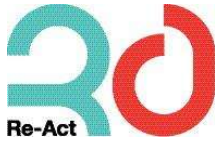
We will avoid stereotypes (for example, how a volunteer helps a defenseless victim). We aim to show how people work and help themselves, rather than portraying them as victims.

4. We will use images truthfully .

Cases, case studies and descriptions of situations will not be fabricated, but may be adapted or edited to preserve the dignity and confidentiality of the subject, as well as to ensure the rights and best interests of the child.

We will not use an image of something to describe something else (for example, we will not use photos taken on one project to illustrate work on another)

Where possible, we will use a balance of images (positive and negative) to reflect the truth of the situation.



If we use an image on a general basis (for example, to illustrate a project that is similar to the one we are describing) , we will add this in the explanatory text.

We will not use images that may intentionally misinterpret the true situation.

If an image represents an emergency, we will not use that image in a way that suggests the situation is more ordinary.

Our goal is to be as informed and confident in our awareness as possible that the subject will approve of the image as truthful and corresponding to the real situation.

5. We will maintain standards that guarantee socially accepted norms and understandings and decency, consistent with human and humane.

We will not use erotic, pornographic, or obscene images.

Images of dead or naked bodies, injuries, and aggressive images will only be used in exceptional circumstances.

We will not use images showing extreme suffering.

We will present images with the necessary descriptive context so that they are not misinterpreted.

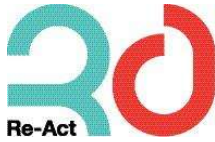
6. We will respect the perspectives of our local and international partners when collecting and using visual materials.

We will be sensitive to the concerns and advice of our local and international partners, when collecting and using visual materials, and take them into account.

7. We will have a positive attitude towards youth in correctional institutions, whom we support because they are in a disadvantaged position.

Any publication that deals with youth in correctional institutions will present them as human beings with dignity, not as hopeless objects . This will create an objective picture of the situation they find themselves in and highlight the strengths, potential, and aspirations of the organization's users, rather than their vulnerabilities and fears.

We will not lose respect for children and youth, but will treat them as equal partners.



We will cooperate with the media to increase public awareness, but we will not allow external or internal interests and requests for publicity to take over.

8. We will maintain high technical standards

Our goal is to use only high-quality images.

We could use digital processing for a better creative vision, but not in a way that intentionally or misleadingly distorts the truthfulness of the situation depicted.

9. We will maintain an appropriate archive of images and video materials .

The images will reflect a current situation and meet the requirements to be suitable for the purposes for which they were made.

All images will be properly stored and documented.

Old images will be archived . Computers and hardware storage devices will have a password to access them. This way, access to them will be limited.

Guidelines for collecting communication materials.

Discuss with children and the community the use of communication materials at the beginning of each program or project, rather than waiting until the need for materials arises.

Gain general agreement to collect communication materials at the beginning of the program or project and agree with children and community representatives on the type of images and general messages that would be appropriate for the occasion.

Personal information and images for publication purposes must be acquired in a secure manner that complies with privacy principles.

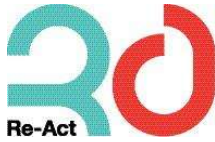
Children should be prepared for the specific interviews before they are interviewed.

Depictions of children should always adhere to the principles of decency and respect.

All children should be appropriately dressed. If children are wearing skimpy clothing, be especially careful with the images you choose to post.

Recorded images should focus on group rather than individual activities.

Make sure that photographers and videographers are not allowed near children



who are not informed and prepared.

Permission to photograph must be requested prior to filming. Children without such permission will not participate in group or individual photos.

All complaints and concerns about inappropriate or disturbing images should be reported, recorded and archived, as with any other concern about the safety of a child.

Guidelines for publishing information

Use only the children's first names. Be careful not to reveal too many details about where the children live, their school, their hobbies, etc.

Ask children for permission to use their images.

