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ARVO PÄRT CENTRE

CHILD SAFEGUARDING POLICY

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1. INTRODUCTION

Arvo Pärt Centre mission is to be the carrier and the promotor of Arvo Pärt's creative heritage and the world of ideas.

The core of the Arvo Pärt Centre is the archive which comprises information and documents related to the composer's work in both physical and digital formats (manuscripts, sketches, photos, recordings etc.). The archive and library are accessible to everyone who are interested in Arvo Pärt's creative heritage. For the everyday visitors' people can enjoy the exhibitions, we deliver educational programmes and we organize concerts, talks, film screenings, public events etc

Arvo Pärt Centre's educational staff has developed three different educational programmes for children of the different age groups:

- a) In the footsteps of Arvo Pärt - Educational programme for primary school and final-year kindergarten groups;
- b) The path to one's own sound - Educational programme for lower secondary pupils;
- c) The path to one's own music - Educational programme for the upper secondary school.

The educational programmes are mainly ordered by schoolteachers and children participate in the programme as a group and they are always accompanied by an adult person.

Children can also visit the Arvo Pärt Centre as single visitors together with their family. A special exposition is worked out for children where they can listen to the music by Arvo Pärt (includes children-songs), watch the cartoons where Arvo Pärt's music is used (mainly from the 1960ies and 1970ies) and play with the interactive wall.

During the summer period people also can visit a 32 m high tower and enjoy the beautiful view. The Centre has worked out the rules how people can visit the tower, so that the visit is safe to the visitors. The children under the age of 12 should be accompanied by an adult. One staff member is always present near tower in order to facilitate the visit.

More about the Arvo Pärt Centre activities on <https://www.arvopart.ee/en/arvo-part-centre/>

Safeguarding the children that we come into contact with throughout our work is a key priority for Arvo Pärt Centre. It is individual and collective responsibility to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of, or actual, harm caused by Arvo Pärt Centre staff, representatives, partners, volunteers, contractors and visitors to our programmes.

Arvo Pärt Centre is fully committed to the safeguarding of children and has zero tolerance towards any kind of child abuse by our staff, our partner's staff and those who represent us.

Everyone working for Arvo Pärt Centre, whether in a paid or voluntary capacity, has to be highly aware that challenges related to the safeguarding of children's well-being as well as children's best interest are of the highest possible importance.

The obligation to ensure the safety of children is the responsibility of all Arvo Pärt Centre employees and representatives, and this obligation is primarily stated in this Child Safeguarding Policy (hereinafter referred to as "Policy"). The provisions of the Policy, to the extent relevant, are also incorporated into other Arvo Pärt Centre internal policies, procedures, rules, descriptions, and agreements with third parties.

2. MAIN POLICY PROVISIONS

Arvo Pärt Centre:

- Employs only such personnel and cooperate only with such representatives, who are suitable for working with children and comply with the requirements of Child Protection Act. Strict practices of safe recruitment and cooperation are applied.
- Ensures that all those involved in Arvo Pärt Centre activities are aware of their responsibilities and respond appropriately to cases of child abuse.
- Ensures, that all representatives of Arvo Pärt Centre behave properly towards children and never abuse children's trust.
- Ensures, that everyone who represents Arvo Pärt Centre is actively involved in creating a safe environment for children who participate in the Centre's activities.
- Assesses the risks to children in Arvo Pärt Centre activities and programmes and eliminates, reduces or mitigates all risks where possible.
- Establishes and maintains:
 - procedures to ensure awareness on child safeguarding and related risks.
 - prevention of harm to children.
 - appropriate channels for reporting incidents and the appropriate response to reports.

3. LEGAL FRAMEWORK

This policy is in line with international conventions and national legislation imposed in Arvo Pärt Centre, as well as with internal documents and regulations of Arvo Pärt Centre.

