

# CHILD PROTECTION POLICY

## Preamble

A **Kormányzati Informatikai Fejlesztési Ügynökség – Governmental Agency for IT Development** (hereinafter referred as KIFÜ) is fully committed to safeguarding the welfare of all children involved to its projects.

It recognizes the responsibility to promote safe practice and to protect children from harm, abuse, and exploitation.

For the purposes of this policy and associated procedures a child is recognized as someone under the age of 18 years. KIFÜ employees, contractors and volunteers will work together to embrace difference and diversity and respect the rights of children and young people during KIFÜ's official activity.

This document outlines KIFÜ commitment in protecting children.

## Principles

These guidelines are based on the following principles:

- The welfare of children is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief have the right to protection from all forms of harm and abuse.
- Child protection is a responsibility for everyone working on projects where children are involved.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organization shall work in partnership together with children and parents/carers to promote the welfare and safety of children.

KIFÜ will:

- promote the safety and welfare of children,
- respect and promote the rights, wishes and feelings of children,
- promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse in projects where children are involved,
- recruit, train, support and supervise its staff, members and volunteers working in projects where children are involved to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves,
- require staff, members and volunteers working in projects where children are involved to adopt and abide by this Child Protection Policy and these procedures,

- respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implement, where appropriate, the relevant disciplinary and appeals procedures.
- observe Hungarian Law for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy.

## Management responsibilities

At KIFÜ managers must:

- Ensure that everybody who are in contact with children through the organization get to know this Child Protection Policy.
- Ensure that children and families with whom KIFÜ works are aware of the Child Protection Policy, so that they know what behaviors they can expect from staff, associates and visitors. Any concern can be reported to [info@kifu.gov.hu](mailto:info@kifu.gov.hu),
- If their area of responsibility is concerned, ensure the implementation of the Child Protection Policy.
- Ensure that those who have reported child safeguarding concerns or are accused of child abuse are given appropriate care, support and protection in dealing with all aspects of the case including any safety concerns and potential reprisals that may arise from the incident or from the reporting of such concerns.

## Risk prevention / minimalization

KIFÜ makes sure that child safeguarding is considered relevant and important to the organization and that it is open and transparent about its measures and how it addresses concerns and incidents.

A comprehensive risk assessment will be completed before and during any project where children are involved. In the assessment process KIFÜ will categorize any potential risks to children in the following categories: *High/Medium/Low-risk* significance levels.

Also, KIFÜ makes sure, that

- Existing policies and procedures affect projects where children are involved integrate child safeguarding, including recruitment and selection policy and procedures and code of conduct for staff.
- Provide enough capacity to inform and educate staff and associates about their responsibilities and obligations to safeguard children in the projects where children are involved.
- Risk assessment and whistleblowing system in the company are designed in a way that it manages Child Protection priorities.

## Review

- This Policy and these Procedures will be regularly reviewed:
- In accordance with changes in legislation and guidance on the protection of children or following any relevant changes within KIFÜ
- Following any issues or concerns raised about the protection of children within KIFÜ
- In all other circumstances, at least every three years.

This document has been prepared in Hungarian and English version. In case of any discrepancy, Hungarian version shall prevail.

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president

Governmental Agency for IT Development

# ANNEXES

## (1) Code of conduct

In the activities of the Government Information Technology Development Agency, in all situation where children take part, efforts must be made to ensure that at least two adults are present.

The participation of children in the programs and projects of KIFÜ involving children is voluntary.

Those employees or subcontractors of the KIFÜ who directly meet and deal with children during the activities of the KIFÜ undertake to:

- They follow the organizational rules and guidelines for the safety of the participants in accordance with the Child Protection Directive.
- They have zero tolerance for all forms of violence and abuse against children.
- They do not humiliate or violate the rights of the child. They do not undermine the child's self-confidence.
- It is accepted if one does not want to answer a question or participate in an activity.
- They do not use language or behavior that could intimidate, embarrass or humiliate the child.
- Photographs or video recordings are not taken without the prior permission of the child's legal representative and the child him/herself.
- They ensure that any complaint made by the child is recorded and reported.

## (2) Notification template

Name of the person concerned	Date of notification
The name and position of the applicant	
Circumstances of the case: (what, when and where you noticed; the nature and nature of the injury or behavior; what the person concerned said; what the whistleblower said; witnesses; were there other adults involved and, if so, what they said)	
What steps were taken (What steps and who took them; future proposal)	
Date of announcement:	
Signature of notifier:	