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THE
Cube

Entrepreneurship
Support & Education

CHILD PROTECTION & SAFEGUARDING POLICY



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Introduction

Purpose of the Child Safeguarding Policy

This policy serves to educate all employees, volunteers, members, potential and official project partners, and those who benefit from CUBE's work (such as schools, parents, teachers, and kids) about CUBE's dedication to and accountability for:

1. Ensuring children's safe and healthy development through CUBE's daily operations and within the parameters of particular projects
2. Making sure that no child is harmed, abused, exploited, or neglected in any situation where CUBE or someone working on its behalf is engaged.

This policy will be the cornerstone for ensuring the protection and advancement of children's rights concerning:

- Any project or activity run by CUBE
- Activities from CUBE's associate partners within the context of collaborative projects
- The behavior of CUBE's employees toward youngsters
- Members of CUBE
- The actions of any person while representing CUBE
- The behavior of any person attending events and activities that CUBE organizes or oversees

In addition to providing information, this policy requires any person or organization working on behalf of CUBE to protect, promote, and advance children's rights while carrying out their duties.

CUBE's Child Safeguarding Policy will be evaluated and updated every two years, considering the direct and indirect interaction with children involved in EU projects.

Key principles

a. **Respect for Children's Rights**

Through this children's protection policy, CUBE widely commits to protecting the rights of children and youth as outlined in the EU Strategy on the Rights of the Child and the United Nations Convention on the Rights of the Child, as well as to encourage their meaningful engagement and healthy development.

b. The Do not harm principle

There are lots of types of harm; that's why actions must be taken to prevent and protect children from them, since just respecting children's rights is not adequate.

Respecting children's rights alone is not enough; proactive measures must be taken to prevent and shield children from all forms of harm. Harmful behavior can include physical and emotional abuse, neglect, mistreatment, exploitation, discrimination, unequal treatment, sexual abuse, child pornography, commercial exploitation, and any form of violence. To define and understand these types of harm clearly, CUBE refers to the definitions provided in Eurochild's child safeguarding policy.

c. Active listening and democratic decision making

When accompanied by guardians who actively listen to their needs, children have a strong inner drive to learn and know what makes them happy. CUBE uses every opportunity to hear what makes the kids happy, and how it can be fulfilled for each one's rights. Processes of democratic decision making are ideal in that regard to ensure the rightful consideration of every voice and find collective solutions.

d. Non-violent communication

Our core principle is nonviolent communication, and we try to integrate this "value" into all our new members and the people we involve in our relevant activities as well. Various shapes, actions, and words can be considered violence. Emotions and perceptions must, therefore, be shared respectfully by taking responsibility for one's emotions and embodying a posture of understanding toward others' own feelings.

e. Equity and inclusion

All the people integrate the aforementioned principles, regardless of their age, gender, religion, national origin, disability, or any other discrimination. Every child deserves the same level of respect and fair opportunity for development. As a result, we take care of the implementation of all our activities to be conducted inclusively.



f. Sustainable futures

CUBE must guarantee that no damage will be done to children both during and after the activities. This entails ensuring that project activities will help youngsters have sustainable futures. This may be accomplished by supporting children's future opportunities on both a personal and professional level, as well as by maintaining democratic societies and healthy learning settings. This idea is also supported by the preservation of our world, its biodiversity, and the caliber of its resources.

Staff and Code of Conduct

CUBE ensures that all prospective employees and volunteers understand and commit to the child protection policy before hiring. If a role involves working with children, candidates must provide two professional references verifying respectful behavior and a clean police record. No one is unwilling to follow safeguarding measures.

Code of Conduct

All staff and volunteers must uphold strict conduct standards:

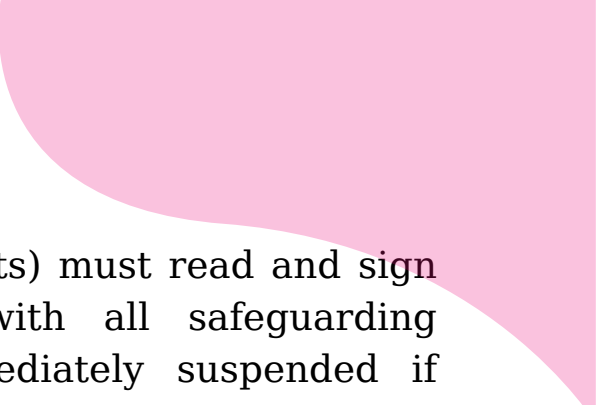
- Confidentiality: No sharing of sensitive information about children or others.
- Respectful Communication: Always use non-violent, inclusive language.
- Non-discrimination: Ensure equal treatment regardless of background or identity.
- Mission Integrity: Execute tasks with care, respect children's rights, and follow safeguarding protocols.
- Collaboration: Work cooperatively and share knowledge ethically.
- Safe Environments: Ensure physical and emotional safety during activities.
- Material Use: Handle and return all materials responsibly, especially those involving children.

