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# CHILD PROTECTION POLICY

2022

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Manual and guidelines

 **antigone**

**INFORMATION AND DOCUMENTATION CENTRE**  
on Racism, Ecology, Peace and Non-Violence



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## Policy Statement

The wellbeing of children and young people is important to ANTIGONE. Children are entitled to enjoy the full range of human rights enshrined in the United Nations Convention on the Rights of Child (UNCRC)<sup>1</sup>, the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR)<sup>2</sup>, the European Social Charter<sup>3</sup>, and other international human rights standards<sup>4</sup> as long and the Greek legislation about children<sup>5</sup>.

ANTIGONE as a Non – Governmental Organization recognize that our work has an impact on children. The Child Protection Policy stands for its commitment and responsibilities towards safeguarding children and to protect them from all kinds of harm and abuse – offline and online, keeping the best interest of the child<sup>6</sup> in perspective. Any form of harm and abuse of children is unacceptable and non-negotiable to ANTIGONE.

ANTIGONE is committed to working with our Staff, Volunteers, Members and Partners in order to safeguard and protect children and also to follow the NO Harm policy. ANTIGONE recognize that it is essential to work in Partnership with children, young people, their parents, carers, and other agencies when promoting children and young people’s welfare.

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<sup>1</sup> The United Nations Convention on the Rights of the Child ([Layout 1 \(unicef.org.uk\)](https://www.unicef.org/uk/layout1)).

<sup>2</sup> European Convention on Human Rights ([European Convention on Human Rights \(coe.int\)](https://www.coe.int/t/e/treaties/european_convention_on_human_rights.php)).

<sup>3</sup> European Social Charter ([CETS 163 - European Social Charter \(Revised\) \(coe.int\)](https://www.coe.int/t/e/treaties/european_social_charter.php)).

<sup>4</sup> Children’s Right – Istanbul Convention ([1680925830 \(coe.int\)](https://www.coe.int/t/e/treaties/child_rights/istanbul_convention.php)).

Office of the United Nations High Commissioner for Refugees Geneva, 1997. Guidelines on Policies and Procedures in dealing with Unaccompanied Children Seeking Asylum ([Executive Summary \(unhcr.org\)](https://www.unhcr.org/refworld/docid/3e686c6c.html)).

UNHCR Policy on Refugee Children EC/SCP/82, 1993. Executive Committee of the High Commissioner’s Programme. Forty-fourth session. Sub – Committee of the whole International Protection 23<sup>rd</sup> meeting ([UNHCR - UNHCR Policy on Refugee Children](https://www.unhcr.org/refworld/docid/3e686c6c.html)).

<sup>5</sup> Law No. 2101/1992 (N. 2101/1992, ΦΕΚ 192/Α/2-12-1992 Κύρωση της Διεθνούς Σύμβασης για τα δικαιώματα του παιδιού) Ratification of the Convention on the Rights of the child.

<sup>6</sup> UN Committee on the Rights of the Child (CRC), General comment No. 14 (2013) on the right of the child to have his or her best interests taken as a primary consideration (art. 3, para. 1), 29 May 2013, CRC /C/GC/14, (<https://www.refworld.org/docid/51a84b5e4.html>).

UNHCR The UN Refugee Agency (2008). Determining the Best Interests of the Child (835549\_BW\_EN\_01\_42\_IC.pub (unhcr.org)).

Institut International des droits de l’enfant (2010). The best Interests of the Child. Literal Analysis, Function and Implementation. Working Report (wr\_best-interest-child2009.pdf (childsrighs.org)).

