

Child Protection Policy TADA, 2019-2020

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At ToekomstATELIERdeIAvenir (TADA), we offer an exciting and innovative educational environment for teenagers from different neighbourhoods of Brussels. In order to offer activities of the highest quality in a child safe environment we act in line of our Child Protection Policy and our code of conduct. TADA is committed to safeguarding all children, irrespective of ability, ethnicity, faith, gender, sexuality and culture. The following guidelines and examples show how TADA and its staff work to ensure that every child is protected and in a safe environment. TADA's child protection policy is in line with the UN Convention on the Rights of the Child and the Child Safeguarding Standards.

During recruitment:

- 1) The selection-criteria outlines the relevant experience needed to work with children.
- 2) TADA has a well-planned interview process. The job interviews are conducted by the Pedagogical Team Manager (PTM), the Talent/HR manager and at least one of the managing directors.
- 3) Role-plays are played to test the reaction and empathy of the candidate.
- 4) The candidate fills in several personality tests.
- 5) The candidate visits a weekendschool and follows a pedagogical coordinator and his/her class for at least one Saturday. During this day the candidates interaction with the children is observed.

With the staff:

- 1) Every staff member must introduce their criminal record check at the beginning of each school year.
- 2) The staff receives training when beginning to work at TADA, before the start of the classes, in matters regarding child protection. Whenever in doubt, each staff member has at least one colleague in which they can confide in and ask for advice, if needed.
- 3) The staff receives a Pedagogical Guide with a lot of practical information and know how.
- 4) There is an intern quality control system: pedagogical coordinators are frequently observed during classes by the PTM and the Pedagogical Quality Manager.

At school / At the home of the teenager/ With external stakeholders:

- 1) The Pedagogical Coordinator holds a minimum of one preparatory meeting (usually two) for the guest teacher. During these training sessions, s/he mentions the importance of treating the children with respect and maintaining the safe environment.
- 2) The Pedagogical Coordinator has full choice on whether to allow a guest teacher to participate in the activity or not. If s/he feels the guest teacher's presence would be unsafe to the children, the coordinator will deny the teacher participation. This is possible before, as well as during, the Saturday activities, if need be.
- 3) The Pedagogical Coordinator passes from class to class constantly to check on the well-being of the children. S/he intervenes and protects positive atmosphere.
- 4) All of the children are fully insured during any and all TADA activities.
- 5) The child-adult ratio is small enough to keep it comfortable for the children and the volunteers. In general, there is one guest teacher for seven children, plus the pedagogical coordinators, alumni helpers and other volunteers or TADA staff.
- 6) During excursions, we have extra procedures in place, to ensure safety.
- 7) If one child is ever seen to be bullying or abusing another child, guest teacher or participant in a TADA Saturday, they are immediately prohibited from attending the next TADA Saturday. The childs

coordinator then goes on a home visit to speak with the family, and sign a contract with the child, to ensure that the event is not repeated. If it is repeated, the child is denied continued attendance at TADA.

7) If a child ever signals the need or intention to talk, or if the coordinator sees a potentially troubling situation at school, the child is always offered a safe space. The coordinator asks the child to come out during or after class time, and they take a moment to be open with each other in another classroom, without others present. The coordinator will inform his/her the Pedagogical Team Manager (PTM) on the potentially troubling situation. If necessary the PTM reports to the Weekendschool Lead and the Pedagogical Quality manager, after which TADA can decide to take next steps: organise a home visit, organise a meeting with the caretakers at home or at the traditional school, brief and involve external partners (doctor, police, psychosocial organizations, social services, etcetera) on the matter (after having spoken with the family about it).

8) The coordinator visits the children's family at home at least once a year, but more if necessary. If the coordinator ever notices a possibly worrying situation at home, s/he signals it to his or her PTM, to discuss what measures to take. The child/parent/caretaker will be offered information by TADA on safe spaces and other psychosocial organizations that could help in the situation, or TADA could decide to involve external partners (doctor, police, psychosocial organizations, social services, etcetera) itself, (after having spoken with the family about it).

9) Any allegation or concern regarding the abuse of the children is treated seriously.

External media and communication:

- 1) In the beginning at each school year, parents are asked for permission to take and use pictures of their children.
- 2) During the lessons only the Pedagogical Coordinators are allowed to take pictures.
- 3) When a external photographer or journalist is invited, they are properly vetted and reference checked. Besides that, they shall be accompanied by the internal or external communication manager.
- 4) The images distributed on social media or other media channels are in line with the UN Convention on the Rights of the Child. Inappropriate images will not be distributed.