Staff are trained in nonviolent communication, sociocracy, and democratic education pedagogy, promoting child participation, empathy, and collective decision-making.

All team members receive a detailed presentation on the child protection policy and must sign a Child Protection Policy before engaging in any child-related activity. Ongoing sessions are provided to address questions or refresh understanding.

When visiting schools or child environments, staff must:

- Review the child protection policy.
- Plan visits carefully with the host organization.
- Obtain children's informed consent.
- Promote participation and protect data privacy.
- Collect feedback to improve practices.



Anyone visiting on behalf of CUBE (e.g., experts) must read and sign the Child Protection Policy and comply with all safeguarding procedures. Their involvement can be immediately suspended if concerns arise.

Promotion of the Child Safeguarding Policy by our organization

a. Child Protection Pledge

A Child Protection Pledge stating their dedication to upholding children's rights and ensuring their meaningful participation must be signed by each member of the CUBE team. As part of a larger package that includes CUBE's statutes, which outline the rules of membership and, under article 9, the possibility of exclusion in cases of "serious violation of the statutes or the laws," including the violation of human and children's rights, this Child Protection Pledge is part of the membership application form that they fill out.

b. Rights violation

A thorough investigation will begin if CUBE receives a report of a rights violation, whether anonymously or through a recognized person. Each and every complaint is treated with equal gravity.

The study of due diligence will determine whether:

- **A violation has taken place**

In the case that a violation has occurred, the inquiry will determine whether it has been adequately addressed. In order to safeguard the children who have been harmed and the other participants, the reaction mechanisms that are activated must be in accordance with children's rights and carried out swiftly. CUBE will review the safeguarding procedures and child protection policy if the infraction has not been adequately addressed.

- **Avoiding duplication**

The due diligence inquiry will also ascertain whether any particular measures have been implemented to guarantee that this infraction won't recur in the future. Depending on the circumstances, CUBE will provide assistance through training or recommendations if only temporary measures have been implemented. Future initiatives and activities should include lessons learned from past failures to safeguard in order to enhance and maintain the well-being of children and all participants.

- **A persistent or organized infraction**

CUBE will think about its duty to raise awareness first and request a change in potential structural procedures, staff, physical space, and materials, or the culture of the source from which the violence originated, if the investigation reveals systemic practices or actions that violate children's rights. CUBE has the right to end the collaboration and notify the appropriate authorities if no steps are taken to alter these detrimental behaviors.

Through ideas, experience exchange, and training, CUBE is prepared to assist any collaborating organization in modernizing their safeguarding procedures to make them more adequate.

Conducting Children-protective Initiatives

a. A committed CUBE Child Protection Officer

A designated Child Protection Officer at CUBE is in charge of overseeing the methodical application of the child protection policy in projects. A substitute is also designated to fill the position if the Child Protection Officer is absent for an extended time.

b. Project-specific designation of Child Protection Officers

The project team will appoint a child protection officer before the project's commencement. The child protection officer will be in charge of making sure the children involved are secure and that their rights are consistently upheld, guided by the various partners' child protection policies. If an issue occurs, the child protection officer should receive and accept complaints. Anyone involved in the initiative or impacted by it is welcome to file a complaint with the child protection officer. Each complaint must be given equal weight and forwarded to the protection focal point of the partner organizations. If the child protection officer is unable to carry out their duties in a responsible manner, a substitute will be chosen by the partner organizations.

c. Protection throughout the project's lifetime

Every phase of a project, even from planning to execution and assessment, must consider and incorporate the safety of children. A comprehensive risk assessment will be conducted to ensure the safety of children during CUBE's operations. This suggests creating a preventative strategy before beginning the activity. The project or activity has to be replanned or canceled if too many hazards are found. The project's child protection officer or CUBE's child protection officer may provide the team with additional directions. If the child protection policy is not adequately streamlined, the Child Protection Officer may step in to help with project design, execution, and assessment.

d. Interacting with children

As they embody the CUBE's principles of nonviolent communication, effective collaboration, confidentiality, active listening, democratic decision making, nondiscrimination, equity and inclusion, respect for others, the environment, and resources, all project or activity participants are expected to interact with all other actors, including children, respectfully and mindfully. Among these are:

