

SAFEGUARDING POLICY

DAH Theatre Research Centre

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INTRODUCTION

DAH Theater Research Center, throughout its almost three decades long history, has always worked with and been committed to protecting the most vulnerable groups, including children, women, LGBTQ+ individuals, disabled, senior citizens, migrants, war veterans, victims of human trafficking, and many other particularly sensitive groups. The work of DAH Theater is highly socially aware and it always raises issues related to human rights and equity, thus it is extremely important to us that we create a clear and inclusive set of guidelines. Throughout our past engagements, now, and in the future, DAH is and will remain fully committed to updating and implementing detailed, zero tolerance guidelines, policies, and procedures.

The Safeguarding Guidelines apply to all the employed at DAH Theater Research Center, all volunteers, all staff and members of the partnering organizations (local or international), as well as trustees, and visitors.

This document outlines safeguarding policies, code of conduct, and local procedures related to the protection of vulnerable groups and individuals. DAH Theater Research Center will make sure that the document is both widely disseminated and understood. It will be translated into local language, followed by posters, trainings, as well as visual materials that enhance its understanding amongst different populations that DAH Theater Research Center works with.

SCOPE

This policy applies to the following actors:

- DAH team: management, staff, volunteers, interns, and trainees.
- External services providers.
- Local partner organizations that have a formal contractual relationship with DAH.
- International partner organizations that have a formal contractual relationship with DAH.
- Suppliers.
- Other people related to DAH, when they have contact with vulnerable individuals in the context of the organizational work, or access to information about them. This includes, but is not limited to:
 - Sponsors, donors, and supporters.
 - Journalists and other media professionals.
 - Photographers.
 - People who visit projects, including anyone that accompanies them.

All these actors accept the obligation to respect this policy and the responsibilities arising from a failure to comply. This should be expressed formally by signing the relevant letter of commitment, a signature that will be renewed according to the project needs (this should take place at least every time this policy is reviewed).

OBJECTIVES

The objectives of this policy are:

- To protect all the individuals cooperating with DAH in any form and further develop and encourage a positive, caring, and safe creative environment.
- To raise awareness and promote a culture of protection and positive treatment in the workplace, at home, and in the community.
- To guarantee that all the people included in the scope of this policy are prepared, understand, accept and support the fulfilment of their responsibilities in relation to safeguarding and positive treatment of all the individuals included in DAH and partnering projects, especially vulnerable groups.

- To guarantee that DAH has clear procedures for preventing and responding to any harm inflicted upon the individuals involved in its projects, establishing safe and transparent channels to report concerns, suspicions and incidents in relation to safeguarding and positive treatment.
- To promote human rights culture, generosity, positive social change, and general wellbeing with all individuals that ever come in touch with DAH in any shape or form.

DEFINITIONS

Children and Adolescents: Anyone under age 18, regardless of the local legislation.

Child Abuse: Any action, omission or negligent treatment which deprives children and adolescents of their rights and wellbeing, which harms or could harm their physical, psychological, emotional or social development, the perpetrators of which can be adults, other children, institutions or society. In particular, the term abuse is used when referring to especially severe/intense acts, or those which are repeated over time.

Discrimination/Non-Discrimination Practices: Discrimination is the denial of equal rights to a social group or its members, on the grounds of prejudice and stereotypes. Discrimination especially affects minorities in any society, because they are population group most vulnerable to its negative effects. The principle of non-discrimination assumes a responsibility to ensure that every person or social group have full access to their rights on an equal basis with the rest of the population.

Gender-Based Violence (GBV): Any act of violence based on the biological sex or a particular gender identity of an individual, which results in, or is likely to result in, physical, psychological or sexual harm or suffering. It is rooted in gender inequality, the abuse of power, and harmful social norms.

Harassment: Criminal harassment entails intentionally targeting someone else with behavior that is meant to alarm, annoy, torment or terrorize them. Criminal harassment assumes behavior that can cause a credible threat to person's safety or their family's safety. However, other forms of harassment will not be tolerated either, such as derogatory jokes, sexist comments, racial slurs, personal insults, and expressions of disgust or intolerance towards a particular gender, race, nationality, or similar.

Harmful Practices: Harmful practices constitute a form of abuse. They are a denial of a person's dignity and integrity, and a deprivation of their fundamental rights and liberties. They can be traditional or newly created practices rooted in social norms that are normally imposed on persons by their families, members of the community, or the entire society as natural.

Individual with Disability: Individual with long-term physical, mental, intellectual or sensory impairments, which in combination with a variety of present obstacles in a given social context can prevent their full and effective participation in society, and deprive them of fully enjoying the same privileges and rights as other individuals within their society.

