



## **POLICY ON THE PROTECTION OF MINORS**

### **INTRODUCTION**

Codici is a welcoming and safe organization for children.

The staff of Codici, its representatives and the staff of partner organizations will always demonstrate the highest standards of behaviour towards children, as indicated in this "Policy on protection of minors."

CODICI undertakes as follows:

1. It is committed to ensuring that all CODICI staff and staff of partner organizations are aware of the issues related to the violation of children's rights.
2. It is committed to ensuring that the CODICI staff and staff of partner organizations minimize the risks in order to prevent any damage on minors. You will have to create an environment in which children's rights are always protected and the potential abuses prevented.
3. It is committed to ensuring that the CODICI staff and staff of partner organizations knows when a suspicion of possible abuse has to be reported and what actions must be undertaken.
4. Is committed to ensure effective action in response to every abuse reported supporting, preserving and protecting the minors involved.

This Policy includes mandatory requirements that apply to all aspects of work and areas of CODICI: social research; research-action; laboratories that require the involvement of children and young people; training and education aimed at children and young people; project activities management-related initiatives involving children and families; communication and awareness campaigns.

### **IMPLEMENTATION OF POLICIES**

The following criteria define the minimum levels for proper implementation of the Policy.

- It ensures a wide diffusion of the Policy which must necessarily include CODICI's staff and staff of partner organizations. The spread is managed so as to ensure that the Policy is fully understood; to this end it must be provided the use of translations in language of the beneficiaries.
- The recruitment and selection of staff and other employees must reflect the commitment to CODICI for the protection of minors, ensuring that communications are taken, checks and procedures to exclude anyone who is not fit to work with children. Candidates selected are warned of the binding nature of this Policy.
- The Policy has to be reflected in every available both on human resources and general management on to direct staff in the conduct of their work. Failure of aspects relating to the Policy set out in each of these provisions must be considered a serious disciplinary violation.
- All the activities carried out by CODICI involving minors must be previously evaluated, to ensure that any risk to the protection of children is identified and adequate monitoring systems.



- The CODICI's staff and the staff of partner organizations have to be supported in skills development. The basic information of the Policy has to be included in an initial and continuing training of staff.
- In the use of information and communication technologies (internet, websites, sites social networks, digital photography) CODICI places utmost importance to ensure that the minors are not exposed to any possible risk.

## **CODE OF CONDUCT**

For CODICI's staff and partner organizations' it is strictly forbidden to:

1. hit, physically assault or physically or psychologically abuse of a minor;
2. have attitudes towards children that may adversely affect their harmonious and socio-relational development;
3. act with behaviours that are negative example for children;
4. engage in sexual activity or having a sexual relationship with individuals under the age of 18 years, irrespective of the definition of the age of majority or by consensus mode legally recognized in different countries. A mistaken belief regarding the age of a minor it is not to be considered as an acceptable defense;
5. having relations with minors who may somehow be considered exploitative, maltreatment or abuse;
6. act in ways that may be abusive or that may put children at risk of exploitation, maltreatment or abuse;
7. use language, make suggestions or give advice inappropriate, offensive or abusive;
8. behave inappropriately or sexually provocative;
9. allow one or more children with whom you work to sleep in your own home without monitoring and prior authorization of their direct manager, unless circumstances exceptional;
10. sleep in the same room or in the same bed with a minor with whom you work;
11. give money or goods or other benefits to a child outside of the parameters and the set goals from project activities or without your manager's knowledge;
12. act to shame, humiliate, belittle or despise a minor, or perpetrating any other form of emotional abuse;
13. discriminate, treat differently or give some minor excluding others.

This list is not exhaustive or exclusive. The basic principle is that CODICI and its employees must avoid actions or behaviour that might be inappropriate or potentially abusive towards minors. In addition, the following types of harm must not occur:

- Neglect by employees, volunteers, and interns of the organization, or by parents or other adults participating in our programs and activities;
- Physical, sexual, and emotional abuse that may occur during activities with youth;
- Peer bullying, whether physical or online, during activities and programs;
- Racist remarks by employees, volunteers, or interns towards young participants, as well as by other individuals involved in these activities;
- Discrimination based on ethnicity, race, religion, gender, etc., by employees, volunteers, and interns, or by others involved in our activities and programs;
- Abuse related to disability;
- Neglect or disregard for the special needs of participants (individuals with disabilities, dietary, health, social needs, etc.);



- Gender-based violence and violence related to sexual orientation;
- Radicalization and extremist behavior by employees, volunteers, interns, peers, or other individuals during the implementation of programs and activities;
- Sexual exploitation;
- Use of drugs and other substances;
- Neglect or abuse of children within their families or communities;
- Issues specific to the local population, such as group violence;
- Other risks that may endanger children.