Get consent from their parents/guardians and make sure everyone understands how and where the images will be used. (See Annex B)

Where the risk of harm and stigma is high, take mitigating steps, for example by masking faces, using pseudonyms and unclear geographical locations, or by not disclosing personal information .

It is desirable that the images represent different children of different ages, different genders, different abilities and ethnic groups.

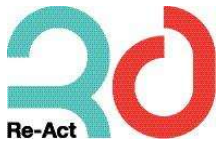
On websites, images of children should not be tagged with the children's location.

Individuals or organizations wishing to use resources such as personal information about children participating in photo and video materials must sign an agreement that they will use the materials appropriately. Failure to comply with these terms may result in termination of permission to use the materials.

Images, materials and personal information relating to children must be stored in a secure location away from unauthorized persons. Access to this room is only permitted with the permission of the person responsible for child protection.

Members of the Board of Directors of the Re-Act Association:

- 1. date:
- 2. date:
- 3. date:



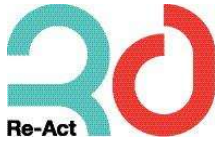
- 4.
- 5.
- 6.

date:
date:
date:

Chairman of the Board of Directors of the Re-Act Association:

.....

Signature:



Annex D

DECLARATION Informed consent to filming

From

/name, surname and family name of the declarant/

Parent/guardian of

/first name, last name and family name of the child/

From class/group..... at
HEI.....

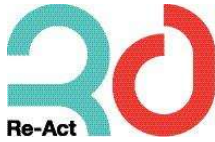
I declare that I agree with the following:

1. Photos of my child, illustrating his/her participation in the educational process and the organized activities, events and initiatives of the Re-Act Association, to be published on the Internet on the organization's website and Facebook page.
2. My child will be filmed during activities with representatives of the Re-Act association to create educational photo and video material, which will be used in the reporting documentation of projects and programs of the Re-Act association.
3. I am informed that the photo gallery on the site is available to all users.

Date:

Signature:

Sofia City



Annex E

Incident Registration Form -

Child Protection Internal Reporting Procedure Form

Confidential

Case number:

Child's names:

Data related to the receipt of the report:

Time:

Date:

Location:

Reporter details:

The three names:

Address:

Contact details:

Occupation:

Relationship with the child:

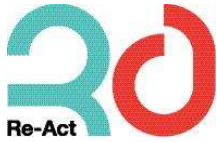
Child details:

The three names:

Age: Date of birth: Gender:

Address:

Household structure:



School:
Class teacher:

Class:

Religion: Disabilities, if any:

Changes in the child's behavior:

Other information:

Details regarding the concern (including words spoken by the child, if possible):

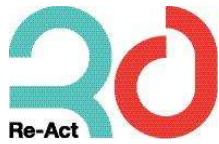
Details of the alleged perpetrator:

Child safety at the moment:

Emergency medical care:

Who else is in the know?

Actions taken so far:

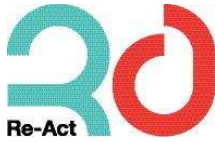


Prepared by:

Date:

Signature of the person responsible for closing the case:

Date:



Annex F

Referral form for complaints (sexual exploitation and abuse/violence/exploitation)

Name of the person filing the complaint (complainant): Ethnic origin/nationality:

Address/contact details:

Personal Identification Number/ID Card No.:

Age: Gender:

Name of the victim (if different from the person filing the complaint (complainant)):

Ethnic origin/nationality:

Address/contact details:

Personal Identification Number/ID Card No.:

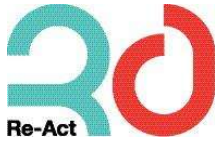
Age: Gender:

Name(s) and address(es) of parents, if the person is under 18 years of age:

Has the victim given consent to the completion of this form? YES NO

Date of incident(s): Time of incident(s):

Location of incident(s):