## Purpose of the policy

The basic purposes of this Child Protection Policy are to Protect children and young people that ANTIGONE come into contact with and to Provide all ANTIGONE representatives with the overarching principles that guide our approach to child protection. The aim of this Child Protection Policy is to:

- Promulgate and reinforce the organization's commitment for safeguarding children.
- Ensure that the safety, care, protection, and welfare of the child are imperative to practice and adopt in whatever ANTIGONE does.
- Include safeguards when implementing activities for or involving children to promote full respect of their rights and pursuit of their best interest.
- Establish a standard code of conduct and standard procedures for all staff members and associates of ANTIGONE to ensure that no harm or abuse is caused to any child.
- Prevent and minimize the risk of harm that may be caused to children as a result of actions or neglect by ANTIGONE Staff, Research Associates, or volunteers etc.
- Provide a mechanism to ensure all staff members of ANTIGONE and associates are informed, empowered and self-equipped to ensure safety and protection of children.
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken.
- Ensure good practices when using the media, including social media.
- In all actions concerning refugee children, children of migrant origin, children belonging to minority groups, children from socially excluded groups, the human rights of the child in particular their best interests, are to be given primary consideration.

## Key definitions

For the purposes of this Child Protection Policy, the following definitions apply.

**Child:** The child is defined as a person up to the age of 18 years, based on Article 1 of the UNCRC<sup>7</sup>.

**Child protection:** Child protection is the protection of children from any form of violence, exploitation, abuse, and neglect. Within the ambit of this policy, it would mean the measures, activities and safeguards that ANTIGONE would be taking to protect children from both intentional and unintentional harm.

**Child maltreatment<sup>8</sup>:** Child maltreatment is the abuse and neglect that occurs to children under 18 years of age. It includes all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect, or negligent treatment, commercial or other exploitation of a child and includes any action that results in actual or potential harm to a child. Child abuse may be a deliberate act, or it may be failing to act to prevent harm. Child abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a child or damages their prospect of safe and healthy development.

**Bullying:** Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions<sup>9</sup>. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose<sup>10</sup>.

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<sup>7</sup> United Nations Human Rights Office of the High Commissioner, General Assembly resolution 44/25, 1989 Article 1: For the purposes of the present Convention, a child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

<sup>8</sup> The definition is adapted from WHO (World Health Organization).

<sup>9</sup> The definition is adapted from APA (American Psychological Association) from the APA Resolution on Bullying among Children and Youth in July 2004 ([APA Resolution on Bullying Among Children and Youth](#)).

<sup>10</sup> The definition is adapted from [stopbullying.gov](#).

**Direct contact with children:** The physical presence of a child/children in the context of the ANTIGONE project and activities, whether the contact is occasional or regular, short or long-term. This may include participation in meetings, training sessions, focus groups and conferences where children are present.

**Indirect contact with children:** Having access to information on children in the context of ANTIGONE's work, such as personal data of children, photographs, and case studies. Collaborating with organizations or civil services (such as schools etc.) that work 'directly' with children. Creating material, tools, and activities to be used by educators and facilitators for projects related to children. Producing material (in any form – electronic or other) to be used by children.

**Lack of parental or adult care:** Parents are children's main source of care and protection. In their absence children are more vulnerable to neglect, abuse, and exploitation. The vulnerability of children who lack parental care increases in the absence of an extended family that can provide alternative adult care.

**Social stigma and discrimination<sup>11</sup>:** Social stigma refers to prejudice and negative attitudes towards people whose personal characteristics or beliefs are perceived to be different or contrary to cultural norms. Stigma often leads to acts of discrimination: physical and emotional maltreatment, neglect, and denial of basic services. Children frequently suffer such discrimination. Stigma and discrimination isolate children socially, making it hard for organizations to reach them with services and support and increasing their vulnerability to abuse and exploitation.

**Children with disabilities<sup>12</sup>:** Children with movement, speech, visual, hearing and learning / intellectual and mental impairments.

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<sup>11</sup> This definition is based on Medrano T., Tabben-Toussaint A. Manual 1: Child Protection Basics, FHI 360 Child Protection Toolkit. Research Triangle Park, NC: FHI 360; 2012.