Institutional Violence: Any act of violence or denial of Human Rights (including discrimination) against a person or a given social group on behalf of public authority members or institutions. Institutional violence contributes to the revictimization instead of providing the necessary attention required for the best interests of any individual in order to strengthen their resilience and promote their wellbeing.

Intimidating/Bullying (including Cyberbullying): Aggressive behavior, intentional and continuous violent acts carried out on a child, adolescent, or an adult by another child or adolescent, adult or a group in which there is a real or perceived imbalance of power. It causes physical, psychological and/or social harm on a repetitive basis, and often takes place in education centers and workplaces, as well as online.

Mobbing: Mobbing refers to bullying of an individual by a group, in any context, such as a workplace, family, peer group, community, school, neighborhood, or online. It includes physical or emotional abuse (frequently at a workplace) through rumor, innuendo, intimidation, humiliation, isolation, discrediting, and general harassment.

Neglect and negligent treatment: A form of violence consisting in the persistent omission or failure to satisfy the physical and/or psychological needs of someone who is unable to care for themselves (children or adolescents, senior citizens, disabled individuals, etc.), despite having the means to do so, which will most likely result in the severe deterioration of the physical and/or psychological development/wellbeing of the individuals concerned.

Positive Treatment: Positive treatment of individuals is the existence of relationships that are based on a profound respect for others and recognition of their value and their rights. They are balanced and empathetic relationships which create a positive

context of affection and care and promote the full development and wellbeing of all the parties involved.

Revictimization: A process which involves additional suffering for people who have been victims of violence or whose rights have been violated. Revictimization occurs when a person has to remember an event in a traumatic way, and be or feel stigmatized, blamed or rejected during contact with institutions (in the framework of an investigation or the application of protective measures) or during contact with society (media, community, their own social circle, etc.). Revictimization increases person's vulnerability, and as a consequence, their risk of suffering from recurring violence over time.

Safeguarding of Vulnerable Persons: It is the organization's responsibility, through the application of a set of procedures, guidelines and practices, to ensure that its programs, projects and other interventions do not cause any harm or expose to any risk of violence and/or harm of any individual, particularly the vulnerable one.

Sexual Violence: Forcing or inciting a person to participate in sexual activities, either by adults or children, with whom she or he has an unequal relationship owing to age, maturity or power imbalances. It includes acts which involve physical contact, consummated or attempted, with or without penetration, as well as sexual harassment, exposing to the observation of sexual activities or inciting them to behave in a sexually inappropriate manner. Another form of sexual violence is sexual exploitation, i.e. the use of persons in any sexual activity in exchange for goods of any kind (money, gifts, food, accommodation, etc.) or any other compensation (status, employment, recognition, etc.), which is given to the person or to third parties.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or any other favor; b) submission to or rejection of such conduct by an individual is used as a basis for decisions affecting such individual; c) such conduct has the purpose or effect of unreasonably interfering with an individual's life and work performance or creating an intimidating, hostile, or offensive (working) environment. Unwelcome behavior is the critical term, as unwelcome does not necessarily mean "involuntary." A victim may consent or agree to certain conduct and actively participate in it even though it is offensive and objectionable. Therefore, sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome.

Violence: The deliberate use of physical force or power, de facto or in the form of a threat, against or between individuals that causes or is likely to cause injury, death,

psychological harm, developmental disorders or deprivation. Within violence, it should be recognized, we can discern physical violence as a real or potential physical harm to an individual, as well as emotional/psychological violence that is understood as real or potential psychological or emotional harm or threat to an individual, which includes, but is not limited to acts such as restricting movement, degrading, humiliating, intimidating, harassing, ridiculing and other forms of hostile treatment or rejection, whether in person, in a family, school or community setting, or through the use of technology that affects the emotional and psychological integrity of a person (being forced to be a witness of violence is also a form of emotional/psychological violence).

Vulnerable Person: Vulnerable individual can be defined as someone who belongs to a group that is oppressed in society or more susceptible to harm, such as children, senior citizens, asylum seekers, migrants, LGBTQ+ population, low income workers, etc. Vulnerable persons are more susceptible to harm as a result of their current status in society. Vulnerable persons are those in society who are not granted the full treatment and protection that citizenship guarantees.

SAFEGUARDING POLICY STATEMENT

DAH Theater and Research Center creates Safeguarding Policy in order to create a working and creative environment which minimizes risk of harming rights and dignity of individuals who directly or indirectly participate in our programs, projects, productions, workshops, campaigns, and other activities. Additionally, this policy acts as a guide for the advocacy actions to be carried out in order to eradicate violence and human rights violations, promoting protection and positive treatment of any individual, minor or adult instead.