International Conventions:

- The UN Convention on the Rights of the Child (UNCRC)
- The Universal Declaration of Human Rights (UDHR)
- EU Charter of Fundamental Rights
- EU General Data Protection Regulation

National legislations:

- Child Protection Act
- Penal Code
- Criminal Records Database Act

Internal documents and regulations:

- Arvo Pärt Centre Code of Conduct with Children

4. DEFINITIONS

This policy covers all forms of child abuse. Arvo Pärt Centre recognizes these categories of child abuse: physical abuse, emotional abuse, neglect, sexual abuse and exploitation. The policy also covers any poor safeguarding practice.

TERM	DEFINITION
Child safeguarding at Arvo Pärt Centre	Child Safeguarding at Arvo Pärt Centre involves our collective and individual responsibility and actions to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of or actual harm by Arvo Pärt Centre staff, representatives and third parties, who come into contact with children or impact them through our direct programme implementation, work through partners and management of children's personal data.
Child	Everyone under the age of 18
A young adult	Anyone who is between 18 and 24 years of age
Child Abuse	Child abuse consists of anything, which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood.
Physical abuse	Physical abuse is the non-accidental use of physical force that deliberately or inadvertently causes a risk of/ or actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.
Emotional Abuse	Emotional abuse involves doing harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g., bad name-calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.
Neglect	Neglect includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and /or shelter. Neglect is also failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to child-proof a space that children will occupy etc.). It can also be Arvo Pärt Centre staff, partners, contractors and sub-grantees failing to apply minimum requirements as set out in mandatory procedures.

Sexual Exploitation & Abuse (SEA)	<p>All forms of sexual violence and coercion, sexual solicitation, manipulation or trickery including incest, early and forced marriage, rape, involvement in or exposure to indecent images/video (aka pornography), sexual slavery/trafficking, and statutory rape. Sexual abuse may include but is not limited to indecent touching or exposure, explicit sexual language towards or about a child and grooming. Sexual abuse does not always involve touching. Sexual Exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. Be aware that technology is a tool sometimes used to sexually exploit a child. The sexual exploitation and abuse of children under the age of 18 is child abuse and a policy violation. It may also constitute a criminal offense, depending upon the age of consent, local laws and customs.</p>
Internal child safeguarding incident	<p>Concern or violation of child safeguarding standards or failure to ensure that children are protected from deliberate or unintentional acts that lead to the risk of or actual harm by staff or other representatives of Arvo Pärt Centre and third parties, who come into contact with children or impact them through direct programme implementation, work through partners and management of children's personal data.</p>
External child safeguarding incident	<p>Concern or violation of child safeguarding standards or failure to ensure that children are protected from deliberate or unintentional acts that lead to the risk of or actual harm to children by a third party (e. g. teachers, parents, other natural persons etc.) in no way related to Arvo Pärt Centre staff or other representatives.</p>

5. RECRUITMENT, INDUCTION AND TRAINING OF STAFF

For safer recruitment Arvo Pärt Centre:

- Includes a statement in the job advertisement about its commitment to Safeguarding and promoting the welfare and the best interest of children and young people.
- Informs candidates about the individual responsibility for adhering to and promoting the Child Safeguarding Policy of the Centre.
- Ensures its recruitment processes are rigorous, in line with statutory requirements and best practice guidance. These processes include the use of checks in Criminal Records Database on all employees and checking up to three references.
- Reserves the right to terminate contract negotiations or refuse to engage an individual, if appropriate criminal record checks are not undertaken, or cannot be undertaken for roles that are identified as working with or having contact with children. This will also apply in the event where background and reference checks reveal that the person is not suitable to work at Arvo Pärt Centre or has omitted key information.
- All staff, volunteers and interns are required to complete mandatory Child Safeguarding training to help them understand and feel confident about their role and responsibilities within a designated time period from joining the Centre, where attendance is recorded.
- All Arvo Pärt Centre staff members, board members and volunteers will sign the Child Safeguarding Acknowledgement (Appendix 2) as part of their engagement, and this will be an integral annex to their engagement contract.

6. AWARENESS RAISING

Arvo Pärt Centre will ensure the Child Safeguarding Policy, Code of Conduct and reporting procedures and mechanisms are made widely available and publicized to children, their caregivers, all staff, partner staff and all relevant third parties and stakeholders in format, they understand.