<sup>12</sup> The Convention on the Rights of the Child (CRC) and the Convention on the Rights of Persons with Disabilities (CRPD) ([Convention on the Rights of Persons with Disabilities | OHCHR](#)) highlight how children with disabilities have the same rights as other children—for example to health care, nutrition, education, social inclusion and protection from violence, abuse and neglect.

**Separated children and unaccompanied children**<sup>13</sup>: ‘Separated children’ are those separated from both parents or from their previous legal or customary primary caregiver but not necessarily from other relatives. They may therefore include children accompanied by other adult family.

‘Unaccompanied children’ are children who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so. Note that some States still refer to these children as ‘unaccompanied minors’ in their legislation and policies; UNHCR uses the term ‘unaccompanied children’.

**ANTIGONE staff**: ‘Staff members’ of ANTIGONE are all employees on the payroll, part time or contractual duty or deputation of ANTIGONE whether within ANTIGONE office premises or on field duty / project visit or elsewhere.

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7 **Associates of ANTIGONE**: ‘Associates’ refers to a range of paid individuals with scientific expertise who have committed to work with ANTIGONE in projects and programs. This would include all consultants working with ANTIGONE, interns, agency staff. Also, would include all visitors like representatives of local governments, journalists, print and online media, agencies and contractors, donors and other visitors who would come into direct contact with ANTIGONE supported children and / or have access to ANTIGONE’s child sensitive data.

**ANTIGONE volunteers**: ‘Volunteers’ refers to a range of persons who are working voluntarily in our projects and programs and may come in contact with children as part of the program/ project activities.

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<sup>13</sup> The definition is adopted from UNHCR (2021). 2021 UNHCR Best Interests procedure guidelines: Assessing and determining the Best Interests of the child ([5c18d7254.pdf \(refworld.org\)](#)).

## Guiding principles

This Child Protection Policy will strengthen the capacity of ANTIGONE's programs and the people who collaborate with ANTIGONE to effectively integrate and address child protection issues in community-based care and support programs and other interventions. The staff of ANTIGONE should ensure that all individuals involved in activities with children will be aware of the principles and procedures outlined in this Child Protection Policy.

ANTIGONE's basic guiding principles are the below:

1. Non – discrimination, valuing and listening to children and treating all children with respect and dignity.
2. Best interests of the child are of prime importance and should guide all decisions made by ANTIGONE.
3. Placing the child as the priority when dealing with any kind of incident or suspected cases of child maltreatment.
4. Empowering and educating children on their rights, personal safety, and steps they can take, if there is a problem.
5. Meaningful participation of children to encourage them to share their views.
6. Zero tolerance towards child abuse.
7. Integrating child protection into all aspects of our organizational strategy, structures, and work practices.
8. Promote children's participation in all decisions related to them.
9. Emotional security and stability must be considered when making decision or planning any kind of activity.
10. Respect children's right to privacy.

## Code of conduct

The Code of Conduct establishes acceptable boundaries of behavior for staff and volunteers and clarifies how to communicate / work with children and young people in a way which respects their right to be listened to, treated with respect, and treated fairly. The Code of Conduct of this Child Protection Policy takes into consideration the age and intellectual understanding of children and includes positive declarations and also guidance on the types of behaviors that are not acceptable when working with children.

ANTIGONE's staff, associates, volunteers, and visitors participating in activities involving or concerning children **SHOULD**:

1. Comply with all relevant laws concerning the protection of children in the Greek context.
2. Regard all the principles outlined in this Child Protection Policy.
3. Respect the privacy and dignity of every child.
4. Make proactive efforts for ensuring safety of children by identifying and managing risks periodically in all spaces accessed by children.
5. Inform children of their rights in a way they can understand.
6. Be conscious of and sensitive towards making appropriate arrangements for the special needs of children, particularly physically and mentally challenged children.
7. Be sensitive towards children's age, sex, ethnicity, background, sexuality, religion, etc.
8. Ensure that all physical contact with children is appropriate based on the given social contexts.
9. Create / enable an environment where children are respected and encouraged to discuss their concerns of abuse and rights.
10. Handle all sensitive child data and information with adequate care, caution, and confidentiality; to be shared in public only after written permission of a CRY authority.
11. Always seek informed consent from children and their parents or guardians

regarding the medium of communication and the purpose, before taking formal interviews, photographs of / with children or recording videos of their activities and engagement.