DAH is committed to working against violence, abuse, harm, or any other form of discrimination by creating a culture of positive treatment, in which relationships promote individual dignity and favor their right to difference and wellbeing in an environment that is encouraging and caring. We therefore work to ensure that all the actors included in the scope of this policy apply the highest standards of behavior towards each other, both in their professional and private lives.

In order to achieve this goal, DAH is guided by the following principles:

- The best interests of all the individuals involved in our programs are protected and promoted in all situations and in any context.

- All parties involved, without exceptions of any kind, have the right to be protected against any form of harm and to have their dignity respected.
- The protection of the rights and positive treatment of all the involved parties is a responsibility that is shared between the DAH team, the actors we work with, the communities we work in, partnering organizations (local or international), as well as the State bodies which develop programs, projects, campaigns and activities with us.
- A positive treatment culture is constantly promoted by DAH projects and efforts are made to provide a safe environment which allows for positive growth of all individuals involved, especially taking into consideration the specific situation of particularly vulnerable groups.
- The creation of an active safeguarding and positive treatment network within the organization is promoted, joining forces so that all vulnerable individuals are protected effectively.
- We exercise a zero-tolerance stance towards any form of violence.
- The development of a safe reporting culture is promoted so that any concern, suspicion or incident related to safeguarding and positive treatment is reported in a timely and proper manner.
- DAH responds to any case of violence, abuse or exploitation, whether it is suspected, attempted or carried out, always in accordance with the nature of the case, in a careful manner, and with a guarantee of confidentiality.
- DAH respects the notions and customs of different populations and considers their socio-cultural context, provided that these are not inconsistent with an approach that promotes positive treatment.
- Whenever possible, DAH promotes strengthening the abilities of the different actors it works with, in order to strengthen communities, it works with and spread positive treatment and human rights culture wherever it works.

DAH and its policies will comply with international and local legislation, included, but not limited to:

UN Convention on the Rights of the Child
General Protocols for Protection of Children from Neglect and Abuse (the Republic of Serbia)

Strategy for Prevention and Protection of Children from Violence 2020–2023 (the Republic of Serbia)

Recommendations of the Council for the Rights of the Child (the Republic of Serbia)

SAFEGUARDING POLICY PROCEDURES

Training and awareness raising: All the actors included in the scope of this policy shall be informed about the policy, know about it, and fully understand the consequences of violating any of the safeguarding policies, and therefore know what steps to take to report any concern, suspicion or incident which emerges in relation to the safeguarding and positive treatment of all the individuals that participate in our projects.

DAH theatre will organize yearly internal trainings and workshops (adjusted for the audiences of different ages and abilities), as well as regular briefings (every three months) in order to keep its staff and collaborators informed and up to date regarding all the policies and any potential violations.

In the trainings, trainees will be informed about zero tolerance policy of DAH theatre towards any form of violence or harm, and what are the simple steps to report any concerns.

Additionally, each new team member and collaborator will be introduced to policies and procedures through individual internal trainings as well as group workshops that will lend themselves to actual playing out of scenarios in which the participants will explore practically how to act when some harm is inflicted upon them or others around them.

Alongside verbally conveyed information, different documents, pamphlets, handouts, and visual materials adjusted to the participants of different ages will be handed at the trainings and workshops as well.

All participants will be informed who is designated safeguarding officer, who is the recommended contact for any questions or concerns. However, any concern could potentially be reported to any staff or member of DAH theatre as they will be trained to address the matter further through the DSO (see Appendix 1). The complaint could be filed in the written form (hardcopy or email), as well as orally. All collaborators and staff members will have to sign Statement of Commitment/Code of Conduct (see Appendix 6).

Prevention: All the actors included in the scope of this policy shall make an effort to assess and minimize the risk of violation of the rights of project participants and create the adequate environment for a positive treatment culture.

Additionally, each new project will start with an official risk assessment, since each project carries its own potential risks differing from those of other projects. Each assessment will take place once the project is conceptualized, but before it has actually started. Any potential physical or mental risks for all the parties involved will be assessed and addressed in a customized form for the particular project. One of the major goals of these assessments will be to identify the most vulnerable parties in the particular project and the ways to protect them.

The risk assessment will be carried out by a designated board that will consist of permanent and rotating members (depending on the nature of the project). Permanent members will be core employees of DAH theatre, while rotating members will be recruited from partnering organizations, on project to project basis.

Based on those findings, a record of risks will be made as well as guidelines for measures that are to be undertaken to protect all the participants. Internal trainings will take place and information will be clearly communicated to all the parties involved.

Mid-way through the creative process a re-assessment will take place, followed by necessary adjustments. The process will be repeated at the end of each project, in a form of a review that will be recorded in a report and a list of take-aways from the previous experience.

At the end of each project, if the re-assessment process proves it necessary, Safeguarding Policy will be adjusted in accordance with the newest findings. Otherwise, a SGP reassessment will take place every three years.