### **Unacceptable Behavior When Working with Youth**

Codici's employees, volunteers, interns, and other representatives consider the following behaviors unacceptable and subject to sanctions:

- Neglecting young people they work with and ignoring their special needs;
- Insulting young people based on any criteria;
- Hitting or physically assaulting children and youth during programs and activities;
- Physical, psychological, or emotional abuse of minors;
- Gender-based violence;
- Engaging in sexual activity or relationships with persons under 18, regardless of the legal definition of adulthood or recognized consent in different countries. A misunderstanding about a minor's age cannot be considered a valid defense;
- Relationships with minors that could be considered exploitative, abusive, or harmful;
- Using inappropriate language or making inappropriate and offensive suggestions and advice;
- Acting to shame, humiliate, demean, or scorn a minor, or any other form of emotional abuse;
- Using drugs or harmful substances with minors;
- Discriminating against minors or favoring some while excluding others;
- Failing to report observed neglect or abuse of young people by family, peers, or the community.

Additionally, during programs and activities with youth organized and implemented by Codici, the following are considered unacceptable:

- Insulting young participants by other participants, peers, or other individuals;
- Discriminating against young participants on any basis by other participants or involved individuals;
- Physical, psychological, and emotional abuse of young participants by others in the programs and activities;
- Gender-based violence by other participants and involved individuals;
- Sexual violence by other young participants or involved individuals against minors;
- Radicalization and extremist behavior by participants and involved individuals.

This list is not exhaustive or strictly defined, meaning that any action or behavior that could be deemed inappropriate or potentially offensive towards minors should be avoided.

It is also important that the CODICI's staff and partner organizations:

- be vigilant in identifying situations that may entail risks for minors and know manage them;



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## **CHILD PROTECTION POLICY**

**2024**

- report any concern, suspicion or certainty about a possible abuse or mistreatment towards a minor, as established in this Policy;
- organize work and the workplace so as to minimize the risks;
- are always visible from other adults, as far as possible, while working with children;
- for the dissemination and maintenance of a culture of openness which allows the staff, the volunteers, the children and to those who take care of them to lift and easily discuss all kinds argument and concern;
- to make sure that staff members develop a sense of responsibility for the its operations so that actions and inappropriate behaviours or generate abuse towards children do not go unnoticed or are permissible;
- communicate to children what kind of relationship you should expect to have with the staff or with representatives and encourage them to report any kind of concern;
- exploiting the capabilities and skills of children and discuss with them their rights, what is acceptable and what is not, what it can do in the case of emerging any problem;
- maintain a high personal and professional profile;



- respect the rights of children and treat them fairly, honestly and with dignity and respect;
- encourage the participation of children in order to also develop their capacity for self protection.

## **RESPONSIBILITIES OF THE ORGANIZATION AND ITS EMPLOYERS WHEN WORKING WITH MINOR AND CHILDREN.**

Under the laws of the Italian Republic, a minor is defined as any person under the age of 18.

CODICI's employees, volunteers, and interns, along with other individuals associated with the organization who work with children, consider themselves responsible for the safety and protection of children with whom they work, interact, or come into contact through their work.

In all activities involving minors, CODICI ensures a safe space where they are protected from harm and where they can actively participate in activities. CODICI's staff and representatives will always uphold the highest standards of behavior towards children, as outlined in this "Child Protection Policy."

CODICI is committed to:

- Ensuring its staff and representatives are aware of child rights violations;
- Ensuring its staff and representatives create safe spaces to prevent risks of physical and psychological harm to minors, as well as potential abuse;
- Ensuring all staff and representatives working with children have the necessary knowledge and methods, whether pedagogical or related to working with youth, and are capable of creating activities and programs that minimize the aforementioned risks to the greatest extent possible;
- Ensuring its staff and representatives effectively respond to any reported abuse, providing support, protection, and care for the minors involved;
- Reporting to relevant institutions or other organizations if employees, volunteers, or interns of the organization become aware of any harm inflicted on a child we work with by someone in their family or community, outside of our activities and programs;
- Ensuring that all organizational partners working with youth are aware of child protection policies and that all joint activities follow these policies. To this end, a clause related to the implementation of youth protection policies will be added to partnership agreements for projects or activities involving young people;
- Familiarizing all collaborators and others involved in the implementation of programs and activities with the child protection policies and ensuring their application.

