

# LIFEWORDS BRAZIL CHILD SAFEGUARDING POLICY

LIFEWORDS

PAVEMENT



PROJECT

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## EXECUTIVE SUMMARY

**Lifeworlds' Child Safeguarding Policy (CSP)** establishes a firm commitment to protecting children and adolescents from any form of abuse or mistreatment. This policy reflects the organisation's responsibility to guarantee a safe environment for all the children with whom it interacts, promoting their physical, emotional, and spiritual well-being and rights. The CPP applies to all staff members, volunteers, partners, and visitors and offers clear guidelines on how to prevent, identify, and respond to situations of child abuse.

The policy is based on biblical principles and children's rights, as defined by the **Convention on the Rights of the Child**, the **Statute of the Child and Adolescent (ECA)**, and other national and international regulations. It also complements other **Lifeworlds** policies and ensures that everyone in the organisation knows their protection duties.

Preventive measures include a rigorous employee selection process, ongoing training for staff and volunteers on good protection practices, and implementing accessible channels for reporting abuse. **Lifeworlds** also raises awareness among Christian and non-Christian communities about the rights and protection of children and adolescents.

Compliance with this policy is monitored regularly, and a group called "Policy Guardians" is responsible for its implementation and for responding quickly to reports or suspicions of abuse. The CPP is reviewed periodically to ensure its effectiveness and alignment with the best child protection practices.

### **Policy Statement**

**Lifeworlds** reaffirms its unwavering commitment to protecting children and adolescents from any form of abuse, exploitation, neglect or violence. Our organisation is based on biblical principles and respect for universal human rights, as set out in the **Convention on the Rights of the Child** and the **Statute of the Child and Adolescent (Estatuto da Criança e do Adolescente - ECA)**.

We recognise that all children and adolescents have the right to grow up in a safe environment where their physical, emotional, mental, and spiritual well-being is promoted and protected. Therefore, we adopt a **zero-tolerance** policy towards any behaviour or action that puts the safety and dignity of the children we work with at risk.

**Lifeworlds** requires all its employees, volunteers, partners and visitors to strictly follow this policy and act ethically and responsibly to ensure that interactions with children and adolescents are safe and respectful and promote their integral development. Preventive and corrective measures will be implemented on an ongoing basis to identify, prevent and respond to any signs of abuse or mistreatment.

We are committed to providing adequate training, maintaining accessible reporting channels and guaranteeing rapid and effective responses to any concerns or incidents involving the well-being of the children and adolescents in our care.

This policy is a priority for **Lifeworlds** and is a fundamental part of our mission to serve those most in need of protection and care, ensuring that Christ's love and compassion are reflected in all our actions.

## PART 1

### 1. INTRODUCTION

**Lifeworlds** is strongly committed to and very satisfied with seeing the Bible shared with people, changing their lives, and helping them to know Jesus personally. The organisation produces a variety of Bible resources, develops mission programmes with vulnerable communities, and creates ways for

people to experience the Bible in their language and culture.

The **Pavement Project** was launched by **Lifewords** in 2000 to train and equip community workers (educators) with biblically based and culturally appropriate resources, helping them effectively promote the restoration of vulnerable children and adolescents. The **Pavement Project** also seeks to make Christian and non-Christian communities aware of the needs of these children and adolescents, encouraging active participation in social, spiritual and emotional change in families and communities.

To simplify the text, the term "child" will be used in this document to refer to children and adolescents between 0 and 18 years of age. The term "team" will include **Lifewords'** management, board members, employees, interns, freelancers and volunteers.

## 2. PURPOSE

**Lifewords** believes that it is not acceptable for a child to experience abuse of any kind under any circumstances. The organisation recognises its responsibility to safeguard the well-being of children, protecting them from any abuse.

The terms "Protection Policy", "*Salvaguarda*", or "Safeguarding" are used in some contexts. **Lifewords'** Child and Adolescent Safeguarding Policy (CSP) includes the broader principles of safeguarding, which go beyond protection to include the prevention of abuse and mistreatment, the promotion of the healthy development of children and their families in vulnerability, the importance of guaranteeing their human rights, meeting their needs when problems arise and a commitment to taking measures that enable them to achieve the best possible results. In addition, it highlights raising awareness of the importance of guaranteeing their well-being and partnering with other actors who provide protection and defence services.

## 3. COMMITMENT

**Lifewords** undertakes to implement policies and practices designed to favour the protection of children, their carers and family members from all possible forms of physical, emotional or spiritual harm and to guarantee appropriate measures in the event of a violation of their rights. Everyone on the team, paid or volunteer, partner organisation, educator and visitor, will be made aware of the CPP and must formally commit to putting it into practice. Its purpose is to promote these measures in the communities where children live and in the environments they frequent.