Arvo Pärt Centre will ensure that Child Safeguarding Policy and Code of Conduct provisions will be presented through the means comprehensible to children in a child/ young people friendly manner and considering the age of a person.

A copy of the Child Safeguarding Policy is available on request for any other members of the public and published on the Arvo Pärt Centre website.

A copy of Child Safeguarding Policy and Code of Conduct or a link on the website is sent to children group leading person (e.g., schoolteacher) via e-mail when ordering a group service from Arvo Pärt Centre.

All visitors to Arvo Pärt Centre programs or office who will have contact with children will be made aware of the Arvo Pärt Centre Child Safeguarding Policy, relevant procedures and Code of Conduct and the behaviour and conduct expected of them.

7. RISK ASSESSMENT

Before running any programme for children - might it be an existing or a new one - Arvo Pärt Centre team will conduct a risk assessment to cover any safeguarding issues. Through the assessments for each programme, risks will be identified and strategies how to mitigate the risks will be added. Alternative working practices will be suggested and followed accordingly.

Where possible and practical, the "Two-Adult Rule," wherein two or more adults supervise all activities where children are involved and are present at all times, shall be followed.

8. COMMUNICATION GUIDELINES FOR STAFF MEMBERS AND OTHER REPRESENTATIVES

As a representative of Arvo Pärt Centre, please be mindful when using your personal social media accounts.

The Child Safeguarding Policy and Code of Conduct with children applies to your personal and professional lives, and all use of social media should be governed by the principles of respecting and protecting Children. To ensure that Children are safe and represented with dignity and care, the following guidance has been developed:

- Any contact with the children and their guardians for marketing purposes, media exposure, consultation, participation or support should be with their written permission, and not exploit neither child nor his guardian, make them more vulnerable, or expose them to risk.
- Anyone who publishes images, texts, videos, or information about children and other members of vulnerable groups on behalf of the Arvo Pärt Centre must do everything to prevent illegal access and inappropriate use of these contents.
- The Arvo Pärt Centre strictly forbids direct communication through social media between employees, volunteers, representatives, associates and children or members of vulnerable groups who are beneficiaries of Arvo Pärt Centre programs and projects, which is not documented or without the supervision, control and knowledge of the Arvo Pärt Centre.

- Sensitive, Confidential or Internal Communications about Children: Discussing or sharing, via Public Communication, any sensitive, confidential or internal matters concerning Children, their data or Child Safeguarding violations is strictly prohibited.
- All site and program visitors including journalists and all media representatives must receive and review the Code of Conduct with children at Arvo Pärt Centre and sign the accompanying acknowledgment form prior to contact with Children or Child Data. On the ground, representatives and visitors will receive a verbal briefing on Child Safeguarding, for which the visit lead will be responsible.

9. CHILD SAFEGUARDING OFFICER AND REPORTING OF CHILD SAFEGUARDING CONCERN

Arvo Pärt Centre has a designated Child Safeguarding officer, who is responsible for providing continuity in dealing with child safeguarding issues and will take responsibility for dealing with allegations or suspicions of child abuse. It is not the role of the Child Safeguarding officer or any other representative of Arvo Pärt Centre to decide whether a child has been abused or not. The nominated Child Safeguarding officer will be responsible for implementation of the Child Safeguarding Policy into the everyday activities of Arvo Pärt Centre, conducting risk assessment to identify the relevant issues for the Policy update, updating of the Policy, setting up standards, guidelines and procedures, receiving information from staff, board members, volunteers, children, parents or any other person, who have child safeguarding concerns, providing contact details for complaints, recording information about child safeguarding concerns, managing allegations against staff, board members and volunteers according to legislation.

All information related to child safeguarding issues, including details about alleged victims, witnesses and alleged perpetrators must be treated confidentially in accordance with the EU General Data Protection Regulation.

The Child Safeguarding officer will take action in the course of 24 to 48 hours after having received the report. Outcomes of the initial incident assessment are not intended to verify or reject the reported incident but serve as basis for planning next steps. The Child Safeguarding officers may also involve other co-workers who are able to support the discussion and decision-making based on their knowledge and experience or their responsibility with regards to the child involved.