Child and youth protection includes attention to:

- Health, well-being, and safety;
- Recognizing their needs, especially those related to health;



- Recognizing the needs of children with special requirements and learning-related issues;
- Providing first aid;
- Emotional well-being;
- Online safety and related issues;
- Appropriate planning for children during field trips, excursions, etc.

CODICI employees will ensure the following in all activities involving children and minors:

- Protection of children from mistreatment and abuse;
- Prevention of possible negative impacts on children's health or development;
- Ensuring children grow and develop in a safe and nurturing environment;
- Taking all steps necessary to achieve the best outcomes for all children.

The following criteria define proper policy implementation:

- The policy is disseminated among CODICI staff and representatives;
- The child protection policy will be published on CODICI 's website and always accessible to anyone interested;
- Recruitment and selection processes reflect CODICI 's commitment to child protection. Failure to meet aspects related to the policy must be considered a serious violation of CODICI 's work ethics and principles;
- All activities involving minors must be evaluated in advance to identify potential risks to child protection and develop appropriate monitoring systems;
- Regarding the use of information and communication technologies (internet, websites, social media, digital photography), CODICI emphasizes ensuring conditions in which minors are protected from any possible risks;
- Employees conducting activities and programs will familiarize the youth they work with, their parents, guardians, and other individuals responsible for youth care with the child protection policies to clarify the expected behavior of staff and organization personnel, as well as prohibited behaviors and appropriate responses in case of violations.

## **RESPONSIBILITIES OF THE ORGANIZATION**



The CODICI's Board of Directors has full responsibility for the creation of an environment at work place that promotes the implementation and development of the principles of this Policy. The staff of CODICI, each according to his operational functions, has the responsibility to create the same working environment in the place where projects activities are carried out.

The CODICI's Board of Directors establishes and maintains a reporting system, ensuring the appropriate management control regarding alleged violations of the Policy and controls and regularly updates this Policy.

Depending on their roles, staff members are responsible for ensuring an equitable work environment at the locations where project activities are conducted. Individuals organizing and implementing activities involving children are responsible for ensuring their safety and protecting them from all previously mentioned risks.

CODICI staff and representatives also commit to:

- Being vigilant in recognizing situations that may pose risks to minors and knowing how to manage them;
- Reporting any concerns, suspicions, or knowledge of possible abuse or mistreatment of minors, as outlined in this policy;
- Organizing activities and workplace environments to minimize risks to the greatest extent possible;
- Respecting children's rights and treating them with consideration, honesty, and dignity;
- Encouraging children to participate and develop their ability to protect themselves;
- Ensuring that individuals who report unacceptable behavior by employees or other staff members are protected after doing so and are supported throughout the process;
- Reporting any suspicion of neglect or abuse of children by families, peers, or communities to the appropriate institutions or organizations.

## **PERSON RESPONSIBLE OF REPORTING AND TAKING ACTION IN CASE OF SUSPECTED MISCONDUCT**

In cases of suspected misconduct or abuse committed by any employee, collaborator, or volunteer against children, the child, young person, or any adult associated with them is obligated to report this to the President of CODICI. If the individual under suspicion is the President, concerns about misconduct or abuse must be reported to the organization's Board of Directors. Every person associated with the organization must ensure safety when working with children and feel encouraged to share any concerns or suspicions of inappropriate or unacceptable behavior by any employee or volunteer with the President of the organization. They must also be assured that their concerns will be taken seriously. Upon receiving such concerns, the president of CODICI is obligated to:



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## CHILD PROTECTION POLICY

2024

- Ensure that the child expressing their concerns is safe and removed from the member of the organization against whom the concerns or accusations are directed;
- Contact the child's parents or guardians;
- Review the employment contract of the individual in question, and if no safe means of amending it exists, suspend the employee while the investigation is ongoing;
- Conduct any disciplinary investigation only after the child safety investigation has concluded.

### PROTECTION OF CHILDREN'S AND MINOR'S DATA

CODICI employees will ensure the protection of data related to children and minors participating in the organization's activities. Data collected during registration will be accessible only to individuals organizing and conducting the activities and will not be available to anyone else.

If signature lists are used to confirm activity implementation and reporting, the data on such lists will be accessible only to the project coordinator and will be used solely for reporting purposes.

Children will not be photographed or filmed without the consent of their parents or guardians. If photographing is necessary for reporting purposes, the photographs will not be published or shared with the public. If activities and programs involving minors are filmed or photographed, their faces will be blurred.

### POLICY REVISION

CODICI's Child Protection Policy is available at the following link:

This policy will be reviewed annually, or more frequently if it is determined that certain practices and provisions are inadequate or depending on the activities conducted with minors.

The Child Protection Policy is approved and signed by the President /Legal Representative of the organization.

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