Recruitment: Recruitment and selection of staff and other associates must reflect DAH's commitment to safeguard wellbeing and fundamental rights of all individuals it works with by ensuring warnings, checks and procedures are in place to screen out anyone who may be unsuitable. All potential employees will have to submit police clearance and sign a statement on criminal records.

Successful candidates will be made aware of the fundamental and binding nature of this policy, procedures, and codes of conduct, as well as of the fact that they apply equally to personal and professional life.

The newly recruited members will be clearly informed that the Safeguarding Policy and Code of Conduct are integral part of their contract and that breach of the policy means the breach of the labor contract as well.

Response in a serious, quick and effective manner: Any suspicion of violence, abuse or any type of violation of these guidelines will be dealt with promptly, and all associated risks will be assessed, and actions taken to protect all the parties involved.

All DAH staff, other representatives and staff of partner organizations must report all concerns including both specific reports and unconfirmed concerns regarding any form of abuse, especially where the alleged perpetrator is a member of staff, other representative or staff of a partner organization. The absolute priority of any staff member to whom the abuse concerns are reported must be the immediate safety and welfare of the alleged victim and a whistleblower (if there is one). Their anonymity, employment, and safety are guaranteed. While the case is being reviewed a member of the Safeguarding Board will be a designated Victim Care Officer that will make sure to check regularly on victim's/whistleblower's welfare. Additionally, all precautions will be taken so that the alleged victim does not come in touch with the alleged perpetrator.

DAH also encourages its staff to report and respond to serious allegations of harm, sexual exploitation, or any type of abuse where the alleged perpetrators lie outside the organization, its representatives or partners.

All staff, representatives and staff of partner agencies must be aware of the contact details of the focal point for receiving safeguarding concerns/complaints (see Appendix 1). While all cases will eventually end up being reported to the Designated Safeguarding Officer (DOS), any issues could be reported to any member of the DAH Center, and the member is obliged to report it to DOS. DOS then will report the case to the Safeguarding Board that will designate a Victim Care Officer and decide on further steps.

When in doubt whether to report a suspicion, the collaborators will be encouraged to opt for reporting rather than being silent. For some issues to be considered, consult Appendix 2. But if any suspicion arises, do report. For details on the report process, see flowchart in the Appendix 3.

Any safeguarding concerns should be reported within 24 hours using the report sheet, unless it is impossible or impracticable to do so or other exceptional circumstances exist. The procedures must be easily accessible, explained in plain language, known to and understood by all staff, representatives and staff of partner

agencies. Staff will be required to cooperate in any investigation and to maintain the appropriate levels of confidentiality. Failure to do so will be considered a serious disciplinary matter.

All the activities will be recorded via forms, reports, and meeting minutes. Even closed cases will have a follow up review.

It is important for all staff, partners and other representatives to:

- Be aware of situations which may present risks and manage these risks;
- Plan and organize the work and the workplace so as to minimize the risks and encourage a positive, caring, and flourishing environment;
- As far as possible, be visible while working with any individuals;
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed;
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged;
- Talk openly to the participants about their contact with staff or others and encourage them to raise any concerns;
- Empower participants – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem;
- Maintain high personal and professional standards;
- Commit to avoiding any harm to any beneficiary;
- Keep professional boundaries and respect privacy of beneficiaries;
- Not taking advantage of their position of power or manipulate their coworkers or collaborators;
- Not engaging into an intimate/sexual relationship with coworkers or collaborators.