12. Respect the decision of children to say 'No' to an image being taken or a video being recorded.
13. Ensure that all images / videos taken of children are respectful of their dignity – all children must be clothed adequately for images and videos with their private body parts covered appropriately.
14. Ensure that all communication with children should take place within the boundaries of profession and are in sync with organizational policy.
15. Ensure that the language and / or conduct does not give rise to unnecessary speculation or comment.
16. Ensure that children are not exposed to unsuitable material either in print or on the internet, including material having sexual connotations.
17. Be sensitive to the issues of gender and socio-cultural issues.
18. Respond and report any situation that might place a child at risk or harm.
19. Where possible and practical, it is recommended to have at least two adults supervising all activities that involve children; they need to be always visible and present.
20. Permission should always be sought from the children themselves before taking images. To the greatest extent possible, the organization should acquire informed consent of the child, the child's guardian, and/or the institution responsible for the child, before using any photo or video for publicity, fundraising, awareness raising, or any other purpose. The purpose should be made clear to the consent giver.
21. Images of children should portray them in a dignified and respectful way.
22. Information about children's lives and images of children should be kept in secure files. Access to these should be limited.
23. Taking care for the online safety of the children.

ANTIGONE's staff, associates, volunteers, and visitors participating in activities involving or concerning children **SHOULD NOT**:

1. Engage in any behavior to intimidate, bully, humiliate, shame, threaten, coerce, or belittle any child.
2. Use any form of corporal punishment against any child.
3. Engage in any behavior in a manner that is viewed as offensive, sexually provocative, overt, or otherwise.
4. Hug, kiss, or caress children.
5. Take children to their home, especially where they will be alone with them.
6. Engage in any form of substance abuse (alcohol/smoking/drugs/tobacco, etc) in the presence of the children.
7. Disclose the identity and /or personal information of children.
8. Display or distribute images of children without informed consent from children and their parents or caregivers.
9. Stigmatize or discriminate against a child or show differential treatment to some children to the exclusion of others.
10. Expose children to hazardous work.
11. Act in ways that may be abusive or may place a child at risk.
12. Ignore a situation where a child is experiencing or is at risk of harm.
13. Take images /videos 'in secret' or in situations that may be viewed as being secretive.
14. Pass on gifts to children other than as part of specific programs designed and approved by ANTIGONE.
15. Use or access profiles of children on social networking sites, particularly pictures and photographs of children, unless approved by ANTIGONE.
16. Share their own personal contact details and mobile numbers with children without prior permission of appropriate authority of ANTIGONE.
17. Refrain from asking children to undertake personal jobs or errands or asking children to do tasks that should be done by adults.
18. Take children to their home/ residence or any other private space for the day or

night and /or share a room with a child alone. Any emergency accommodation must be approved by ANTIGONE.

19. Patronize any service that employs children.

These elements within the Code of Conduct limit the risk of child abuse, misinterpretation or unintentional harm occurring. For ANTIGONE the key practice points of this Code of Conduct are:

- Where possible and appropriate, we will involve children in discussing and drawing up the Code of Conduct for staff and volunteers.
- ANTIGONE ensures that the Code of Conduct is communicated to staff, volunteers, parents/guardians, children, and visitors.
- Induction training for all new staff and volunteers or interns will include the Code of Conduct of this Child Protection Policy.
- A regular review on the Code of Conduct will take place for checking the implementation of it.

For keeping the children safe ANTIGONE is planning the supervision and management of the staff and volunteers or interns. Supervision helps maintain best practice and safeguard children availing of ANTIGONE services. Supervision provides a regular, structures opportunity to discuss work, to review practice and progress, and to plan for future development.