This policy also affects hiring, employee behaviour, discipline, and health and safety policies. Therefore, it relates to our terms and conditions of employment. It can be accessed anytime on the **Pavement Project** website and from the link in the contract documents and the volunteer agreement.

Every three years, the **Lifewords** Council elects two to three Guardians of the Safeguarding Policy, one of whom must be a Council member. The Guardians commit to addressing all concerns, suspicions, and reports of child abuse referred to them, taking immediate action to ensure the protection and safety of those involved. In addition, another Council member will be elected to conduct internal audits to verify policy compliance and identify improvement opportunities.

## 4. GUIDING PRINCIPLES

**Lifeworlds** is based on biblical principles and children's rights and seeks to raise awareness of these rights. This Policy takes into account the following documents:

1. [Convention on the Rights of the Child \(1989\)](#): Adopted by the United Nations General Assembly, this international treaty defines the civil, political, economic, social and cultural rights of children worldwide.
2. [Statute of the Child and Adolescent \(ECA\) - Law no. 8.069 of 1990](#): Brazilian legislation regulating children and adolescents' rights, establishing a legal framework for their complete protection in Brazil.
3. [Universal Declaration of Human Rights \(1948\)](#): A fundamental document adopted by the United Nations General Assembly that sets international standards for human rights.
4. [Brazilian Declaration on Child Protection—Decree No. 3.087 of 21 June 1999](#): This decree establishes the Brazilian Declaration on Child Protection in accordance with the Convention on the Rights of the Child.
5. [Definitions of Maltreatment and Abuse of Children and Adolescents - Geneva, 1999](#): United Nations document providing standardised definitions of maltreatment and abuse of children and adolescents.
6. [United Nations Norms and Principles on Crime Prevention and Criminal Justice \(2009\)](#): These are UN Guidelines for preventing crime and establishing criminal justice, which also address child protection.
7. [ILO Conventions: Convention 138](#) (1973) regulates the minimum age for admission to employment, and [Convention 182](#) (1999) addresses the worst forms of child labour.
8. [Statute of People with Disabilities, Law no. 13.146 of 2015](#): Brazilian legislation that ensures the rights of people with disabilities, guaranteeing inclusion and accessibility.
9. [Salamanca Declaration \(1994\)](#): UNESCO document promoting inclusive education for children with special needs.
10. [Advice, resources and support for organisations to establish their Safeguarding Policy: Keeping Children Safe](#).
11. Bible (examples of passages: Gen 1:26-27, Deut 7:11-14, Ps 127:3-5 and 128, Matt 18:1-6, 19:13-15 and 21:14-16, Luke 2:40-52, Col 3:21, Ex 22:22, James 1:27, Mark 10:13-16): Biblical references that underpin **Lifeworlds'** approach and values concerning child protection.

## 5. DEFINITIONS

### 5.1 CHILDREN AND ADOLESCENTS

Article 2 of the Statute of the Child and Adolescent ([ECA](#)) considers a 'child' to be someone up to twelve and an 'adolescent' to be someone between twelve and eighteen.

According to the UN Convention on the Rights of the Child, a child is anyone under the age of eighteen. Every child has rights guaranteed by Brazilian law and must be respected by everyone. They are a developing person, i.e. they have not yet reached the maturity of an adult, either physically or psychologically. The same applies to their sexuality, which shouldn't be treated like the sexuality of an adult either.

#### **WHAT DOES THE BIBLE SAY ABOUT CHILDREN?**

##### **THE CHILD IS DESCRIBED IN THE GOSPELS AS THE MODEL OF GOD'S KINGDOM.**

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14 (NIV)*

##### **IT IS GOD'S PURPOSE THAT EVERY CHILD DEVELOPS FULLY AND INTEGRALLY.**

*Jesus grew in wisdom and stature and in favour with God and man. Luke 2:52 (NIV)*

##### **CHILDREN ARE JESUS' REPRESENTATIVES. ALL THOSE WHO TREAT CHILDREN WITH DIGNITY HAVE THE PRIVILEGE OF HONOURING JESUS HIMSELF.**

*Whoever welcomes one such child in my name welcomes me. Matthew 18:5 (NIV)*

## **5.2 CHILD PROTECTION**

We recognise that our organisation must provide care for children by seeking to establish a high level of preventive actions and responses that protect children and their families from all forms of physical or mental violence, abuse, negligent treatment, mistreatment or exploitation, including sexual abuse. As children represent a vulnerable group, including those with special needs and belonging to ethnic or religious minority groups, and regardless of gender, sexuality or culture, they deserve higher standards of protection and must be treated with dignity and respect. Here, we set out good practice guidelines to be followed by everyone involved, aimed at preventing and dealing with violence against children, from awareness-raising measures to protective measures to keep them out of harm's way.