1. Paying close attention to one's own words and deeds
2. Taking ownership of one's feelings and, when necessary, expressing them to others with compassion and understanding
3. Examining the potential effects that particular behaviors and remarks may have on the opportunity, health, and well-being of others

g. The involvement of children

No youngster will take part in initiatives or activities without the formal approval of both his or her legal guardian. The various activities that will be conducted should be explained in detail and in a way that is kind and friendly in the completed consent form. The youngster is free to decline to take part in the activity at any time. Every employee and volunteer at CUBE and its affiliated partners must honor the child's request. If the youngster suggests an alternative method of conducting the activity and he agrees, it might be taken into consideration and suggested to the other participants. The activity won't be updated until everyone is on board. Staff members and volunteers must take into account the rights of the participating children as well as their chance to acquire transferable skills, which may include a thoughtful and courteous discussion amongst all participants.

Prior to each activity, the participating child must be informed about:

1. Give the youngster the right to consent and make educated decisions.
2. Establish a clear understanding of how the activity will go and the child's role, location, rights, and duties within it.
3. Verify if the youngster is emotionally and physically prepared for the activity.

Frame the task as an educational experience.

Every piece of information must be presented in a way that is kid-friendly. Feedback about the clarity of the explanation and the need for further information must be sought after the information has been provided. Activities must provide enough time to address children's queries, thoughts, and clarifications as well as to get them emotionally, mentally, and physically ready for the activity.

Children must be asked for feedback at the conclusion of each activity to make sure their wellbeing has been maintained and to give them a chance to share their thoughts, feelings, and lessons with one another.

f. Skilled Protection

Throughout the project and all actions that may have an impact on or include children, safeguarding should be closely observed. For upcoming initiatives to enhance child protection, input will be obtained. A synthetic safeguarding report detailing the project's limitations and best practices for child safety will be written by each CUBE project team.

After gathering the data, CUBE's child protection officer will update its messaging on its child protection policy and share the lessons gained with the team. In order to further child protection outside of CUBE, the report will also be sent to affiliate partners.

g. Possible collaborators

CUBE guarantees that each affiliated partner upholds the rights of children and encourages the responsible and thorough prevention of any damage. Before submitting, CUBE requests that prospective partners read its kid safety policy and sign its kid safety Pledge. Before submission, CUBE also examines possible partners' child-protection policies. If policy flaws are discovered, CUBE maintains the right to point up the shortcomings, request an amendment, or reject the project partner. Additionally, CUBE advises each possible partnership to choose a child protection focal point within their own company.

Additionally, CUBE directly involves children in project activities and routinely requests that partners disclose their child-safeguarding policy when a project has the potential to impact children's lives. After CUBE members get training on the child protection policy, CUBE will gradually

begin to reject partners that lack a child-safeguarding policy for project management. To prospective partner organizations, CUBE is prepared to share its child protection policy and offer guidance on creating a thorough policy with robust accountability measures.

h. Collaborations and initiatives

All project participants are expected to sign the same Child Protection Pledge, and partners will be asked to provide documentation of background checks on the staff and volunteers working on the project. CUBE will ask the concerned partner for a brief overview of the educational setting in which children will develop if the project takes place at their institution or in a larger geographic area. This condensed analysis will finish the risk assessment conducted prior to the project's commencement and guarantee that the activities of the project won't have an adverse effect on the lives of children (either directly involved in the project or, more generally, in the geographic area where the project is being carried out).

Before a project is accepted, during the project, or after it is completed, CUBE will dissolve its collaboration with an organization if it discovers systemic abuse of children's rights being committed by one of its affiliated partners. The above-mentioned organization will no longer be involved in any initiative. Important steps will be made to replace the partner or modify the project in a way that respects each child's rights, in agreement with the funding agency and the other partners, and appropriate to the circumstances. To make sure their interaction with the project partner on the issue hasn't caused any harm, the children engaged in the project will be consulted. If there are infractions, CUBE will assist the impacted kids.

Media and communication

a. Personal information

Additionally, CUBE is not allowed to record or photograph children nude, in an unsuitable posture, acting vulnerable (desperation, grief, etc.), or in any other situation where the child's permission would not be honored. In accordance with their rights, children's preferences about how they wish to be depicted shall be given priority. In order to avoid using any content that can restrict children's rights or endanger their relationships with their community, the context of the children will also be considered.

Any supplied personal information, including images, testimonials, films, etc., will only be utilized for professional purposes and in a professional setting. A serious violation of this policy will occur if employees or affiliated partners abuse personal information.