All Representatives of Arvo Pärt Centre shall know the steps to take and whom to contact when concerns arise regarding the safety of children.

All persons related to Arvo Pärt Centre are obliged immediately (within 24 hours) to report internal child safeguarding incident or concern they become aware of to the designated Child Safeguarding officer. Reporting of external child safeguarding incidents must be made according to the Child Protection Act (see Appendix No.3). This commitment is included in the Child Safeguarding Policy and Arvo Pärt Centre Code of Conduct with Children, which is annexed to their contracts. All persons related to Arvo Pärt Centre need to be properly informed about possible consequences of failing to report a child safeguarding incident or concern. Failure to report child safeguarding incident or concern will be considered as support for unauthorized actions and may have significant consequences.

The contact information of Child Safeguarding officer is available online on the Arvo Pärt Centre website.

False or malicious allegations may occur. However, it is not possible to distinguish between founded and false or malicious allegations without following up on these by a full incident assessment and eventually a formal investigation. Not responding to a child safeguarding concern may result in further risks for children and/or the continuing suspicion against a co-worker which deprives them of the opportunity to clear their name. If a co-worker knowingly and wilfully makes a false report or gives false or malicious information regarding another co-worker, disciplinary action is taken.

10. ACCOUNTABILITY, MONITORING AND EVALUATION

Designated Child Safeguarding Officer is responsible for monitoring of the implementation of the Child Safeguarding Policy.

Arvo Pärt Centre is committed to reviewing policy once a year, analyse its implementation, and based on feedback from the practice, improve its content.

All records on the incidents, concerns and suspicions will be properly and systematically recorded and documented.

Appendix No.1 **Code of Conduct with children**

CODE OF CONDUCT WITH CHILDREN

These behaviours apply equally to the personal and professional lives of staff and other representatives:

Staff and others must never:

1. use language, make suggestions or offer advice, which is inappropriate, offensive or abusive
2. hit or otherwise physically assault or physically abuse children
3. act in ways that may be abusive or may place a child at risk of abuse.
4. behave physically in a manner which is inappropriate or sexually provocative
5. act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
6. discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others
7. contact children through social-media or personal e-mails directly.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all staff and others in contact with children to:

1. be aware of situations which may present risks and manage these
2. plan and organise the work and the workplace so as to minimise risks
3. as far as possible, be visible in working with children
4. ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
5. maintain high personal and professional standards
6. respect the rights of children and treat them fairly, honestly and with dignity and respect.

Violations of the provisions of the Code of conduct with children may result in the imposition of sanctions, termination of contracts and submission of reports to the component authorities.

Appendix No.2 **Child Safeguarding Acknowledgement**

CHILD SAFEGUARDING ACKNOWLEDGMENT

I _____

Name and Surname (in capital letters)

ID number _____

herby confirm, that:

1. I have read and understood the Child Safeguarding Policy and the Code of Conduct with children.
2. I will abide by the Child Safeguarding Policy during my engagement at Arvo Pärt Centre.
3. I am informed and aware of the consequences of non-compliance with provisions of the Child Safeguarding Policy.

Date and place _____

Signature _____

Appendix No.3 **Child Safeguarding incident**

REPORTING, RESPONSE AND CASE MANAGEMENT

REPORTING AND CASE MANAGEMENT OF AN INTERNAL CHILD SAFEGUARDING INCIDENT

Arvo Pärt Centre will proceed investigating only the internal child safeguarding incidents, when the reported concern or violation of child safeguarding standards was made by staff member or other representative of Arvo Pärt Centre (see Part 4 of the Arvo Pärt Centre Child safeguarding policy for the definition).

Arvo Pärt Centre staff members, other representatives, parents and other representatives of children, teachers, children and young adults must report any concern or (suspected) child safeguarding violation.