## Key responsibilities under the policy

ANTIGONE is committed to applying high standards of behavior towards children. ANTIGONE, based on this Child Protection Policy, creates a protective environment for children. ANTIGONE creates safe environments for children in all aspects of its work and program implementation. This policy is based on Greek and international law and guidance that seeks to protect children. ANTIGONE recognizes that the welfare of children is paramount and all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of maltreatment. ANTIGONE will maintain our commitment by raising awareness, prevention, responding, recording, reporting, and referring children to ensure that we make appropriate response to keep children safe. ANTIGONE representatives will meet its commitment to protect children from any harm, abuse, neglect, and exploitation through fulfilment of their responsibilities and the following measures, but not limited to:

### 1. Training and education

- At the beginning of the induction period of staff/volunteers/interns/ researchers etc. they will receive an introduction to ANTIGONE Child Protection Policy and procedures from the person who will be appointed as a focal point.
- Any staff, employee, volunteer, intern, researcher, etc. who has direct contact with children in his/her work will be fully informed of ANTIGONE's Code of Conduct.

### 2. Awareness

- ANTIGONE's representatives (staff, volunteers, interns etc.) are aware of the Child Protection Policy and about the commitment to the prevention of child maltreatment and the no harm principle.
- All ANTIGONE's representatives have to accept and commit to our Child Protection Policy.
- Child Protection Policy is part of the employment contracts and service agreement.
- ANTIGONE will ensure the development of Standard Operational Procedures. All ANTIGONE staff, volunteers/interns etc. will have access to a copy of the Child

Protection Policy, Code of Conduct, and the Standard Operational Procedures.

- ANTIGONE staff, volunteers etc. will be aware that breach of this policy or the Child Protection Code of Conduct constitutes an act of misconduct.

### **3. Prevention**

- ANTIGONE will continue to support and select measures that are designed to minimize the risk of recruiting persons who may pose an unacceptable risk to children.
- ANTIGONE staff, volunteers etc. will use best efforts to ensure that children are not put at risk of maltreatment.
- ANTIGONE will ensure that all children, parents, or care givers / guardians will be informed in a proper way before taking images (photo/videos etc.). ANTIGONE will present children in a dignified and respectful manner rather than in a vulnerable, sexually suggestive, submissive manner, or impacting their privacy negatively. They'll also respect the children's decision to say 'No' to an image being taken.
- Case studies, stories and images of children should be based on the child's best interest. ANTIGONE will limit the identifying information accompanying images of children and adhere to country laws related to the same.
- ANTIGONE staff, volunteers etc. will obey the country laws, with attaining high standards towards laws relating to children in professional as well as personal lives in order to maintain the reputation of the organization as child safe environment.
- Staff will also empower themselves by understanding the Child Protection Policy, related Standard Operating Procedures and country protection mechanisms.
- ANTIGONE management will provide suitable guidelines and procedures to meet the principles mentioned in this Child Protection Policy.
- ANTIGONE management will ensure that procedures are developed considering the national laws, obeying the statutory compliances of reporting and responding to child protection concerns.
- ANTIGONE will appoint the Focal point for this Child Protection Policy and will work closely with the work groups to implement the policy and support the monitoring process.

#### **4. Reporting**

- ANTIGONE staff and associates will ensure that they are fully aware of Child Protection Policy, Code of Conduct, and the Standard Operational Procedures.
- Reporting any maltreatment is mandatory and should report as soon as possible and within 24 hours of learning of or witnessing.
- As part of reporting, the suspicion and allegation will be fully documented, including the time, place and any witnesses to the alleged maltreatment incident.
- Confidentiality is crucial to a fair and effective reporting procedure hence the allegations, updates and follow ups will be shared on 'need to know basis' only. ANTIGONE staff and associated will not disclose any allegation / suspicion of abuse or personal information of children / families, to the public.
- ANTIGONE staff and associates will cooperate in the investigation process when it is needed.