CUBE will routinely seek formal approval from the kid (written by the child or with assistance from a legal representative; in the latter instance, this should be mentioned on the consent form) and the child's legal guardians before sharing this content. Before, during, and after the project or activity, the child and their guardians have the right to object to the use of their personal information. If so, CUBE will take all reasonable steps to remove the content and refrain from using it in any future correspondence. Within CUBE's consent form, children and their legal guardians are informed of this choice.

Only the consent form, which has been approved by the kid and legal guardian and sent and signed, shall be utilized to use this personal data. A new specific consent form has to be provided and signed if another usage is anticipated.

In case the kid or legal guardian requests more information, CUBE will take the time to provide clarifications and, if required, to set up an in-person or online meeting to exchange the relevant data.

If the kid or legal guardian has issues or questions before to, during, or following CUBE's use of personal data, CUBE will arrange a meeting (either in person or online, depending on the situation) to address the matter. Following that, a consensus about the appropriate use of the data will be formed with all parties involved. One of the options is to remove all personal data from CUBE's correspondence and social media accounts.

b. The use of technology

If a project calls for the use of technology, an introductory session will be planned to introduce the technology in a way that is kid-friendly, bring about a group reflection on the advantages, hazards, and responsibilities of its usage, and discuss the appropriate preventative measures to implement. The project managers carrying out the task, who are employees of.

It will be the responsibility of CUBE or a related partner to inform the kids and deliver this information in a thorough, intelligible, and courteous way. At the conclusion, children's feedback will be methodically gathered to make sure that using the technology later on won't do any harm. With project partners, CUBE will confirm whether and how that session was conducted.

Children should be contacted before any technology usage or suggestion is made to find out if they want to use the technology, how they want to use it, and what they want to get out of it. It is not permitted to utilize any technological product (document, film, etc.) created by or featuring children in a way that differs from what was previously agreed upon with them or without their agreement. The technologies must only be used by project participants who have received specialized training, specialists, or participants who have received training while accompanied by an adult.

Any device used for an activity that might expose kids to hazardous information must have filters and blocking software installed. Before the project begins, an IT specialist will confirm that the gadgets utilized are secure. For their teams, associated partners will be expected to accomplish this. It is no longer appropriate to share any hazardous stuff.

The child protection officer and the relevant partner organizations should receive complaints, excluding any offensive material. According to international law, it is illegal to transmit any kind of damaging content.

The gadgets will receive fresh attention and inspections to improve their security if these preventative measures are compromised. The injured kid will receive individualized care to safeguard their mental well-being, and a meeting with the legal guardians will be arranged (the child's participation will depend on their desire).

Volunteers and employees should also let their supervisor know if they have come across any offensive material. To guarantee the impacted member or volunteer's emotional safety, a customized conversation will also be held with them. To ensure that children are given the proper consideration throughout the activities, a replacement staff person or volunteer should be identified if the event has had a significant impact on them.

However, personnel and volunteers will not be allowed to research harmful websites or information sources, which may result in their instant termination.

The introduction, presentation, and usage of technology within the project will be given special consideration in the evaluation of the project and its related consultations.

c. Focus groups, questionnaires, interviews, and other research methods

Research cannot be conducted on subjects or with methods that violate children's rights. Therefore, international law should serve as the foundation for all methodological approaches. Both the kid and the legal guardian must provide formal written approval when youngsters are involved in the research. The information collected must be anonymous and kept private upon request. The information collected will only be used for professional purposes, as specified before data collection, and will be fully communicated to the child's legal guardians.

Children must be fully aware of their rights, the purpose of the interviews, and the methodology when they are participating in focus groups or interviews.

Prior to conducting an interview or focus group, they must provide their informed consent. The child's socioeconomic and emotional background must also be taken into account, since it may have an impact on the child's well-being throughout the interview.

Gender: Girls and boys could feel more comfortable chatting to a woman or a man; the question must be considered while preparing for the interview.

Privacy: Giving kids the opportunity to do interviews in an environment where they feel safe, at ease, and that respects their right to privacy.

Accessibility: Taking into account variations in mobility, perceptions, personalities, and access to technology or other resources, each interview should be equally accessible to all children.

Respect for ideas: It's important to encourage youngsters to share their perspectives during an interview. No adult should force any concept on a youngster. It is possible to offer fresh reflections as a teaching moment.

Support: If the children don't know the person doing the interview well enough, they should have a second person there who they feel comfortable with during the interview.

Safe and healthy setting: Every interview should be conducted in a setting that respects their rights and is safe. No area that might be detrimental to their health and welfare should be chosen.

Right to information: The kid and their legal guardians should be made aware of how the information will be used in the future, its ramifications, and how it will be gathered, whether notes, photos, or an interview are being taken or recorded.

Raising a complaint

a. Who can raise a complaint?

