



Introduction

Àltera APS promotes, in its activities, the active participation of citizens and inhabitants of the territory the association works in, whether they are children, youth or adults. Altera does so acting both through cultural activities and through initiatives strictly related to promotion of human and civil rights.

Altera has an elected Board, a small staff (Administrator, Communication Officer, Head of Rights Department, Head of Culture Department and General Coordinator) and continuously involves in its activities volunteers and trainees. The Board and the staff members are explicitly committed to and responsible for the making of a collaborative working environment, which every person involved in can feel safe and perceive him/her/itself free to express his/her/its needs, difficulties and suggestions to and for the organisation.

The Child Protection Policy

All activities of Altera APS are designed not to harm children who are participating or in any way, directly or indirectly, involved.

Specifically, Altera APS is committed to:

- ensure the volunteers, collaborators and staff members that have to deal (even indirectly) with children have been properly vetted and their references checked before assigning them the tasks;
- regularly organise training session on the child protection policy (as we do on our other policies and commitments), specifically at the moment we involve in our organisation newly arrived volunteers, collaborators or staff member;
- create an environment that encourage children to feel safe and confident to speak with all the volunteers, collaborators and staff members;
- make sure that all the volunteers, collaborators and staff members regularly report to the person responsible for the CPP and, if different, for the specific project, how the activities with children are going on and to report possible critical situations, to analyse and plan together how to face and manage them;
- make sure that all the volunteers, collaborators and staff members are always available to listen to children, both in informal ways and in specific and dedicated moments to collect feedback from them about the experiences they're living in our activities;
- in communication and promotion activities, do not publish or show images of children in which they can be recognised, unless there is an explicit and written permission by parents or other holders of parental authority;
- do not show images of children in states of undress;



- in documentation activities, ensure the photographer/volunteer employed has been properly vetted and reference checked;
- regularly monitor and if necessary update our policy and the procedures put in place to implement it.

The Policy is a responsibility of the Head of Rights Department. They have a duty to monitor and review the safeguarding procedures among all the activities of the organisation, together with the specific project leader(s).