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All staff, volunteers etc. should be alert to signs that may suggest that a child is in need of help. Everybody working with ANTIGONE has a responsibility to ensure that children are protected. The reporting procedure ensures that what steps to take regarding the safety of children and other witnesses is clear to everyone.

#### **5. Responding**

- ANTIGONE will ensure that action is taken to support and protect children meeting the organization where concerns arise regarding child maltreatment.
- When child maltreatment is reported, an appropriate investigation process will be followed and conducted as approved.
- Internal investigation will undertake a confidential, thorough, impartial, and prompt process. ANTIGONE will not tolerate any form of coercion, intimidation, reprisal, or retaliation against anyone who reports any form of maltreatment, provides any information or other assistance in an investigation.

#### **6. Management**

A Child Protection Policy Focal point will be appointed by ANTIGONE who will be responsible for:

- Promoting awareness and implementation of the Child Protection Policy at ANTIGONE.
- Monitoring implementation of the Child Protection Policy and reporting on developments at the meetings of the Work Group and to the Board.
- Developing training resources on child protection.
- Maintaining knowledge of best practices, law changes and trainings.
- Acting as a source of support and information for ANTIGONE's working groups on safeguarding issues, awareness, and advocacy.

The Management Board will have the overall responsibility to ensure the Child Protection Policy's Implementation.

## **7. Confidentiality**

It is essential that there is a clear understanding of professional and legal responsibilities regarding confidentiality and the exchange of information.

- Where child protection and welfare concerns arise, information must be shared on a "need to know" basis in the best interest of the child with the relevant statutory authorities and with parents/guardians.
- No undertaking regarding secrecy can be given.
- The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.
- Child Protection records should be updated as required and reviewed regularly.

## Authorization and administration

This Child Protection Policy and the procedures attached should be used in conjunction with the other ANTIGONE's policies. This policy was last reviewed on: April 2022.

This Child Protection Policy will be administered by ANTIGONE. Any questions regarding this Policy should be referred to the Child Protection Focal point. This Child Protection Policy will be reviewed every year. However, if ANTIGONE Management Board feels or meets any urgent requirement, or any change in the legal framework of the country or of Europe, or if any international convention is published, then a review may be taken up within this period as well.

The Management Board of ANTIGONE is ultimate accountable for this Child Protection Policy and responsible for its implementation. The monitoring of adherence to this policy is made through the mandatory tracking of the Child Protection Policy. Breaches of this policy and failure to comply with these responsibilities may incur disciplinary action leading to possible dismissal including termination of all relations including contractual and partnership agreements, where relevant - appropriate legal or other such actions.

## Annexes

### Annex I: Child Protection Report Form

Any person who has knowledge of, suspects, or has witnessed a potential child protection issue please complete this form to the best of your knowledge. Please note that child protection concerns must be reported orally or written within 24 hours to the Focal Point of ANTIGONE for the Child Protection Policy (preferably within the same working day, depending on the urgency). Keep in mind that this report will allow early intervention and prompt investigation.

If the child protection issue refers to a member of the staff, volunteers or anyone associated to ANTIGONE, an internal investigation will start straight after the report. Your information will be kept secret to guarantee confidentiality.

The report and all the included details will be sent to the Focal Point, who will hold it in a safe and secure place and treat it with the strictest confidentiality. Full cooperation will be given to the authorities during any external investigation. At all times the rights and welfare of the child is of the highest importance. Any investigation will aim to respect the privacy and safety of the child, ensuring that he / she is contacted in a child friendly manner.

For all reported child maltreatment incidents don't forget that the first priority is the child's best interest.

