

Child Protection Policy

THE CIVICS Innovation Hub gGmbH

Bonner Talweg 64

53113 Bonn

Germany

1. Purpose

The purpose of this Child Protection Policy is to ensure the protection and welfare of children involved with THE CIVICS Innovation Hub (THE CIVICS). This policy outlines the principles, procedures, and responsibilities that guide the organization's commitment to protecting children from all forms of harm and abuse.

2. Scope

This policy applies to all THE CIVICS staff, volunteers, partners, and anyone else representing or affiliated with the organization who come into contact with children during the course of their work.

3. Principles

THE CIVICS Innovation Hub is committed to maintaining high standards of integrity and accountability, acting by the core values and guiding principles of THE CIVICS, and promoting these principles.

Our Child Protection Policy is guided by the following principles:

- a) Best Interests of the Child: We prioritize the best interests of the child in all decisions and actions.
- b) Zero Tolerance: We have zero tolerance for child abuse, neglect, exploitation, and any other form of harm.
- c) Prevention: We are committed to preventing child abuse by implementing proactive measures.
- d) Responsibility: All individuals associated with THE CIVICS share responsibility for safeguarding children.

4. Implementation

All team members, volunteers and trainees who are in a professional relationship with THE CIVICS Innovation Hub will be aware of this Policy and will help clarify facts and circumstances where necessary.

We will seek to keep children and young people safe by:

- Valuing, listening, and respecting them
- Appointing a child protection lead and senior child protection lead, who will handle all child safety and protection concerns

- Adopting child protection and safeguarding best practices through our policies, procedures, and code of conduct for staff and volunteers
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using collected information professionally and securely, in line with EU GDPR guidelines
- Making sure that children, young people, and their families know where to go for help if they have a concern
- Using our child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people, and their families treat each other with respect and are comfortable with sharing concerns.

5. Responsibilities & contacts

Child Protection Officer: Darija Sesar Petrić, Project Manager, sesar-petric@thecivics.eu

Senior Child Protection Officer: Anja Ostermann, Co-Founder and Managing Partner, info@thecivics.eu

Legal and Regulatory Compliance

THE CIVICS Innovation Hub works in alignment with the rights of the child set out in the [UN Convention](#) and [European legislation](#).

6. Monitoring and Review

The policy will be reviewed every 2 years, with the next revision being due in March 2026.

Bonn, 1 March 2024



Anja Ostermann

Senior Child Protection Officer

Co-Founder and Managing Partner