Physical and emotional condition of the victim (describe any injuries, cuts, bruises, lacerations, behavior and mood):

Witness names and contact details:

Brief description of the incident(s) (attach additional pages if necessary):

Name of the accused person(s):

Position of the accused person(s):

Place of employment of the accused person(s):

Address of the accused person(s) (if known):

Age: Gender:

Description of the physical characteristics of the accused person(s):

Did the victim contact the police? YES NO

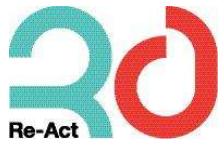
If the answer is yes, what happened next? _____

If the answer is negative, does the victim want to receive help from the police, if not – why?

Is the victim informed about the available medical treatment options? YES NO

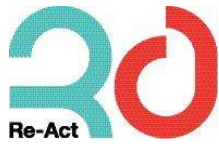
If yes, did the victim seek medical treatment in connection with the incident? YES
 NO

If the answer is yes, who provided the treatment? What is the diagnosis and prognosis?



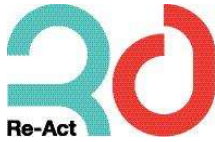
What immediate measures were taken for the victim's safety?

Who is responsible for preparing and implementing a safety plan (name, position, organization):



ALL INFORMATION MUST BE STORED SECURELY AND USED IN STRICT COMPLIANCE WITH CURRENT REPORTING AND INVESTIGATION PROCEDURES.

Brief description of the incident:



Annex G

A list of organizations, resources, and professionals who can support reporting and responding to reports arising from concerns about child abuse.

Legal resources

- The contacts of any government structure that is legally relevant to child protection.
- Summary of the most important legislation on the topic.
- Identify key international documents that have been signed and ratified by the state (e.g. the UN Convention on the Rights of the Child).
- A brief analysis of the applicable legislation, to the extent that this information is accessible and available.

Criminal investigation

- The position of the police regarding the investigation of criminal assault on children and the prosecution of such acts .
- Age of majority in the country and the legislation that determines this fact .

Other stakeholders - health services, non-governmental organizations, inter-organizational forums

- Contacts for health and other services that the victim may need to access.
- Contacts of NGOs, other stakeholders and professional networks, including local agreements for action on concerns and signals related to child protection, AIDS, women's centers, shelters and refugee hostels.

Community

- Details of informal or community justice mechanisms and how exactly these types of mechanisms function.
- Identify and establish contacts with local non-governmental organizations and programs that are relevant to children.
- Gather information about resources in the community - advocacy groups, community groups, organized and informal children's clubs that could support your protection work.

Annex H

Risk prevention plan

I. Risk assessment

Risk assessments aim to ensure that all measures to prevent unforeseen situations are complied with. They should be easily formulated, accessible to all those carrying out a given activity, visit or project within or outside the premises of a correctional institution for young people with antisocial behaviour.

First of all, an assessment should be made according to the following criteria:

- What would be the possible risks?
- Who is at risk?
- What safety measures can be taken on site?
- What else needs to be done to reduce the risk to acceptable levels?
- Monitoring and evaluation

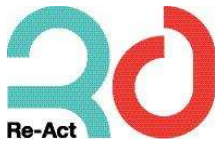
An easy way to make a list of possible risks and misunderstandings that may arise during your project is to carry out an assessment of **the situation and the environment** (including the participants, trainers and their experiences involved).

Then look for ways to minimise any risks, through different approaches, such as: working with the young people on different topics such as conflict resolution, teamwork or developing "project rules" or emergency procedures. It is also useful to make a list of visits and activities.

Risk management is essentially an action plan that aims to prevent incidents that could be harmful or even threatening to the project and its participants. The risk management plan and risk assessment should be prepared in advance. The plan, which outlines who will do what, where and when, should be clearly explained to all participants and displayed prominently throughout the duration of the project.