Date of Report: \_\_\_\_\_

No. of Protocol or any other recording system: \_\_\_\_\_

Details of the person responsible for the recording and reporting (*name and surname, job title, nature of the contact with the child, contact details*):

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**Details of the child** (*first name, surname, gender, address, date of birth, estimated age, school name, school address etc. Has any treatment been given to the child? Did the case been referred somewhere?*):

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**Details of concern** (*Please fill as much detail about the specific child protection concern as possible. Include dates, time, incident details and names of anyone involved or observed any incident. Include parents / guardians, and child's view, as long as educators and peer present on the incident. Was the incident observed by you? If the concern was shared by someone else, state who and his/her relationship to the child. While you report the incident give cause (how and why). If you include personal observations, make a distinction between what is fact and what is opinion or hearsay*):

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**Type of concern** (*child welfare concern, emotional abuse, neglect, physical abuse, sexual abuse, other*):

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**Details of other persons in case a joint report is being made** (*name and surname, organization and position, address, contact details*):

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**Parents or guardians aware of report** (*Are the child's parents/carers/guardians aware that this concern is being reported? If not, indicate the reasons*):

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Child relationships (details of parents, guardians, carers, mention who is the legal guardian, also mention if possible, the quality of their relationships):

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Household composition (mention names, relationships, additional information like work, school, etc.):

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Details of the person(s) allegedly causing harm to the child (name and surname, gender, address, age – date of birth, contact information, relationship to child, address at time of the incident, occupation, position, etc.):

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Mention all the other organizations or services, personnel etc. known to be involved currently or previously with the child (mention the profession, name, and personal information, contact details, recent contact with the child etc.):

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Any other relevant information, including any previous contact with the Child or Family (guardians or extended family links):

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Actions taken:

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Follow-up after the record and report (*mention new information etc.*):

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In order to determine the cause of the incident or accident, it may be helpful to interview people who were involved.

## Annex II: Signs of child abuse and neglect

There are many reasons ANTIGONE staff, volunteers and other associated may be concerned about the welfare or protection of a child. Children are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers, or trusted adults. ANTIGONE presents in the following table<sup>14</sup> some types and signs of maltreatment. What is listed below is indicative to help you understand and recognize the signs. It is important to deepen your exploration by considering the particular characteristics of each child and the cultural environment.

Type	Signs
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>• Frequent injuries or unexplained bruises, welts, or cuts.</li> <li>• Is always alert as if waiting for something bad to happen.</li> <li>• Injuries appear to have a pattern.</li> <li>• Shies away from touch, flinches at sudden movements, or seems afraid to go home.</li> <li>• Seems frightened of the parent or caretaker.</li> <li>• Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.</li> <li>• Bite marks and scratches.</li> <li>• Multiple injuries or bruises.</li> <li>• Not consistent explanation about their injury.</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• Lack of trust in people.</li> </ul>

<sup>14</sup> The table is based on the following references:

- TUSLA, Child and family Agency (2019). Child safeguarding: A guide for policy, procedure, and practice. 2<sup>nd</sup> Edition ([Tusla - Child Safeguarding - A Guide for Policy, Procedure and Practice.pdf](#)).
- Steinitz, L.Y., Matengu, M., Medrano, T. & Murithi, L. (2009). The way we care: a guide for managers of programs serving vulnerable children and youth. Arlington, VA: Family Health International.
- Board on Children, Youth, and Families; Institute of Medicine; National Research Council. Child Maltreatment Research, Policy, and Practice for the Next Decade: Workshop Summary. Washington (DC): National Academies Press (US); 2012 Apr 5. 3, Recognizing and Assessing Child Maltreatment (<https://www.ncbi.nlm.nih.gov/books/NBK201116/>).
- Medrano T., Tabben-Toussaint A. Manual 1: Child Protection Basics, FHI 360 Child Protection Toolkit. Research Triangle Park, NC: FHI 360; 2012 ([child-protection-basics.pdf \(fhi360.org\)](#)).
- National Youth Health Programme & Child Protection Unit (2007). Let's beat bullying. An Anti – Bullying Resources for those Working with Young People in Youth Work Settings ([Lets Beat Bullying \(2007\) - National Youth Council of Ireland](#)).