Anyone can bring in a complaint, such as:

- A child having been affected by an activity, a staff member, a volunteer, a person from the community in which the activity takes place
- An employee
- A volunteer
- Project partners
- A Child Protection Officer
- An external individual that might have been affected by the project or an activity
- A community
- An institution

The main objective of submitting a complaint is to report a potential violation of human rights—particularly children’s rights—and to initiate appropriate responses. These responses aim to restore the rights of the affected person wherever possible, provide psychological, emotional, or physical support, offer compensation if necessary, and reinforce the systems in place to protect human rights both during the activity and in the long term.

b. Raising a complaint to a Project Child Protection Officer

It is often difficult for individuals to speak up about concerns or rights violations. To encourage openness, the designated Child Protection Officer will introduce their role at the start of every project and actively invite participants to share any concerns they may have.

If a staff member or volunteer witnesses a violation of rights, they are required to complete a protection report. This report will guide the actions of the Project’s Child Protection Officer and support decision-making by project partners and/or management.

The Officer must also complete this form, outlining the steps taken in response to the incident and providing justification for those actions. Any testimonies or relevant information collected should also be included. All complaints will be treated with equal seriousness and care. It is the responsibility of the Project Child Protection Officer to determine the appropriate next steps in line with the following procedures:

1. Ensuring the Safety of the Group:

- a.** If the identity of the accused individual is known, they must be immediately removed from any contact with participants—especially children—until a thorough investigation is completed.
- b.** If the accused person remains unidentified, a group discussion should first take place between project partners and the Project Child Protection Officer, followed by a wider conversation with all participants. This aims to determine the best way forward and assess whether others may have also been affected. Participants should be encouraged to share their experiences, either directly or anonymously.
- c.** In cases where participants raise concerns about specific methods, teaching approaches, technologies, or tools that may violate their rights, a collective evaluation should be conducted. The group must decide whether to continue using them, modify their application, replace them, or discontinue their use altogether.

Children should always be granted the possibility to give their perspective and participate in finding/implementing solutions, when desired. However, their abstention to the discussion will also be accepted if preferred.

2. Supporting the Affected Child:

- a.** If the child's identity is known, careful attention must be paid to ensure their emotional, psychological, and physical well-being is safeguarded after the incident.

The child's legal guardians must be informed, and in collaboration with the child, they should decide on the appropriate course of action. CUBE will do its utmost to support and facilitate the agreed steps.

b. If the child's identity is not disclosed, the group may be gently encouraged to come forward with any information or testimonies. However, no individual should feel pressured to respond if they choose not to. To gather further details, the Child Protection Officer may suggest sharing information in person, anonymously through a feedback box, or via CUBE's website.

3. Notifying the Appropriate Authorities:

Once the investigation has concluded, it is the responsibility of the Child Protection Officer to inform the appropriate authorities. They must provide all relevant information collected during the inquiry and maintain communication with those authorities for as long as the case requires.

4. Ensuring Fair Treatment of the Accused:

In line with the principles of fairness and justice, no individual will be presumed guilty until a proper investigation has been carried out. While legal judgment is the role of the relevant authorities, CUBE will concentrate on the following actions:

- a.** Conducting a thorough and respectful investigation that honors the rights and dignity of everyone involved.
- b.** Providing support to both the individuals affected and the broader group in dealing with the incident.
- c.** Taking measures to ensure the safety and rights of all participants are preserved.

Depending on the seriousness of the situation, the Project Child Protection Officer, together with the project team, may implement immediate measures to protect participants. These actions must be reasonable, justified, and uphold everyone's rights. The appropriateness and effectiveness of these actions will later be reviewed by CUBE's management team and the Child Protection Officer.

If any participant or team member raises concerns regarding the conduct of the Child Protection Officer, these concerns will be treated with the same level of seriousness.

After a concern is reported, the designated Child Protection Officer will inform CUBE's central Child Protection Officer, who will then reach out to counterparts in partner organizations. A joint meeting will be arranged to decide on the most suitable course of action. In serious cases, CUBE's management may become directly involved in resolving the matter.

c. Anonymous Complaints

At the start of each project or activity, participants will be informed about the availability of an anonymous complaint box. This physical box will be placed in a discreet and accessible location, allowing individuals to report concerns without revealing their identity. The Project Child Protection Officer will explain how to use the box, and all complaints submitted through it will be taken just as seriously as those made face-to-face.