CASE IS REPORTED TO	<ul style="list-style-type: none"> • The Managing director and/or the Child Safeguarding officer. • And/or to the Head of the Council. • In some cases, and/or to the members of the Council.
STEP 1	<ul style="list-style-type: none"> • The Managing director and the Child Safeguarding officer (the Managing director and the Head of the Council or the Head of the Council and the members of the Council) assesses if the information received is an actual report on a any concern or (suspected) violation. • If it is a child safeguarding violation, the Child Safeguarding officer must be informed and involved. • The safeguarding workgroup is formed for the assessment of the report.
STEP 2	<ul style="list-style-type: none"> • The person responsible for the investigation of the report (usually the Child Safeguarding officer) contacts the person who reported the case (if known) and informs, that the report is received and will be investigated.
STEP 3	<ul style="list-style-type: none"> • The safeguarding workgroup assesses the reliability of the information received and the seriousness of the violation (if needed, the person who reported the incident is interviewed and the additional information is gathered). • If the report appears to be false, the safeguarding group decides on the consequences for the person who reported - investigation is complete.
STEP 4	<ul style="list-style-type: none"> • The person responsible for the investigation of the report (usually the Child Safeguarding officer) must register the report received in the Safeguarding concern Form (Appendix No.4) and update the data when new information on the report is available.
STEP 5	<ul style="list-style-type: none"> • If the report is true internal child safeguarding incident, the staff member or other representative of Arvo Pärt Centre shall be suspended from work or other duties until the investigation is complete. • If required by the law, law enforcement and/or other institutions are informed about the report on any concern or (suspected) safeguarding violation. • If an internal investigation is being conducted the need for involvement of other professionals to the safeguarding workgroup must be assessed.

STEP 6	<ul style="list-style-type: none"> • If provided for in the financing agreements, the Managing director or the Chairman of the Council informs the donor/-s about the receipt of the report on any concern or (suspected) safeguarding violation.
STEP 7	<ul style="list-style-type: none"> • The safeguarding workgroup sets consequences for the staff member or other representative of Arvo Pärt Centre who was reported (whether he/she is offered remedial and appropriate assistance, or he/she is permanently removed from the Arvo Pärt Centre and shall have his/her contract terminated). • The Managing director or the Chairman of the Board is responsible for the implementation of the decision.
STEP 8	<ul style="list-style-type: none"> • The person who reported must be informed about the results of the investigation. The investigation is completed.

REPORTING AND CASE MANAGEMENT OF AN EXTERNAL CHILD SAFEGUARDING INCIDENT

Arvo Pärt Centre will not investigate the external child safeguarding incidents, when the reported violation of child safeguarding standards was made by a person, who is not staff member or other representative of Arvo Pärt Centre (see Part 4 of the Arvo Pärt Centre Child safeguarding policy for the definition).

The external child safeguarding violations must be reported according to the Child Protection Act, please follow the specified steps accordingly:

- In case of child in need of assistance all persons who have knowledge of a child in need of assistance are required to notify of the child in need of assistance first. And the child in need of assistance must be immediately notified of to the local government or to child helpline service 116 111. The paragraphs 26 – 29 of the Child Protection Act must be followed.
- In case of child in danger all persons who have knowledge of a child in danger shall be required to notify of the child in danger first. And A child in danger shall be immediately notified of through the emergency call number 112. The paragraphs 30 – 33 of the Child Protection Act must be followed.

Appendix No.4 **Child Safeguarding concern form**
SAFEGUARDING CONCERN FORM

Date of the Report:

Case No.:

Case type:

Report received by:

Who received the report

Case status:

REPORTED BY:

Name Surname	Position	Phone no.	E-mail address

PERSON BEING PROTECTED (THE VICTIM)

Name Surname	Gender	Date of birth	Contact details

If the person is a child please fill the details of the parents or other legal child representative, which is known

Name Surname	Relation to the child	Were the parents informed about the incident?	Contact details

PERSON WHO CAUSED THE INCIDENT

Name Surname	Gender	Age	Is this the representative of the Centre?

What is this person's relationship with the child? (please describe)

Any other relevant details:

FACTS ABOUT THE INCIDENT

Date of the incident:	Time of the incident:	Location of the incident:	Were there any other witnesses to the incident?
Was the local government informed?		Were the emergency services informed?	How did the person who reported become aware of the incident?

DESCRIPTION

Please describe the specific incident in detail

What immediate action has been taken to protect the child?