	<ul style="list-style-type: none"> <li>• Extreme attention-seeking behavior.</li> <li>• The child is defensive, shy, or overly dependent.</li> <li>• The child doesn't seem to be attached to the parent or caregiver.</li> <li>• Is delayed in physical or emotional development.</li> <li>• Excessively withdrawn, fearful, or anxious about doing something wrong.</li> </ul>
<p><b>Sexual abuse</b></p>	<ul style="list-style-type: none"> <li>• Trouble in walking or sitting.</li> <li>• Wets the bed or has nightmares.</li> <li>• Displays knowledge of or interest in sexual acts inappropriate to his or her age, or even seductive behavior.</li> <li>• Anorexia or overeating.</li> <li>• Unexplained accumulation of money and gifts.</li> <li>• Makes strong efforts to avoid a specific person, without an obvious reason.</li> <li>• Doesn't want to change clothes in front of others or participate in physical activities.</li> <li>• Sexual knowledge or behavior inappropriate for the child's age.</li> </ul>
<p><b>Neglect</b></p>	<ul style="list-style-type: none"> <li>• Low weight for age and failure to thrive and develop.</li> <li>• Untreated physical problems.</li> <li>• Poor standards of hygiene.</li> <li>• Clothes are ill fitting, filthy or inappropriate for the weather.</li> <li>• Beggars or steals food or money.</li> <li>• Is frequently late or absent from school.</li> <li>• Child not adequately supervised for their age.</li> </ul>
<p><b>Bullying (direct – indirect, verbal, physical, gesture, e-bullying, relational, extortion, homophobic, racial, and mobbing)</b></p>	<ul style="list-style-type: none"> <li>• Health problems (headaches, stomachaches, frequent absenteeism, sleep problems, depression, sweating and shaking).</li> <li>• Behavioral and emotional changes – distressed, anxious, frustrated, fearful, angry.</li> <li>• Panic attacks.</li> <li>• Loss of confidence and self-esteem, tearfulness, loss of concentration, forgetfulness, and lack of motivation.</li> <li>• School related changes – inability to concentrate, drop in academic</li> </ul>

performance, reluctance to attend school.

- Negative emotional expressions after use of social media – poor self-image, sadness, hopelessness, loneliness, suspicion of others.
- Changes in online behavior.
- Being emotionally upset during or after using the Internet or the phone.
- Being very secretive or protective of their digital life.
- Becoming aggressive, irritable, vengeful etc.
- Wanting to stop using the computer or mobile phone.
- Use of tobacco, alcohol, and drugs.
- Being nervous or jumpy when getting an instant message, text, or email.
- Becoming hypersensitive to criticism.
- Social exclusion and feelings of isolation.
- Avoiding discussions about computer or mobile phone activities.
- Physical symptoms such as self-harm, eating disorders and/or risky behaviors.

## Annex III: National lines for children

1. National Child Protection Line: 1107 by the National Center for Social Solidarity (EKKA). The telephone line “1107” is open 24 hours and special social workers and psychologists respond.
2. European Helpline for Children and Adolescents 116111. The “Smile of the Child” is the national operator of the European Helpline. The National Line for Children SOS is 1056. Both Helplines are staffed exclusively by specialized psychologists and available nationwide, 24 hours a day, 365 days a year.
3. Helpline safer internet 210 6007686 operates on working days from 9:00 to 17:00, providing its services to minors, as well as to parents and professionals. The Helpline personnel is also available via email: [info@help-line.gr](mailto:info@help-line.gr) and live chat.
4. Helpline 11525 belongs to the Association “Together for the Child – Mazi gia to Paidi”. Main goal is to assist parents, teachers, and children. It provides free counselling and receives complaints. The Helpline operates on working days from 9:00 to 21:00.
5. Children’s Ombudsman’s Line 800 11 32 000.

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The logo for Antigone, featuring a stylized eye icon to the left of the word "Antigone" in a bold, sans-serif font.

**INFORMATION AND DOCUMENTATION CENTRE**  
on Racism, Ecology, Peace and Non-Violence

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