Additionally, during 2024-2025, CUBE plans to introduce a digital complaint submission feature on its website. This will enable anyone to report concerns related to CUBE's operations, partners, team members, or volunteers anonymously. The online platform will include:

1. Contact details for CUBE's Child Protection Officer, for those who wish to identify themselves.
2. An anonymous submission form that allows users to describe the issue in detail and upload supporting documents if needed.

d. Confidentiality

All information collected regarding a rights violation—whether through anonymous submissions, direct testimony, or evidence gathering—will be handled with strict confidentiality. It will only be shared with relevant authorities, the child's legal guardians, and CUBE's management, ensuring the privacy and protection of all individuals involved.



Acknowledgment and Signature

I confirm that I have carefully read and fully understood the contents of this Child Protection and Safeguarding Policy. I agree to uphold the principles outlined and commit to consistently applying them in my role to ensure the protection and promotion of children's rights in all activities related to my work.

Full Name:

Position/Role:

Date:

Signature:

ANNEXES

DEFINITIONS

Child:

CUBE uses, accepts and follows the definition of the United Nations Convention on the Rights of the Child, which is also the definition adopted by the European Commission. According to these, ***a “child” is every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.***

Quality Education:

Quality education is an ongoing process that nurtures each learner’s full potential by fostering meaningful connections with themselves, others, and the world. It is adaptable, learner-centered, and continuously evolving. This type of education supports holistic development and encourages lifelong learning and skill acquisition. It acknowledges that learning takes many forms and is shaped by political, cultural, and economic influences, while taking place in environments that are safe, supportive, and diverse.

Essential Components of Quality Education

To effectively implement quality education, it should be built upon the following eight pillars:

1. Continuous self-development and learning for educators
2. Building relationships grounded in trust
3. Encouraging intrinsic motivation in learners
4. Fostering personal growth within democratic learning environments
5. Incorporating free and creative play
6. Maintaining real-world relevance and connections
7. Focusing on context-specific, dynamic learning processes
8. Ensuring inclusivity by eliminating all forms of discrimination and segregation

Well-being in Education:

Well-being in education refers to a holistic state where both learners and educators experience positive emotions about themselves and their surroundings. This sense of well-being is nurtured within a safe, supportive, and health-promoting educational environment that strengthens each individual's connection to themselves, to others, and to the wider world.

According to the European Education Area, well-being at school involves:

- Feeling secure, appreciated, and respected
- Being actively and meaningfully involved in both academic and social life
- Developing self-confidence, personal agency, and a sense of autonomy
- Enjoying supportive and caring relationships with teachers and peers
- Experiencing a sense of belonging within the classroom and school community
- Feeling generally happy and content with their school life

When students experience this level of well-being, they are more likely to form strong, positive relationships and feel integrated into their school environment.

PHOTO AND VIDEO CONSENT FORM

CUBE NGO, based in Thessaloniki, is an institute dedicated to supporting entrepreneurship, social development, and social cohesion. We focus on empowering vulnerable social groups through research, training, and strategic actions. If you have received this form, it indicates that your child or you were featured in photos or video content produced on [....date....]. We kindly request your consent regarding the points outlined below.

I, _____

[Full name of the person recorded], hereby give my consent for the use of my image, voice, and/or video recordings.

This consent authorizes CUBE NGO to use my likeness (in photos or videos) and/or voice for educational, awareness, and communication activities, with the aim of supporting inclusive, democratic, and sustainable education and social development.

By signing this document, I agree to the following:

1. I give permission for my image and/or voice to be recorded (e.g., photographs, audio, or video).
2. I allow the distribution of these materials through any format—digital or printed—including online platforms.
3. I grant CUBE NGO the right to use, reproduce, and share the materials for educational, promotional, and awareness-raising purposes.
4. I understand that I will not receive any financial compensation for the use of these materials.
5. I acknowledge that my image or voice may appear in CUBE NGO's official website, social media, or other public communication channels.

For recordings involving minors:

Children maintain the right to withdraw their consent at any time. In such cases, CUBE NGO will make every reasonable effort to remove and discontinue the use of the content.

I have read and understood the purpose of this consent form and sign it willingly.

If the recorded person is an adult:

Date: _____

Signature: _____

If the recorded person is a minor:

Signature of Minor: _____

Signature of Parent/Guardian: _____

CHILD PROTECTION PLEDGE

CUBE NGO - Commitment to Child Protection and Empowerment

By acting on behalf of CUBE NGO, I commit to the following:

1. To treat every child with fairness, dignity, and care. This includes:
 - a.** Ensuring all children have access to equal opportunities, while being mindful of their unique social, economic, cultural, and individual backgrounds.
 - b.** Safeguarding all children equally from any form of harm, abuse, or neglect.
 - c.** Genuinely listening to each child's thoughts, feelings, and ideas.
 - d.** Responding to each child's learning needs and adapting educational activities accordingly.
 - e.** Communicating openly and respectfully, using child-friendly language and nonviolent methods of expression.
 - f.** Respecting children's privacy and maintaining the confidentiality of any personal data I may come across.