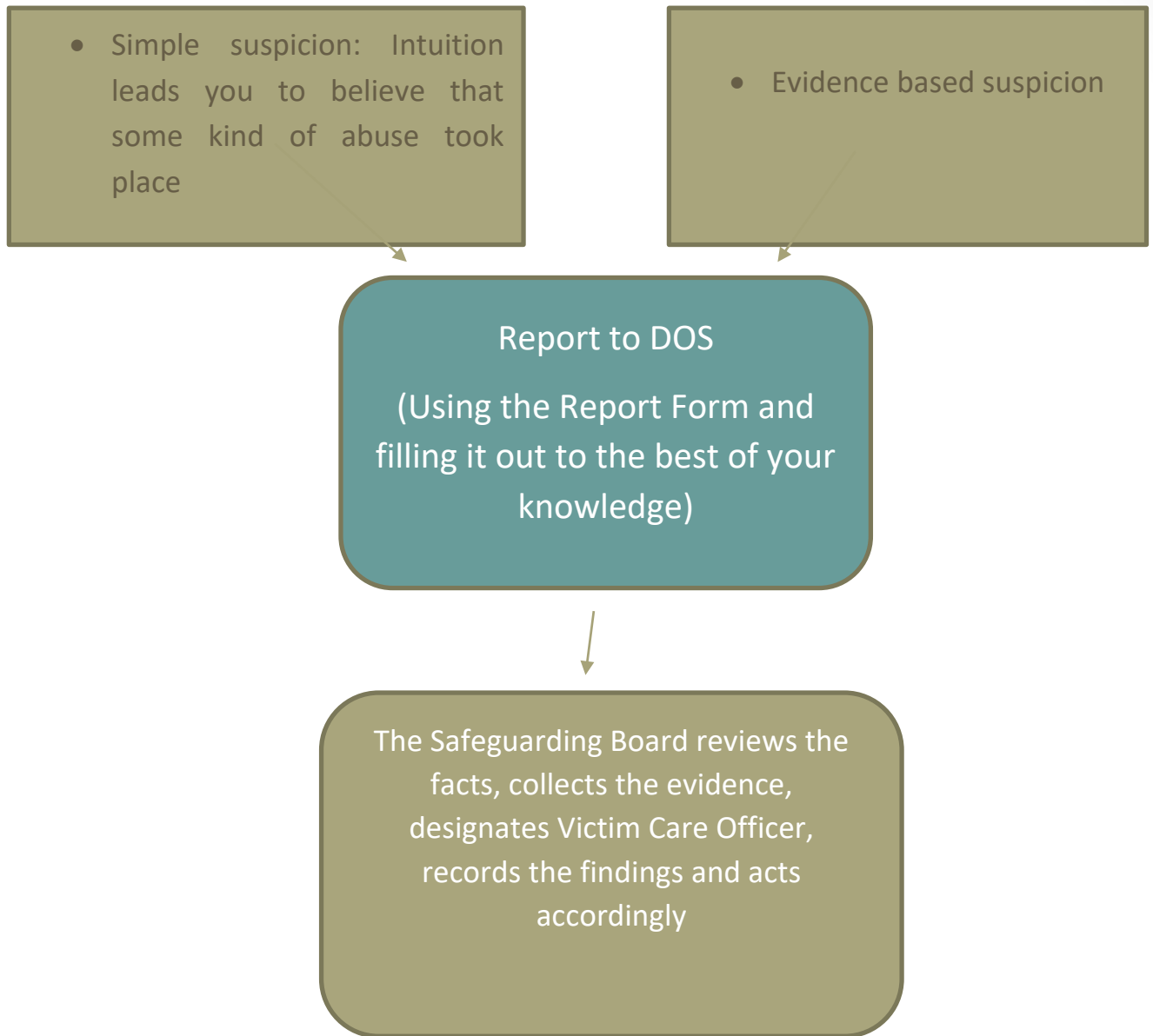
For Media Activity Permission form see Appendix 7.

For Code of Conduct for Media and Reporters please see the Appendix 8.