## **5.3 PROTECTION PROCEDURES**

**Lifeworlds** is committed to creating a safe and protective environment for children wherever it carries out its activities, including partnerships with other organisations. The following measures will be adopted:

1. **Awareness-raising:** Promoting the defence of children's rights in all the organisation's activities and raising awareness among all those involved of the importance of child protection.
2. **Listening to Children:** Ensuring children's voices are always heard and considered in all decisions affecting them.
3. **Staff and Volunteer Training:** Provide ongoing training for staff members and volunteers on violence prevention and child protection.
4. **Identifying Signs of Violence:** Create and maintain effective mechanisms to identify [signs of violence or abuse against children](#).

5. **Notification and Treatment:** Notify and promptly treat any cases of abuse or violence identified, following the procedures established to guarantee the child's safety and well-being.
6. **Empowerment:** Enabling children and their families to report cases of abuse or violence safely and effectively.

## 5.4 ABUSE

**Lifeworlds** adopts the following definitions of abuse or violence against children, endorsed by the World Health Organisation, Geneva, 1999:

Abuse or mistreatment: all forms of physical and/or emotional mistreatment, sexual abuse, neglect or negligent treatment, or commercial exploitation or any other type of exploitation that results in actual or potential harm to health, development, survival or dignity, in the context of a relationship of responsibility, power or trust.

For a detailed description of the various types of abuse against children, click here: [Types of violence against children](#).

# PART 2

## 1. PREVENTION

### 1.1 SELECTION OF EXECUTIVE BOARD MEMBERS, COUNCIL, STAFF, INTERNS AND VOLUNTEERS

The selection process for **Lifeworlds** team members will follow these procedures:

- a. The job advertisement should include a statement about the organisation's and the employee's role in child protection.
- b. Check that the professional qualifications described in the CV align with the position's requirements ([Job Application Form](#)).
- c. Obtain three references and check this information, either by telephone or in person, in other organisations where the candidate has worked, paying particular attention to previous work with children.
- d. Confirm references with any organisation with which the candidate has been involved in working with children, even if they have not been cited as a reference.
- e. Carry out research into other relevant sources.
- f. In the candidate's first job, one of the organisation's employees will assume systematic supervision during the probationary period (3 months).
- g. Involve more than one employee or board member in the selection process, preferably with relevant experience and knowledge of child protection and good practice.
- h. Carry out the selection process in three stages:
  - The first stage will include discussions on child-related issues to identify possible authoritarian or adult-centric behaviour.
  - The second stage will involve dynamics and/or experiences to observe the candidate's relational skills.
  - In the third stage, an individual interview will be held, focusing on:

- The candidate's motivations for engaging in this type of work.
- The existence of possible inappropriate behaviour with children in the past.
- The presentation and discussion of the duties of the post and the protection policy.
- The presentation by the candidate of the original documents proving the qualifications mentioned in the CV, as well as:
  - Proof that there has been no criminal record in the last ten years, obtained through certificates from the Federal and State Courts and Military Courts regarding criminal investigations and actions in the places of residence.
  - Proof of the absence of protested titles and civil, commercial and tax actions brought against the candidate in the last ten years, obtained through certificates from the Federal and State Courts of the places of residence.
  - Confirmation and verification of home address and telephone contact numbers.
  - Three notarised statements from suitable people who can assess the candidate's professional skills, behaviour and personal character - e.g. previous employer, work colleagues, community or religious leader, mentors or project supervisors, clients or partners. References must include the contact details of the person who provided them.

Every employee must sign a [declaration of commitment](#) stating that they have read and fully understood the Child Safeguarding Policy and agree to follow its guidelines.

**Items b, c, d and f apply only to hiring employees.**

**Lifewords** will keep a folder for each member of staff with copies of documents, up-to-date data, CVs, copies of the duly signed declaration of commitment, self-evaluations, warnings, certificates of courses taken during the period of employment, and any other documents the organisation deems essential, warnings, certificates of courses taken during the term of the employment contract, and any other documents the organisation deems necessary.

**The criteria for NOT selecting team members include:**

- Previous sexual offences or acts of violence against children and/or adults.
- Concerns expressed by references linking the candidate to potentially abusive behaviour towards children.
- Concerns raised during the selection process about the candidate's motivations.
- Refusal to follow the Code of Conduct and/or the Child Safeguarding Policy.
- Refusal to fulfil any of the selection process criteria.
- Refusal to present original documents and certificates for verification of authenticity.