2. To uphold and actively protect every child's rights. This includes:
 - a.** Thoroughly understanding and applying the guidelines outlined in CUBE's Child Protection Policy in all team activities.
 - b.** Creating and maintaining a safe, inclusive, and healthy environment where children feel secure and respected—promoting peace, cooperation, and environmental responsibility.
 - c.** Ensuring that none of my actions, words, or project activities cause harm to any child, including those not directly participating.
 - d.** Promptly activating safeguarding measures as described in the Child Protection Policy whenever I witness or am informed of a potential violation.
 - e.** Responding appropriately and sensitively to protect the child affected, while ensuring the wellbeing of the wider group.

3. To support and strengthen children's active participation in decisions that affect their lives. This includes:
 - a.** Encouraging children to express their ideas and feelings while respecting their right to choose whether to engage.
 - b.** Creating inclusive spaces where children can participate in decisions related to their experiences.
 - c.** Facilitating group processes that are grounded in empathy, cooperation, and active listening.

- d.** Involving children meaningfully in the design, implementation, evaluation, and communication of their educational journeys and project experiences.
 - e.** Connecting children with their communities to build mutual understanding and support.
 - f.** Promoting the idea of children as active contributors and agents of positive change in society.
-

Name: _____

Role/Position: _____

Project/Activity: _____

Date & Signature: _____

CUBE NGO - Child Protection & Safeguarding Commitment

CHILD PROTECTION REPORT FORM

Have you witnessed or become aware of a situation where a child's rights may have been violated?

Please complete this form as thoroughly and accurately as possible, and share it with both your Project's Child Protection Officer and CUBE NGO's Child Protection Officer. Your information will be kept strictly confidential and used only for the purpose of investigating the concern and determining the appropriate response—whether by CUBE's Protection Officers, its management, or the relevant authorities.

Your report could help prevent harm and ensure the safety of children. Thank you for taking action.

1. ABOUT YOU

First Name:

Last Name:

Gender:

Age:

Your role (please tick the one that applies):

- ☐ Project Child Protection Officer
- ☐ Child Protection Backup/Deputy
- ☐ Partner Organisation Representative
- ☐ Project Participant
- ☐ External Witness
- ☐ Child reporting the incident

Your job title (if applicable):

Organisation (if any):

Preferred method of contact (email/phone/etc.):

2. PROJECT / ACTIVITY DETAILS

Name of the project/activity:

Name of the Project's Child Protection Officer:

3. INFORMATION ABOUT THE CHILD(REN)

How many children were affected?

Name(s) of the child(ren):

Gender of the child(ren):

Age(s):

Name(s) of parent(s)/guardian(s):

Contact details of the parent(s)/guardian(s):

4. DETAILS OF THE INCIDENT

How was the situation brought to your attention?

- ☐ I directly witnessed the incident
- ☐ I suspect something happened
- ☐ Someone else informed me (please state who and their relation to the child):
- ☐ Anonymous report (e.g., via feedback/complaint box)

Which organisation(s) or authority was responsible for the child's supervision at the time?

Type(s) of rights violation involved (tick all that apply):

- ☐ Physical abuse
- ☐ Emotional abuse
- ☐ Psychological harm
- ☐ Sexual abuse
- ☐ Discrimination
- ☐ Neglect
- ☐ Bullying
- ☐ Exploitation or breach of data/privacy

Describe only what you observed yourself – do not include personal opinions or assumptions:

(Enter factual description here)

Did someone else share additional information with you about the incident?
Please include details of what was said, who shared it (child/adult), their relationship to the affected child, and your response.

(Enter details here)

Did the child involved speak to you directly?

If yes, include exactly what was shared and your response.

(Enter child's statement and your actions)

Date of the incident:

Time of the incident:

Location:

Name of the person responsible (if known):

Was this a one-time event or has it happened more than once?

Were other children involved? If yes, please provide details.

5. MEDICAL AND PSYCHOLOGICAL SUPPORT

Was any immediate treatment provided to the child(ren)?

- ☐ Yes – please specify by whom and what kind of treatment:
- ☐ No
- ☐ Only some children received treatment – please list names:

Was the child taken to a hospital?