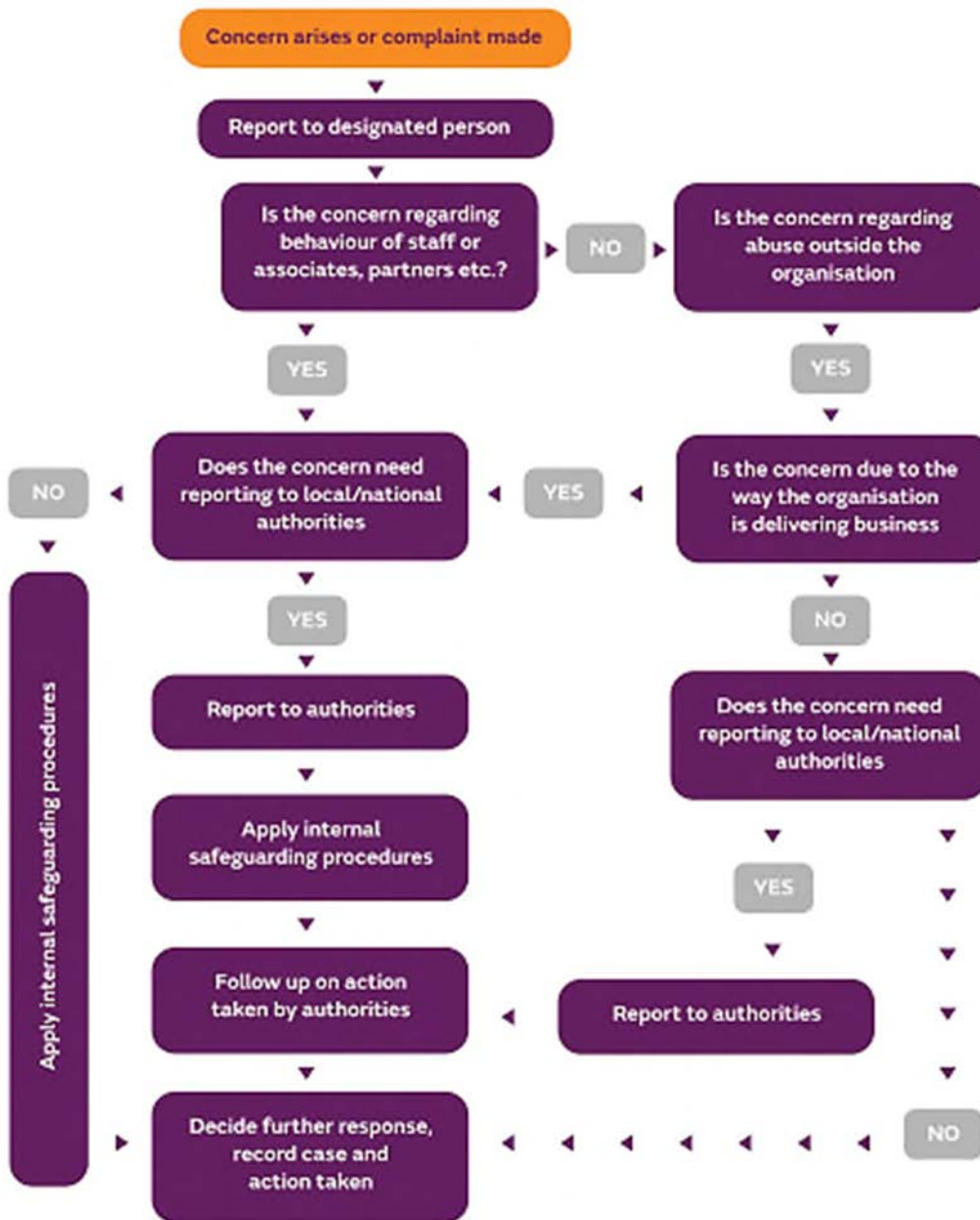
Appendix 1: DOS Contact Info

Designated Safeguarding Officer:
Dragana Živanović
DAH Theatre and Research Center
Despota Stefana 53
11000 Beograd
draganaziva@gmail.com
+38163352461

Appendix 2: Report Assessment



Appendix 3: Procedure Flowchart



Appendix 4: Child Abuse Report Form

Please report any suspicion within 24 hours verbally or by sending this form to DOS draganaziva@gmail.com

FAMILY INFORMATION		
Name of child	Age	Date of birth
Address	City	State
Phone	School	Grade level
Name of parent or guardian	Phone (if different from child's)	
Address (if different from child's)		
OTHER CHILDREN IN THE HOME		
NAME	BIRTH DATE	CONDITION
INFORMATION ABOUT SUSPECTED ABUSE		
<p>In this section, indicate the date of suspected abuse; the nature, extent and cause of the suspected abuse; the persons thought to be responsible for the suspected abuse; evidence of previous abuse; and other pertinent information needed to conduct the assessment. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such as building administrator, supervisor, etc.</p>		
REPORTER INFORMATION		
Name and title or position		
Office address		
Phone	Relationship to child	
Names of other mandatory reporters who have knowledge of the abuse		
Signature of reporter	Date	

Appendix 5: General Incident Report Form

Please report any suspicion within 24 hours verbally or by sending this form to DOS draganaziva@gmail.com

Incident Report Form

General Information						
Day of Incident	Sun	Mon	Tues	Wed	Thus	Fri Sat
Date of Incident	Time of Incident			AM / PM		
Location of Incident						
Name of Event or Brief Description						

Staff Reporting Incident			
Date Prepared		Time Prepared	AM / PM
Name (last, first, MI)		Phone #	Email Address
Position	Signature		

Person/Group Involved (Primary)	
Name (last, first, MI) or group name	
Phone #	Email Address
Affiliation	<input type="checkbox"/> Student <input type="checkbox"/> Student Staff <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Guest <input type="checkbox"/> Other _____
Involvement	<input type="checkbox"/> Accused <input type="checkbox"/> Victim <input type="checkbox"/> Witness

Person/Group Involved	
Name (last, first, MI) or group name	
Phone #	Email Address
Affiliation	<input type="checkbox"/> Student <input type="checkbox"/> Student Staff <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Guest <input type="checkbox"/> Other _____
Involvement	<input type="checkbox"/> Accused <input type="checkbox"/> Victim <input type="checkbox"/> Witness

Person/Group Involved	
Name (last, first, MI) or group name	
Phone #	Email Address
Affiliation	<input type="checkbox"/> Student <input type="checkbox"/> Student Staff <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Guest <input type="checkbox"/> Other _____
Involvement	<input type="checkbox"/> Accused <input type="checkbox"/> Victim <input type="checkbox"/> Witness

Add additional individuals involved on another copy of this page if necessary

Appendix 6: Statement of Commitment: Code of Conduct

DAH Theatre and Research Center (DAH) commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation of any participant in their as well as their partner's projects.