II. Identification of risk factors and situations

- Identify problems and solutions that you can stick to strictly.
- Clearly define who should participate in the process, and in what way.
- Set a deadline or deadline for making a preliminary decision.
- Think about what information is needed to solve the problem and who will deal with it. The information should include opinions and facts.
- Make a clear list of everything that has been determined and provide the information to everyone involved in the project/activity.
- It is important that you have gathered enough information that everyone involved in the decision-making process fully understands.



- Think of all possible solutions and visualize them. Use different problem-solving techniques, such as discussions, brainstorming, etc.

III. Solutions

- Accept that you will not find a solution that satisfies everyone, as every solution has its limitations. Be prepared to compromise!
- Evaluate the proposals in a clear and calm manner!
- Make a decision by consensus or as an agreement that everyone is willing to accept.
- Make sure that everyone is directly involved in making decisions and that they are implemented, even if not everyone agrees with them. If there are those who do not agree, consider whether to move forward (preventing the risk of sabotage) or the other option is to repeat the entire exercise.

IV. Identification of risk factors and situations

Evaluate whether the problem has been completely resolved and whether there are other factors that need to be taken into account.

V. Types of risk factors and situations

1. Use of mobile phones

Mobile phones are prohibited during project activities, not only by the young people but also by all other trainers and educators. This condition should be regulated from the very beginning and it should be decided how this will be restricted.

2. Smoking

Smoking on the territory of correctional institutions is prohibited, both by young people and by all visitors and educators. It is allowed only outside the boundaries of the institution and the place of activity. Sanctions for violators and possible measures to be imposed to limit the risk should be devised. It is also prohibited to give cigarettes to young people in correctional institutions/prisons.

3. Alcohol and drugs

The use of alcohol and drugs is prohibited, similar to smoking. It is necessary to consider how the possible use and import of alcohol and drugs could be tracked, who could be responsible for this from the project team, and what to do in case of a violation.

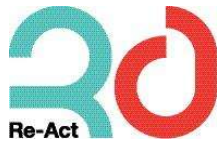
4. Weapons

Weapons are prohibited. People are assigned to check all participants for possession of any weapons. Any materials for the given activity that could function as weapons are also taken into account and are kept in a safe place out of the reach of the participants.

5. Illness/injury

In case of illness/injury, a medical professional or center must be provided that serves in the closest proximity to the activity.

6. Quarrels/fights



In cases of quarrels/fighting between young people, responsible persons should be appointed to conduct conversations with the participants and respect the rest of the group.

7. Escape

If a boy/girl runs away, we wait up to 1 hour. If he/she doesn't return within an hour, we alert the local police.

8. Motivation problems

Motivational discussions are very important. You can apply different techniques and sanctions if any of the young people refuse to participate in the activities.

9. Videos/photos

It is not allowed to post videos/photos on social media (Facebook, Twitter). Appoint a person in charge to monitor compliance with this rule and come up with a strategy for responding to any unforeseen situation.

This list includes only the main risks that you can anticipate and plan to mitigate. Depending on your specific activity and the participants involved, you may want to add more risk factors to consider.

Annex I

Rules and principles for the work of volunteers visiting the territory of correctional institutions (CIPs/SPIs)

I. THE TERRITORY OF CORRECTIONAL INSTITUTIONS OF THE TYPE OF CRI/SPI I. I. Patience and

careful listening :

- to show patience in our conversations with children, even when we are not satisfied with their performance;
- to “read between the lines” when talking to them;
- to be patient in the long run (for example: in case of a possible initial reaction of sabotage by the young people or other unforeseen circumstances related to their behavior and distrust of people they do not know);
- self-reflection - to be aware of our own behavior, feelings and thoughts.

I . II . Understandable language and explaining through examples:

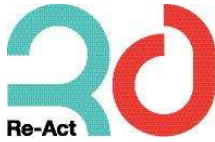
- When talking to young people, use words and expressions that we are sure they understand;
- not to address them with diminutive names and nicknames;
- to communicate with them the way they feel comfortable calling them;
- to explain a given situation or principle through an illustrative example/story, narrative, action.