## **1.2 TEAM TRAINING**

All **Lifewords team members** will receive training to learn and adopt good practices, including:

- Promoting child protection.
- [Privacy policy and terms of use](#), particularly about programmes/projects with children, addresses and personal data of children with whom the organisation is in contact.



- Guidance on how to make a complaint or raise a concern about child protection issues ([Form Reporting Suspicions, Concerns and Incidents](#)).

### 1.3 TRAINING TRAINERS AND EDUCATORS IN COUNSELLING CHILDREN

The trainers, responsible for training educators to counsel children using the **Pavement Project** methodology of individual counselling, called *Picture Me* (PM), available in the physical Green Bag or the Green Bag app, must:

- Complete the training course;
- Participate in mentoring programmes;
- Be supervised and certified by the **Pavement Project** team.

Only trained and certified people recommended by **Lifeworlds** partner organisations are authorised to counsel children using PM. The children to be counselled must be part of the partner organisation where the educators are licensed.

Educators must commit to:

1. Accompanying counselled children;
2. Comply with the **Lifeworlds** CPP (Child Safeguarding Policy) [Code of Conduct](#).

### 1.4 COUNSELLING DURING THE PAVEMENT PROJECT TRAINING SESSIONS

Educators' training includes theoretical content and the practical use of PM, which involves supervised counselling of a child from their organisation or another partner organisation developing the methodology.

In addition to the commitments specified in 1.3, the following precautions must be followed:

- **Authorisation:** The child's legal guardian must sign the [authorisation for the child to participate in the Green Bag activity](#).
- **Identity protection:** The child's identity must be protected during counselling. For this reason, no photography, filming, or audio recording will be allowed. If an entry is made by mistake, the file must be permanently deleted immediately.
- **Accompaniment:** An authorised adult must accompany the child throughout the waiting period for counselling and on the return journey.
- **Authorised Attendance:** Only training participants, trainers, and people authorised explicitly by **Lifeworlds/Pavement Project** may be present during the counselling.
- **Counselling Record:** For the child's follow-up, a copy of the Feedback form can be given to the person in charge of the partner organisation. This record should be kept in a safe place and treated sensitively.

### 1.5 ONLINE COUNSELLING

According to the **Pavement Project** guidelines, certified educators can only conduct online counselling in specific cases, such as pandemics, travel, and hospitalisation. In addition to the precautions described in section 1.4, certified educators must follow the following additional precautions for online counselling:

- **Authorisation:** The person responsible for the child must sign the [authorisation](#) for the child to participate in the activity with the Green Bag. In the case of social isolation, consent can be given by text or audio message, which should be stored securely next to the child's name.
- **Suitable time:** Schedule the conversation for an appropriate time, between 7 a.m. and 8 p.m.,

and ensure that an adult relative or the child's carer is at home and aware of the activity.

- **Sending the link:** To avoid undue sharing, send the online meeting link to the person in charge shortly before the scheduled time.
- **Access control:** Immediately remove anyone inadvertently admitted to the meeting who has not been invited for counselling.
- **Inappropriate Behaviour:** If illegal, dangerous or abusive behaviour occurs on the part of the child or another person present in the home, inform the child that the conversation will be interrupted, end the meeting immediately and tell the person responsible for the child as soon as possible.
- **Privacy:** Do not record the counselling through audio recordings, filming or photographs.

## 1.6 VISITS TO PARTNER ORGANISATIONS AND CHURCHES

The **Pavement Project** team may visit a **Lifewords** partner organisation if the visit is authorised in advance with the partner's express permission. The coordinator must designate a staff member to accompany the visitor(s) throughout the period and inform them of the expected behaviour to guarantee the protection of the children in that institutional space.

It is essential that all visitors know and understand the principles of child protection policy. In the first instance, it is the responsibility of the coordinator or person in charge of each organisation's child protection policy to ensure that all visitors receive a copy of the policy in advance so that they can read it and understand its requirements, including the procedures to be taken in the event of incidents affecting child protection. The organisation's policy must be read and understood, including the procedures to be taken in case of child protection incidents. The **Pavement Project** team will be available to answer any questions about the policy.

All visitors recommended by **Pavement Project** must comply with this policy and sign a copy of the [Code of Conduct](#), which includes specific guidelines for visitors, before their visit.

## 1.7 EVENTS AND MEETINGS

At any event involving the presence of children, **Lifewords** team members are instructed to:

- Treat all children with respect, valuing their opinions and wishes.
- Obtain consent from legal guardians before involving the child or allowing them to participate in the event.
- Whenever possible, ensure that a child's legal guardian attends the event with them.
- Whenever possible, get an emergency contact to call the child's legal guardian in case of need during the event.
- Make sure that there are always at least two adults for every five children attending the event.
- Avoid being alone with a child, out of sight or hearing of other people.
- Do not keep in touch with the child after the event, including via social media, unless it is for the purposes of the event.
- Provide as little information about the child as possible, ensuring compliance with data protection principles.
- Only take photos with the permission of the child and their legal guardian.
- Ensure that children are not dressed sensually, with extra attention paid to artistic costumes.
- Whenever possible, check the references of the people and companies hired for the event.
- Immediately report any concern related to the child or any allegation made by or about a child.