DAH employees, volunteers, collaborators, and partners are expected to contribute to building a harmonious workplace based on team spirit, mutual respect, and understanding. All staff members and collaborators are expected to uphold the dignity of beneficiaries served by DAH organization by ensuring that their personal and professional conduct is of the highest standard at all times.

DAH strongly condemns all kinds of abuse, sexual exploitation, mental or physical violence.

Abuse occurs when adults or other children hurt children or young people under the age of 18, as well as the adults, either physically or in some other way.

Sexual abuse occurs if a child, young person or any other individual is pressured or forced to take part in any kind of sexual activity, whether or not the child or that individual is aware of, or consents to, what is happening.

1. Abuse and sexual exploitation constitute acts of gross misconduct and are therefore grounds for termination of employment. All relevant legal steps should be taken corresponding to the legal and social conditions of the local situation.
2. Exchange of money, employment, goods, assistance or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is strictly prohibited.
3. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an excuse.
4. Where a DAH employee or volunteer develops serious concerns regarding abuse or sexual exploitation she/he must report such concerns to the appropriate body within DAH.
5. DAH employees or volunteers may not engage in any form of harassment, discrimination, physical, verbal or mental abuse, intimidation, favoritism or exploitative relations of any kind.
6. DAH employees and volunteers are expected to behave in accordance with DAH values.

Signed by...../
Date.....

I have carefully read the DAH Code of Conduct and discussed its contents with my supervisor and/or colleagues in order to understand it clearly. I must comply with the Core Values of DAH and I am aware that DAH expects me to uphold at all times the standards of behavior described in the Code of Conduct above. I also understand that disciplinary measures and legal steps will be taken in case of non-compliance.

Appendix 7: Media Activities Permission Form

DAH Theatre and Research Center and its Communications Team are actively promoting (e.g. activities / events/etc).

We publish photos and or statements of participants. In this way we inform the public and decision makers about (event).

If you or your parents/caretakers are interested in following the DAH's work via social media, you can do this by following the DAH Facebook page and/or twitter feed or the DAH website: <https://dahteatarcentar.com/>

Is it okay for you participate in visual documentation during the DAH (event)?

If you say it is ok, we might share photos, film, audio, writing or art on our website or social media; in our reports or leaflets; at our events; and/or in the promotion work we do to people around Europe who help to support children and adolescents.

Please tick Yes or No:

- Yes
 No

Is it ok for us to capture your voice in film, photos, audio, writing and/or art and to share this content in the ways listed above?

Please tick Yes or No:

- Yes
 No

Is it ok if we tell people your first name when we share this content? (you can still take part in (event) even if you don't want us to tell people your name).

Please tick Yes or No:

- Yes you can share my first name
 No you cannot share my first name

Is it ok for you to talk to the press during (event) (including photos, television/video/camera coverage)? All media interviews will be conducted in consultation with and in the presence of your accompanying adult and a DAH staff

member. You have a right not to respond to any questions that you do not want to answer to.

Please tick Yes or No:

Yes

No

Date _____

Signature _____

Appendix 8: Code of Conduct for Media and Reporters

Project reporting – guidelines and recommendations for journalists

DAH welcomes and supports news reporting on its work in Serbia and abroad. It makes an important contribution to obtaining our goal of enforcing children’s and human rights worldwide. The utmost priority in every activity is the welfare, protection and safety of children and all parties involved.

In order to ensure that these values are respected in your reports, we kindly ask that you adhere to our guidelines for project visits and communication standards and sign them. We operate under the assumption that your work will abide by the Serbian Journalist’s Code of Ethics; our communication standards serve as an ethical compass for the particular challenges posed by reporting on issues affecting children and other vulnerable individuals.

To help you find the most successful approach to your work, we also have some practical recommendations for you.

1. General guidelines for project visits

You are a guest and a visitor to the project and not a DAH delegate. Accordingly, we kindly request that you refrain from getting involved in project matters and avoid conflicts or complaints with project staff. You should also refuse any request for money as a rule.

Please observe project rules during your visit. Comply with local employees’ requests. We are happy to address any critical experiences or observations with you once you return from your visit and address your concerns.

The visit should be tailored to the children's and participants' general day-to-day routine so that it is not a disruption for the rest of the community.

Please refrain from smoking or consuming alcoholic drinks while on project premises or in the presence of children. When visiting the families of children who are sponsored by DAH, you should comply with local social customs. It is best to ask project employees about these customs before you act.