I . III . Positive communication:

- to avoid “wooden” philosophizing and edification;
- not to use obscene words and expressions;
- to always start from the positive, not the negative;
- to avoid generalizations and generalizations (all men/women are...; all people from a given background are..., etc.).

I.IV. Empathy:

- being able to “step into the shoes” of the young person without identifying with their feelings and emotions;
- showing empathy, not sympathy or empathy;



- showing understanding towards the environment from which the young person comes and finds himself.

IV Boundaries of sharing:

- not to cross personal boundaries;
- not to cross a line in communicating with the young person that affects his feelings (family issues, financial status, etc.);
- not to communicate with the young person information that we have learned about his history from a third party (educator, mentor, etc.);
- not to share personal information about ourselves that could negatively affect the young person.

II. BASIC RULES AND OBLIGATIONS FOR COMPLIANCE ON THE TERRITORY OF CORRECTIVE INSTITUTIONS OF THE TYPE OF CRI/SPI

II.I. Rules to be observed when visiting a correctional institution:

- familiarization with the Regulations of the respective HEI/SPI and the procedures for the participation of volunteers in activities conducted on the territory of specialized institutions;
- People taking psychotropic and sedative medications, and those suffering from alcohol or drug addiction, are not allowed;
- People suffering from mental and psychological disorders such as depression, sociological affect, neurasthenia, claustrophobia, etc. are not allowed;
- People suffering from contagious viral and parasitic diseases are not allowed, transmitted by airborne droplets;
- volunteers must have a clean criminal record and no convictions;
- volunteers must not be under guardianship;
- The participation of people who are supporters of organizations whose ideology includes elements of discrimination on religious, ethnic or other grounds is prohibited;
- The participation of people suffering from sexual deviations, especially those related to sexual attraction to children or young people of pubescent or prepubescent age, is prohibited.

II.I. Obligations of volunteers when visiting a correctional institution:

- volunteers must strictly follow the instructions of the pedagogical staff of the relevant institution, as well as of the representatives of the organization in connection with their voluntary work and their stay on its territory;
- Volunteers are prohibited from having personal contact with the institution's underage students outside its borders;
- Exchanging contact information (phone numbers, email addresses, social media, etc.) with alumni of the institution is not permitted without express permission from a representative of the organization or the management of the correctional institution.
- During their stay as a volunteer in the ICU/SCU, they are not allowed to engage in side activities other than the main activity for which they came to the institution, as well as to place demands and demands on the young people without prior approval from the organization or the management of the institution;
- everyone must comply with the rules of good behavior and basic ethical norms, including: equal and non-discriminatory treatment of young people, a calm tone, no offensive words or swearing towards anyone on the territory of the VUI/SPI, demonstrating a good example of obedience, no use of cigarettes and alcohol in the company of young people;
- Sharing religious beliefs and belonging to a particular religion or belief is prohibited without prior coordination with representatives of the organization and the pedagogical staff of the relevant institution.

III. CONSEQUENCES FOR FAILURE TO COMPLY WITH RULES AND OBLIGATIONS OF VOLUNTEERS WHEN VISITING CORRECTIVE INSTITUTIONS OF THE TYPE OF HIGH SCHOOLS/SCHOOLS

III.I. In case of failure to comply with the regulated rules and obligations of the volunteers, they should be permanently removed from projects taking place on the territory of the VUI/SPI.

III.II. In the event of more serious violations, the competent authorities protecting the rights of children and the current Bulgarian legislation should be contacted.

IMPORTANT: A mandatory requirement for all external persons visiting correctional institutions/prisons is to sign a declaration according to a template provided by the relevant lead organization regarding the above-mentioned obligations and responsibilities when visiting correctional institutions.