



Child Protection Policy

of the Foundation "Latvian Evangelical Lutheran Church Diaconia Center"

Introduction

The Diaconia Center of Latvian Evangelical Lutheran Church (Diaconia Center) and specifically day centers founded by Diaconia Center are providing day-care services to the child and their families. These day centers should be defined as a child care institutions protecting the rights of the child¹.

This Child Protection Policy outlines our commitment to ensure the rights and freedoms of a child and the protection therefor, taking into account that a child as a physically and mentally immature person has the need for special protection and care. These principles are implemented by creating a safe environment for children and their families and the measures taken during the providing of services, as well as recruitment of staff, trainees, and volunteers.

Policy Scope

This policy applies to all individuals working for or associated with the Diaconia Center and directly involved in services provided to a child and family, whether in a paid or voluntary capacity.

Basic principles Child Protection Policy

- Every child should grow up in an inclusive, supportive, safe and caring environment;
- to act preventively, proactively and responsibly in matters of protection of children's rights;
- to promote children's participation in decision-making that affects their lives by listening to and taking into account their thoughts and opinions;
- promote the child's self-esteem, help them feel strong, confident in the face of difficulties
- respect the rights of the child, do not discriminate, act in the best interests of the child, build on strengths, do not cause harm.

Guidelines for persons working with children/young people:

1. Always treat the child with respect, regardless of the child's age, ethnicity or social affiliation and the language the child speaks.
2. Treat the child in a friendly manner and use a language that the child understands, appropriate to the age or state of health.
3. In cases where it is necessary to work with a child due to the specification of the work, the employee is obliged, before commencing these activities, to explain to the child, according to his or

¹ Law on the Protection of the Children's Rights, Chapter 5

her age and perceptual ability, the conditions of the protocol and that the child has the right to report if, in his or her opinion, his or her rights are not respected or the child does not feel safe. The same rules should also be explained to the parents of the children.

4.The place and time of the conversation should be appropriate to the mode of the day. The people working with the child must provide all the conditions during the conversation so that when another employee enters the room, he cannot misunderstand what is happening.

6.Be aware of situations that could put the child at risk and take appropriate action in them.

7.Plan and organize work and work environment so that risks are minimized.

8.To ensure, as far as possible, "transparency" in working with the child.

9.Ensure transparency so that any concerns or concerns can be discussed.

10.Ensure that there is a culture of mutual responsibility between staff and volunteers, so that situations where there is a high risk of violence occurring cannot happen.

11.Talk to children about their interactions with employees and others, encouraging them to talk about concerns if they have any.

12.Always ask the child for permission to film him or her. Accept the child's choice to say "no"

13.To cooperate responsibly, confidentially and fully in preventing or clarifying the circumstances of any violation of the rights of the child.

Working with a child/young person:

1.Form relationships that do not violate the child's personal or bodily boundaries in a sexualized or otherwise confusing way.

2.Do not have a relationship with a child that could be violent or exploitative in any way.

3.Does not abuse a child or not expose the child/young person to the risk of violence.

4.Do not invite the child you are working with to go to the employee/volunteer's home and stay there overnight.

5.Do not take steps for the child that the child can do on their own.

6.Not to excuse or participate in any act of children that is unlawful, unsafe or violent.

7.Do not treat the child in a humiliating, embarrassing or otherwise emotionally violent manner.

8.Do not use inappropriate methods of discipline against the child that would offend him, humiliate him.

Recruitment and Selection of Personnel and Volunteers

Managers and employees involved in social services provided for child, as well as persons who perform voluntary work in the Diaconia Center, shall be liable for the protection of the health and life of the child, that the child be safe, that he or she is provided with qualified services and that his or her other rights are observed.

Upon hiring persons for work as managers or employees of child care, educational, health care, and other services to child Diaconia Center has an obligation to request information on the previous activity, competence and experience of such persons.

Diaconia Center has an obligation to ensure that such persons participate in organising an event and fulfil duties in the institution who comply with the requirements defined on Law on the Protection of the Children's Rights. Diaconia Center has an obligation to request information from the Punishment Register in order to ascertain the compliance of the person with the requirements referred to in Paragraphs five and six of Section 72 in Law on the Protection of the Children's Rights, and also to re-verify such information not less than once a year.

Comprehensive background checks have been conducted for all potential staff, trainees, and volunteers, in accordance with Latvian legislation. This includes criminal record checks to ensure they have no history of harming children or vulnerable adults.

Training and Awareness

Introduction programs for a new staff members include training on requirements stated on Law on the Protection of the Children's Rights, and this Child Protection Policy to acquire special knowledge in the field of the protection of the rights of the child, including regarding communication with a minor during criminal proceedings. Regular training have been provided to ensure all staff and volunteers working with children are kept up-to-date with their responsibilities regarding child protection.

Reporting and Response Procedures

The Center have a clear procedure for reporting concerns or allegations of child abuse. All concerns should be immediately reported to the appointed Child Protection Officer (CPO) in local municipality or municipal Social Service. The CPO will be responsible for managing and investigating any concerns or allegations, in line with our procedures and relevant legislation.

Policy Review and Monitoring

This policy has been reviewed annually to ensure its effectiveness and compliance with Latvian law and Regulations. Compliance with this policy will be regularly monitored, and any inconsistencies will be addressed promptly.

Legal Framework References

1. " Bērnu tiesību aizsardzības likums " [Law on the Protection of the Children's Rights]
2. The United Nations Convention on the Rights of the Child