Respect the participant's personal, cultural, religious, and other beliefs, and refrain from attempting to influence them at all.

When in contact with children or other vulnerable individuals, you must be within eyesight of a project employee at all times, or within earshot. We ask this not only for reasons relating to the project partner's liability, but also for your own protection: activities outside the project (e.g. field trips with only one child or other vulnerable participant) could give rise to unpleasant suspicion, even if these concerns prove to be unfounded.

If you would like to take a picture of anyone, particularly children, during your project visit, you may do so only after first obtaining permission from the people in charge of the project. This has to do in part with the strict legal requirements locally, though it also serves to protect children and other parties involved.

2. Communication standards

All media content rests on the values of respect and equality, and preserves the dignity of the people described. Portray the children and other participants as multi-faceted individuals with a diverse range of potentials, and refrain from reducing them to victims or other stereotypical roles.

Before creating media content, inform the affected parties and their parents or legal guardians (if underaged) about its purpose and how it will be used in an easy-to-understand manner.

When creating media content, consent must be obtained from the affected parties and their parents or guardians (if underaged). The privacy of all the people involved in the project or its environment must be maintained at all times.

Always use pseudonyms for the children unless stating the child's name is in that child's interest and you have obtained his or her clear consent.

When describing the children’s and other participants’ living situations, you must account for the social, cultural, and economic context in order to demonstrate the complexity of the development situation.

Public press coverage of children and adults who are especially at risk must include additional protective measures as these parties could be put at greater risk of violence or stigmatization.

Particularly, parties at risk include, among others:

Children and others who were victims of abuse, sexual or otherwise
 Children or other individuals who were accused of or were perpetrators of a crime
 Asylum seekers, refugees, or internally displaced persons
 Traumatized individuals (after natural catastrophes, armed conflicts, etc.)

In such cases, the reporter needs to work with the people in charge of the project to assess the risk associated with the planned media content and its publication and adapt the description to the following scale:

Risk level 1: Low risk of violence or stigmatization

Faces and information about the location can be published.

Risk level 2: Mid-level risk of violence or stigmatization

Faces and information about the approximate location can be published.

Risk level 3: High risk of violence or stigmatization

Any published faces may not be clearly identifiable, location information must be changed.

How are participants to be categorized in the risk scale depends on multiple factors that need to be determined on a case-by-case basis. One factor, for example, is the participant’s immediate environment.

Inability to comply to these rules and guidelines will lead to an automatic breach of contract and, depending on the misconduct, potential criminal charges.

Acknowledged by:

_____ Date/Signature:

Recommendations for successful project-based reporting.

Preparing for a project visit

Before journalists travel to visit the project, DAH coordinates locations and dates for project visits and is also happy to research potential interviewees with editors. When you are on location, please clarify the scope and purpose of your visit with the participants, and in case of children with their caretakers. Particularly in delicate situations, it is important that participants know what will happen with what you write. Your duty to disclose information also requires you to inform them of their right to their own image.

Working on location

Have a conversation with people responsible for the project about the particular challenges relating to participants, especially child protection.

Explain to the children and any important actors why you want to report on your topic, for whom you are doing it, and how you will go about it.

Find or make a space where the participants feel safe and at ease.

Be mindful of the cultural conventions at play and treat everyone involved with respect.

Allow plenty of time.

Over the course of the conversation or throughout filming, be aware of the background and environment that you are using for your report and ensure that the participant cannot be identified or put at risk because of the background.

Interviewing children

Find an appropriate and child friendly way to start the conversation in order to break the ice, such as use of the child's language.

Take care that the child feels at ease throughout the conversation and trusts you. Also keep in mind the trusted role of any interpreter that might be needed.

The number of reporters and photographers should be kept to a minimum during the conversation so that the child can speak about his or her life without pressure or fear.

Avoid direct questions that conjure up psychological pain or a traumatic experience; talk to the people running the project about what the child or other vulnerable party can cope with.

Please be aware that children often express themselves in other ways than language, such as drawings.

Photographing and filming children

Allow plenty of production time for the children and create a comfortable and child-friendly atmosphere.

Please observe the child's reaction and speak with him or her while production is underway.

Do not show any dying children. When taking pictures of seriously injured children, the photographer or camera man bears a special responsibility.

If clip-on microphones are being used, it is important to be especially careful. A person the child trusts should put on and remove the microphone.

End the session after an appropriate period and thank the child.

Publication

Please bear in mind that once information has been made public, it is very difficult to take it back. We request that you be aware of the publication channels: a lot of print and TV content ends up republished on the internet, and it can be easily accessed, so please do not put DAH staff, volunteers, and partners at risk and do not obstruct project work by disclosing confidential (background) information publicly.

When in doubt, please reach out to DAH project managers.