

CHILD SAFEGUARDING POLICY

Kulturno društvo Gmajna (KDG)

Approved by	[KDG – Executive board – Upravni odbor društva]
Effective from	[1. 8. 2026]
Next review	[31. 7. 2028]

1. Introduction and scope

KDG is committed to protecting the rights, dignity and well-being of every child who may come into contact with the organisation, its personnel or its activities. This Policy is aligned with the Keeping Children Safe International Child Safeguarding Standards and addresses their four areas: Policy, People, Procedures and Accountability. A child is any person under the age of 18.

KDG works primarily with adult migrants and community members. However, some of its projects and activities may involve children and young people directly, including presentations and educational activities in schools. Children may also accompany adult participants, attend public or community events, participate in activities implemented with partner organisations or appear in KDG communication materials. KDG therefore takes reasonable and proportionate measures to ensure that its activities do not expose any child to harm.

This Policy applies to KDG's governing bodies, employees, volunteers, interns, consultants, contractors, interpreters, photographers, partners and other persons acting on its behalf. It applies at KDG premises, during events, projects and travel, and in online communication and the use of children's personal information, images and recordings.

2. Standard 1: Policy

KDG does not tolerate violence, abuse, exploitation, neglect, harassment or discrimination against children. Safeguarding decisions shall be guided by the best interests of the child, respect for the child's dignity and views, and the equal right of every child to protection.

Protection applies without discrimination based on nationality, ethnicity, language, religion, gender, disability, migration or residence status, family circumstances or any other characteristic. Particular care shall be taken where language barriers, displacement, disability, separation from family or insecure status increase vulnerability.

Harm includes: physical or emotional abuse; sexual abuse or exploitation; neglect; trafficking or other exploitation; bullying or harassment; discriminatory treatment;

grooming; online abuse; and the misuse of a child's personal information, images or recordings. Harm may be caused by an adult or another child, in person or online, through deliberate conduct or a failure to act appropriately.

KDG will not allow concerns about its reputation, funding, projects or partnerships to take precedence over a child's safety.

3. Standard 2: People

Everyone covered by this Policy is responsible for complying with it, maintaining appropriate boundaries and promptly reporting safeguarding concerns. No person should assume that someone else will report a concern.

KDG shall appoint a Child Safeguarding Focal Point and a deputy. They receive and record concerns, support reporting and coordinate implementation. They do not investigate suspected abuse; this is the responsibility of competent authorities or appropriately qualified persons. A concern involving the focal point shall be reported to the deputy or KDG's governing body.

KDG shall communicate safeguarding expectations during recruitment and engagement. All relevant personnel shall receive the Policy and Code of Conduct and basic guidance on recognising and reporting concerns. Persons who deliver school presentations shall be briefed on safe conduct and the reporting procedure. Screening, references, training and legally permissible background checks shall be proportionate to the frequency and nature of contact with children.

4. Standard 3: Procedures

KDG shall consider safeguarding risks whenever children may be present at or affected by its activities and take reasonable measures to reduce them. Children's personal information, images or recordings may be collected or published only for a legitimate purpose, with appropriate consent and regard for the child's own wishes, privacy, safety and dignity.

School visits

Before a school visit, KDG shall agree the activity, age group, supervision and safeguarding arrangements with the school. During presentations or related activities:

- a teacher or other designated school staff member should be present and retain responsibility for pupil supervision;
- KDG personnel shall avoid being alone with a child and shall use appropriate, inclusive and age-sensitive content and language;
- private contact details or personal social-media accounts shall not be exchanged with children;
- photographs, recordings or identifying information shall be used only with the permissions required by the school and applicable law.

Responding to a concern

Anyone who witnesses, suspects or receives information about possible harm to a child must:

- ensure immediate safety and call the police on 113 if the child is in immediate danger;
- listen calmly, take the child seriously and avoid unnecessary or leading questions;
- never promise secrecy, but explain that information will be shared only with people who need to help;
- record the facts and, where possible, the child's own words, together with the date, time and persons present;
- report the concern promptly to the Child Safeguarding Focal Point or deputy.

KDG personnel must not investigate the allegation, confront the alleged perpetrator or attempt informal mediation. Internal reporting must never delay urgent action or a legally required external report.

A concern arising during a school visit should also be communicated promptly to the school's designated safeguarding contact, unless doing so could increase the risk to the child, compromise a necessary external report or concern that person directly.

External reporting and records

Where there are grounds to suspect that a child is experiencing violence, abuse, neglect or exploitation, KDG shall report the concern without delay to the competent centre for social work, the police or another competent authority in accordance with Slovenian law. Proof is not required before raising a concern.

Information shall be handled confidentially and shared only where necessary to protect the child, respond to the concern or meet a legal obligation. Safeguarding records shall be factual, securely stored and accessible only to authorised persons. Absolute confidentiality cannot be guaranteed where a child may be at risk.

5. Standard 4: Accountability

KDG's governing body is responsible for approving and overseeing this Policy, while the Child Safeguarding Focal Point coordinates its implementation. All persons covered by the Policy remain accountable for their own conduct and reporting duties.

KDG shall keep confidential records of concerns and actions taken and review whether an incident reveals a need to improve its practices. A breach may result in disciplinary action, termination of cooperation or referral to competent authorities.

The Policy shall be reviewed at least once every two years and earlier following a serious incident, relevant legal change or significant change in KDG's activities or contact with children.

Annex 1: Child Safeguarding Code of Conduct

All persons acting for or on behalf of KDG must:

- treat every child with dignity and respect and without discrimination;
- maintain appropriate professional and personal boundaries;
- avoid unnecessary one-to-one contact and, where possible, interact with children in an observable setting;
- use children's information and images only with appropriate consent and in a safe, respectful manner;
- report any safeguarding concern promptly.

They must never:

- abuse, exploit, neglect, harass, humiliate, threaten or discriminate against a child;
- engage in sexual activity or sexualised communication with a child;
- establish unnecessary private contact through personal telephone numbers, accounts or social media;
- give money, gifts or favours in a way that creates dependency, obligation or secrecy;
- invite a child to a private residence, arrange unnecessary unsupervised contact or ask a child to keep interactions secret;
- ignore, conceal or investigate a safeguarding concern themselves.

Annex 2: Reporting contacts

KDG Focal Point:

Name: Tit Starc

Telephone/email: tit.starc@gmail.com

Deputy:

Name: Katja Utroša

Telephone/email: katja.utrosa@gmail.com

Immediate danger: Police 113

Minimum information to record

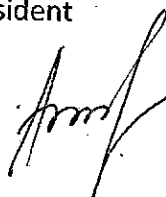
- date, time and place of the concern or disclosure;
- child's name and contact details, if known and safe to record;
- factual description and the child's own words where possible;
- immediate risks and actions taken;
- persons informed, time of report and any referral made.

Adoption

Adopted by: the Executive Board of Kulturno društvo Gmajna

Place and date: Ljubljana, 1 August 2026

Signature: Aigul Hakimova, President



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