- ☐ Yes, all – please provide hospital name:
- ☐ Yes, but only some – list names and hospital:
- ☐ No

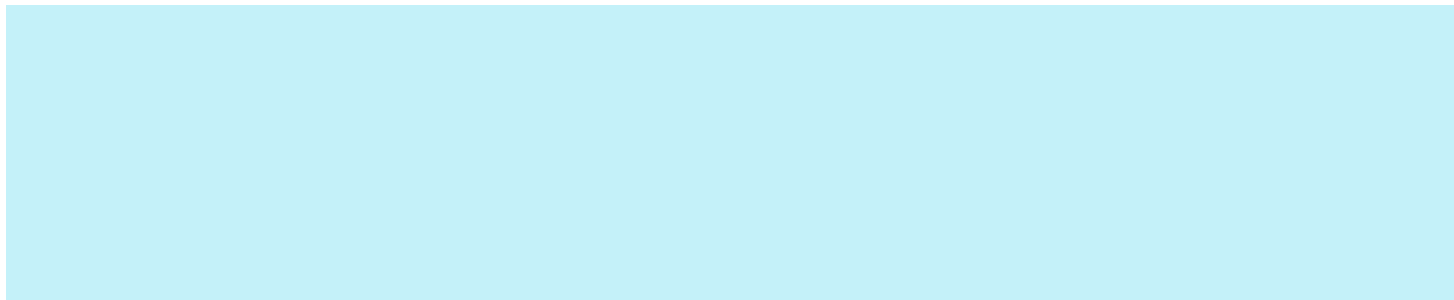
Was psychological support offered following the incident?

- ☐ Yes, all – please provide details:
- ☐ Yes, but only some – specify:
- ☐ No

6. FOLLOW-UP ACTIONS

What actions have you taken so far?
(List actions here)

Have others taken any steps or reported the incident? If so, what?
(Enter details here)



Have you already submitted this report to the Project's Child Protection Officer?

- ☐ Yes
☐ No

Signature: _____

Date: _____

CHILD FEEDBACK FORM ON SAFETY & PARTICIPATION

1. Did you enjoy being part of this project?

☐ Yes

☐ No

Would you like to tell us why?

2. Did you feel like your thoughts and ideas were listened to during the project?

☐ Yes

☐ No

Can you share why you felt this way?

3. Did you learn something about your rights while taking part in the project?

☐ Yes

Which rights did you learn about?

☐ No

4. Do you feel that all your rights were respected throughout the project?

☐ Yes

☐ No

Would you like to explain why?

5. What do you think we could do better to make sure all children feel their rights are respected?



6. Did you feel like you were able to join in activities, give ideas, or suggest new things?

☐ Yes

☐ No

Would you like to share your thoughts on this?



7. Did you feel safe in all the project's activities?

☐ Yes

☐ No

Why or why not?



8. Did you know who you could talk to if something made you feel uncomfortable or unsafe?

☐ Yes

☐ No

9. Did you know you could leave a message or make a complaint without saying your name, and where to do it?

☐ Yes

☐ No

10. Did you ever feel the need to make a complaint?

☐ No

☐ Yes

If yes, how did you feel about how the team responded?

11. Is there anything else you'd like to tell us?

Anything you liked, didn't like, or ideas to make things better?

Thank you for your feedback!

The CUBE NGO Team

CHILD SAFEGUARDING EVALUATION FORM (FOR ADULTS)

We'd appreciate your feedback on how child protection and safety were managed throughout the project. Your insights will help us strengthen our approach and ensure a safe and respectful environment for all children.

1. At the start of the project, were you informed about the child safeguarding measures put in place to prevent harm or incidents?

☐ Yes

☐ The information wasn't clear enough - please explain:

☐ No

2. Did you find the information provided about child protection to be clear and understandable?

☐ Yes

☐ No - please share what was unclear:

3. Who shared this information with you?

4. Are you aware of who the Child Protection Officers were for this project?

☐ Yes - please write their names:

☐ I only know one of them - name:

☐ No

5. In your view, were all the planned child protection measures actually put into practice?

☐ Yes

☐ Not fully – please explain:

☐ No

6. Do you believe the activities during the project were safe for children at all times?

☐ Yes

☐ Not completely – please explain:

☐ No

7. Do you feel children's rights were respected throughout the project?

☐ Yes

☐ Not fully – please explain:

☐ No

8. To your knowledge, was any incident or violation of children's rights reported during the project?

9. Looking back, is there anything you would have done differently to strengthen child protection during the project?

10. Do you have any other thoughts, concerns, or suggestions that could help CUBE NGO improve our child safeguarding approach?



Thank you for your contribution! Your feedback supports us in creating a safer and more empowering environment for children in all of our projects.

CUBE NGO Safeguarding Team



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THE
Cube

Entrepreneurship
Support & Education

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CHILD PROTECTION & SAFEGUARDING POLICY