## 1.8 COMMUNICATION

**Lifeworlds** must protect the data and use of images and information of children and partner organisations in all its communication, avoiding exposing them to risks such as exploitation, abuse and violation of their privacy. This policy complies with data protection laws, such as the [LGPD in Brazil](#) and the [GDPR in Europe](#), which guarantees that information is protected while respecting the dignity and rights of children and organisations.

### 1.8.1 DATA PROTECTION

The files and the platform containing information and documentation about the partner organisations, the trained educators and the counselled children will only be accessed via password. This password will be kept securely and only be made available to authorised members of the **Pavement Project** team who have previously signed an undertaking of secrecy and confidentiality. The password will be changed periodically to ensure greater security. Files and the platform will also be encrypted in the directories where they are located. All sensitive information must be handled in the legitimate interests of the partner, educator or child being counselled, ensuring that the necessary consent is obtained.

When partner organisations' postal or email addresses are requested, the reasons for such requests will be verified before any information is provided. If the individual applicant requests physical addresses, the organisation should be consulted before giving any information.

### 1.8.2 USE OF CHILDREN'S IMAGES AND INFORMATION

Sometimes, **Lifeworlds** will need to use photographs and true stories of individuals or groups of children to raise awareness of children's needs and mobilise communities to get involved and support them. Images often communicate essential messages better than the written word. When using any image or text, we consider it our primary principle to guarantee the preservation of the integrity of children and families in the way they are portrayed. That said, the guidelines below should be followed:

- The organisation will always seek to protect the identity of any child whose image or story is used in articles and materials. This will be done by using fictitious names when writing about a child. To protect their identity and location, sensitivity must be exercised to maintain confidentiality, even when quoting real examples of children.
- Before photographing or documenting a child or their family's story, [Consent for children's stories, images, and audio](#) of the child(ren) will be sought from their legal guardian or the responsible care agency.
- No photos, speeches, information or footage of identified children and families will be used without authorisation.
- The child and their legal guardian/care agency will receive an explanation of the likely use of their image or story.
- If a child says they don't want to be photographed or filmed, this will be respected.
- The child, their legal guardian or the care agency may withdraw their consent to be photographed/filmed at any time.
- Exploitation of the child in a way that distorts the reality of their situation will never be allowed (e.g. they will not be asked to cry on camera).
- Images and texts will always protect the integrity of the child. Photos of children and families will be stored in folders with access limited to the organisation's staff.

## 1.9 OPENNESS TO DIALOGUE

The **Lifewords** team must create and encourage a culture of openness, where everyone can express their concerns about violence or child abuse and trust in a responsible attitude on the part of the organisation. This culture is promoted and stimulated when the team takes a stand:

- Clearly and openly communicating issues relating to this Safeguarding Policy.
- Creating regular occasions and discussion channels.
- Listening and answering questions raised regarding this policy.
- Observing and responding to signs of anxiety and stress in the team.
- Knowing how to make and receive critical comments.
- Taking timely decisions and measures in case of child protection problems or behaviour breaches in the code of conduct or protection procedures.

## 1.10 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND ADOLESCENTS

**Lifewords** prioritises the protection of children and adolescents. The Code of Conduct is fundamental to preventing abuse and guides staff and visitors in safe and respectful interactions. Compliance with these guidelines is crucial to creating a safe and welcoming environment.

All team members, volunteers and partners must adopt appropriate behaviour to ensure the safety and well-being of children. This policy applies to everyone, including specific guidelines for different groups: a section dedicated to educators who counsel children, facilitators who develop activities with groups of children using Choose Life and *Sempre Com Você* resources, and another for staff, including employees, the board, trainers, volunteers, visitors, and partners.

### **Expected Behaviour of Training Participants, Certified Educators and Facilitators of Escolha a Vida and Sempre Com Você:**

- **Defining and Identifying Abuse:** Understand the [types of violence](#) and identify risk situations, managing them appropriately.
- **Planning and organising:** Plan and organise the counselling activities and the location to minimise risks.
- **Suitable environment:** Provide a suitable, protective and welcoming environment, preferably with glass in the door or ajar if the activity occurs in a room.
- **Supervision:** Ensure that the child's counselling is always supervised by an adult from the team who is present on-site or available nearby to offer support.
- **Respect and Inclusion:** Respect the child's rights, individuality, faith and culture without imposing religious or cultural expression.
- **Respect and Patience:** Treat the child with respect and patience.
- **Communication and Appropriate Behaviour:** Use respectful and safe language and gestures, always prioritising the child's well-being and avoiding any form of unnecessary touching.
- **Christian and cordial attitude:** Maintain a proper Christian attitude and treat each child fairly, avoiding gifts or special favours.
- **Rights and safety:** Inform the child about who they can share concerns with and make clear their rights, what is acceptable and unacceptable, and what to do if there are problems. A children's version of the CPP is being drawn up.

- **Photographs, images, and stories: Photograph, film, or use the children's stories** only with the written authorisation of their guardians. Ensure that the photos respect the child's dignity and privacy, avoiding capturing moments of vulnerability.
- **Culture of Openness:** Foster a culture of openness where questions or concerns can be raised and discussed with the organisation's responsible people.
- **Accountability:** Maintain a sense of accountability within the team and the organisation, identify and resolve inappropriate practices and potentially abusive behaviour, and seek support and guidance regularly.
- **Self-care:** Promote your physical, mental and emotional well-being, avoid physical and emotional exhaustion, eat a balanced diet, exercise, take care of your mental health, get adequate rest and devote time to activities that provide pleasure and relaxation.

### **Expected Behaviour of Employees, Executive Board Members, Council, Trainers, Volunteers, Visitors and Partners:**

- **Adequate supervision:** Ensure that all interactions with children are supervised by responsible adults, ensuring that both staff and visitors are always accompanied when interacting with children.
- **Communication and Appropriate Behaviour:** Use appropriate language and gestures, always prioritising the children's well-being and avoiding any form of unnecessary touching.
- **Autonomy and opinion:** Encourage children's autonomy by allowing them to express their views and make appropriate choices.
- **Respect and consideration:** Treat children with respect, considering their needs and individual characteristics.
- **Respect for Personal Space and Privacy:** Respect children's personal space and guarantee privacy by avoiding sharing contact details and not adding them to social networks.
- **Christian and Cordial Posture:** Demonstrate Christian love in your attitudes and words, maintaining an appropriate demeanour in all interactions with children. Avoid offering different gifts or favours, ensuring all children are treated equally.
- **Safe and Ethical Interactions:** Maintain appropriate and safe interactions, avoiding any behaviour that could be interpreted as inappropriate or sexually stimulating. Treat all children fairly and evenly without favouritism or excessive attention.
- **Photography and Image:** If you are allowed to photograph or film the children, treat them with dignity and avoid situations that could degrade their image, such as crying, changing clothes or conflicts.

## **2. NOTIFICATION AND RESPONSE**

Reporting and response aim to detect cases of abuse against children and take immediate action to protect them, preventing a recurrence of violence. These actions aim to create a safe environment, limit the damage caused and implement effective prevention strategies. This includes identifying [signs of abuse](#), reporting suspicions to the relevant authorities, and ensuring that the child is in a safe and secure environment to avoid future risks.

### **2.1 REPORTING CHANNELS**

To facilitate the identification of situations of violence and guarantee the protection of whistleblowers, the following reporting channels are available:

- a) [Forms for Reporting Suspicions, Concerns, and Incidents](#) are available in well-known and easily

accessible digital locations, such as the official website and **Pavement Project's** social networks (Instagram, etc.). In addition, clear guidelines are provided on the places and people to whom abuse can be reported.

b) Main internal communication channels for reporting suspicions and/or abuses against children, with or without identification of the whistleblower, which includes a digitally available [Forms for Reporting Suspicions, Concerns, and Incidents](#); email: [protecaoinfantil@projetocalcada.org.br](mailto:protecaoinfantil@projetocalcada.org.br) to report any concerns or suspicions, and the designation of one of the guardians of the protection policy to receive and manage these reports.

c) Every report of suspected or confirmed child abuse made by a member of staff must be formalised by sending a report to the guardians of **Lifewords'** Safeguarding Policy. This must be done even if the initial communication occurred via other means, such as email, instant messaging, or telephone.

d) [Channels of contact](#) with the competent authorities, including names, addresses, and telephone numbers that can be used in emergencies, can be easily accessible on **Lifewords** media.

## 2.2 VERIFICATION AND MEASUREMENTS

The **Lifewords** Safeguarding Policy Guardians will protect every identified case of violence. As necessary, competent professionals may be involved in the verification.

### Duties of Lifewords Safeguarding Policy Guardians

The Guardians of the **Lifewords** Safeguarding Policy are responsible for managing information on abuse reports involving staff members and visitors. The guardians can be contacted at [protecaoinfantil@projetocalcada.org.br](mailto:protecaoinfantil@projetocalcada.org.br)

#### It's the Guardians responsibility:

1. **Receive Information:** Receive all information about incidents of suspicion or abuse involving any member of staff, volunteers, trainers, educators, partner organisations and visitors.

2. **Immediate Action:** Act immediately to ensure the protection and safety of those involved, always prioritising the child's best interests. According to Article 2 of the Penal Code, if an offence against a child is observed, it must be reported immediately via Dial 100 or the Guardianship Council (*Conselho Tutelar*).

3. **Recording Information:** Recording all the details of the information received, as reported, within 24 hours without expressing an opinion or judgment. The record should include who was involved, the incident's date, time and location, activities carried out before the incident, and any action taken.

4. **Support for the Whistleblower:** Support the person(s) making the complaint, keeping their identity confidential. The whistleblower is not expected to conduct any enquiries or investigations into what (allegedly) happened. Their role is only to report their concern or what they have witnessed.

5. **Internal Verification:** Investigate the complaint or concern to confirm the incident in the case of a complaint against staff members or visitors.

6. **Decision-making:** Discuss among themselves and define how to deal with the situation. Depending on the level of intent and seriousness, they may decide to:

- Internal verification
- Pedagogical intervention
- Verbal or written warning
- Immediate dismissal
- Reporting to the competent authorities

7. **Communication with authorities in the event of abuse by foreign visitors or representatives of the organisation:**

- If a foreign visitor is accused of abuse or it is suspected during a visit, notify the competent

Social Protection Service in the country where the abuse took place.

- If the abuse is confirmed, and depending on the seriousness of the case and local legislation, also notify the authorities in the visitor's country of origin if the visitor is a foreigner.

8. **Professional Consultancy:** Request assistance from other competent professionals when necessary.

9. **Reports to the Executive Director:** Keep the **Lifeworlds** Executive Director informed of actions taken.

10. **Protection of Those Involved:** Adopt appropriate legal measures to protect any children involved and other staff members or visitors who may be at risk due to communication or participation in the verification actions.

11. **Cases in Partner Organisations:**

- Offer support and guidance on the measures to be taken by the partner organisation in the event of abuse involving certified educators or people from the partner organisation, ensuring immediate reporting to the authorities.
- Ask the **Pavement Project** coordinator to immediately remove the educator from counselling activities with the organisation's resources while the case is being investigated and until a resolution is reached.
- If the abuse is confirmed, the educator will be permanently barred from activities with PM, Choose Life and Sempre Com Você (Always With You), resources made available by **Lifeworlds**.
- Monitor developments to ensure the protection of children and strengthen the organisation.
- If the partner organisation does not follow the guidelines or there is a risk to the child's integrity or those involved, the case should be referred to the competent authorities on behalf of the organisation or anonymously.

12. **Management in Cases of Internal Accusations:**

- Request support from the executive director if a guardian is accused of abuse.
- The organisation's executive director and board chairman will manage allegations if more than one guardian is under suspicion.

13. **Documentation and archiving:**

Keep all documentation relating to conversations, investigations, and actions taken in cases of abuse or suspicion on file indefinitely.

**Legal recommendations:**

- It is recommended that everyone in the organisation is aware of Law [13.341/2017](#), which deals with Specialised Listening, to avoid re-victimising the child.
- In cases of physical punishment, Law No. [13.010/2014](#) (*Menino Bernardo Law*) establishes that the adults responsible for the aggression, be they parents, guardians, public officials or any other person in charge of looking after the child, may be subject to the following measures, according to the seriousness of the case:
  - I. Referral to an official or community family protection programme;
  - II. Referral for psychological or psychiatric treatment;
  - III. Referral to orientation courses or programmes;
  - IV. Obligation to refer the child to specialised treatment.

### 3. RESTORATION AND INTEGRATION

This set of actions aims to reduce the damage caused by the situations of abuse and violence

experienced, offering emotional support and, if necessary, referral for specialised follow-up. The aim is to help overcome the suffering of those involved, strengthening their capacity for resilience and preventing the repetition of similar situations.

**It is essential to guarantee the confidentiality and privacy of everyone involved throughout the process.**

Restoration and integration actions will be aimed primarily at **Lifeworlds** team members who have experienced violence and trauma. When necessary, these actions should also be extended to children who have been abused during training, events or other activities organised by the organisation, as well as to their families.

### **3.1 PROPOSED ACTIONS:**

#### **1. Emotional support:**

- Offer emotional support to those involved to help them deal with the consequences of situations of abuse and violence.
- If necessary, seek specialised support (medical, psychological, etc.) from the trusted services network.

#### **2. Referral to the Service Network (Public, Voluntary or Non-Governmental):**

- Keep an up-to-date list of reliable services to ensure quick access to specialised support, such as psychological or medical care, whether in the public network, voluntary organisations or NGOs.
- Facilitate referrals to these services when necessary.

#### **3. Transparent communication:**

- Ensure that all employees and volunteers know how to access these actions.
- Ensure that communication about available resources is clear and accessible so everyone feels safe asking for help.

**Important note:** If the abuse or violence occurs in activities promoted by **Lifeworlds** or is related to its staff, and the public network cannot provide specialised treatment immediately, the organisation will be responsible for the initial costs of this professional treatment, if necessary, exclusively for staff members and affected children. This will ensure that they receive the assistance they need without delay while continuity of support is sought from other sources.

## **PART 3**

### **1. IMPLEMENTATION**

**I. Approval and Discussion:** The **Lifeworlds** Board of Directors and its executive staff will discuss and approve the policy with the agreement of the UK Board.

**II. Inclusion in Hiring and Selection:** The policy will be incorporated into the hiring and selection processes of staff members and volunteers. All staff and visitors must comply with this policy without exception.



III. **Training and Commitment:** This policy's values, principles, and procedures will be presented to the organisations during the partnership process and in the training of educators. All educators must sign a formal [Commitment Agreement](#) to abide by the [Code of Conduct](#) included in this policy.

IV. **Distribution and Access:** Policy copies will be distributed to all staff and partners via an access link. The policy will also be available in an accessible place on the organisation's website and provided to educators during training via an access link. In addition, the policy will be accessible to all staff, volunteers, partners, children, and family members at any time. A children's version of the CPP is being drawn up.

V. **Training workshop:** Hold an "A Safe Place for Children" workshop for new board members, staff, and volunteers.

VI. **Appointment of Guardians:** Every three years, three members of the **Lifewords** executive team will be appointed guardians of the Child and Adolescent Safeguarding Policy (CSP). These guardians will implement and enforce the policy with the executive director.

VII. **Secure Records Storage:** A secure place is maintained to store records of confidential information about incidents, suspicions, and referrals, whether anonymised or not.

IX. **Awareness-raising and support actions:** To draft and implement the Child Safeguarding Policy, awareness and training will be offered. These actions will be open to partner organisations and members of social networks interested in engagement.

X. **Partnership renegotiation and certification:** Send the updated CPP to team members, partners, and educators so that they are aware of it, reaffirm their agreement, and renew their commitment to the policy.

## 2. EVIDENCE

Documents that will be used to provide evidence that the policy is being complied with:

1. Copy of the policy signed by **Lifewords** executive staff.
2. Reference, declaration and application forms for team selection ([Job Application Form](#), [Volunteer Work Form](#), [Volunteer Enrolment Form](#)).
3. Training programme on the Safeguarding Policy for educators and staff members.
4. Registration of the Guardians of the Safeguarding Policy information, signed [Declaration of Commitment](#) and minutes of their election for the three-year term.
5. Report records of notifications of suspicions, concerns, incidents, and information on the procedure.
6. Signed [consent for children's stories, images, and audio](#).
7. Signed [authorisation for the child/adolescent to participate in the Green Bag activity during training sessions](#).
8. Staff members, visitors, partners, and educators sign the [code of conduct](#).

### 3. MONITORING CASES

**Lifeworlds** will periodically monitor all registered complaints and concerns using a Monitoring Form. The frequency of this monitoring will be defined based on an assessment of the seriousness of the situation of abuse or violence. When necessary, the organisation will provide additional information, request action, or refer the case to higher authorities if the partner organisation does not take the measures required to guarantee and defend the rights of the child involved.

A brief protection report will be submitted to the Council every six months, allowing them to ask questions. The report will be used for information purposes, to learn lessons, and to implement improvements while preserving the confidentiality and secrecy of the information.

### 4. REVIEW

The progress of the implementation of this policy will be evaluated periodically through the following methods:

1. **Incident Review:** Analysing recorded incidents and annual reports to identify trends, challenges and areas for improvement.
2. **Stakeholder Feedback:** Collect feedback from staff members, partners and, where appropriate, children and their families to evaluate the effectiveness of the policy and procedures.
3. **Internal Audits:** Conducting internal audits to verify policy compliance and identify improvement opportunities.
4. **Evaluation Meetings:** The board and the policy's guardians hold regular meetings to discuss the evaluation results and suggest changes.
5. **Updating with Legal and Institutional Changes:** Re-evaluation of the policy in response to significant changes in the legal system or **Lifeworlds'** internal procedures.

The policy will be reviewed at least every three years and adapted as necessary to reflect significant changes in **Lifeworlds** or the legal system. The review aims to ensure that the policy remains relevant and effective in protecting children and meeting their needs.