

PAVEMENT PROJECT GLOBAL CHILD SAFEGUARDING POLICY



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EXECUTIVE SUMMARY

Pavement Project Global's Child Safeguarding Policy (CSP) establishes a firm commitment to protecting children and adolescents from any form of abuse or mistreatment. This policy reflects the Association'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 CSP 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 Pavement Project Global policies and ensures that everyone in the Association knows their protection duties.

Preventive measures include a rigorous employee selection process, ongoing training for staff and volunteers on good protection practices, and accessible channels for reporting abuse. Pavement Project Global also raises awareness among Christian and non-Christian communities about children's and adolescents' rights and protections.

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

Policy Statement

Pavement Project Global reaffirms its unwavering commitment to protecting children and adolescents from any form of abuse, exploitation, neglect or violence. Our Association 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.

Pavement Project Global requires all its employees, volunteers, partners, and visitors to strictly follow this policy and act ethically and responsibly, ensuring that interactions with children and adolescents are safe, 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 Pavement Project Global. It 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

Pavement Project Global is firmly committed to and delighted to see the Bible shared with people, changing their lives, and helping them know Jesus personally.

Pavement Project was launched by **Lifewords UK** 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. Pavement Project Global seeks to raise awareness among Christian and non-Christian communities about the needs of children and adolescents, encouraging active participation in social, spiritual, and emotional change within families and communities.

Pavement Project Global is a member of the Keeping Children Safe (KCS) global network, and its Child Safeguarding Policy (CSP) aligns with the International Child Safeguarding Standards (ICSS).

To simplify the text, the term "child" will be used in this document to refer to children and adolescents aged 0 to 18, and "Pavement Project" will refer to Pavement Project Global. The term "team" will include Pavement Project's management, board members, employees, interns, freelancers and volunteers.

2. PURPOSE

Pavement Project Global believes that it is not acceptable for a child to experience abuse of any kind under any circumstances. The Association recognises its responsibility to safeguard the well-being of children and protect them from all forms of abuse.

The terms "Protection Policy", "*Salvaguarda*", or "Safeguarding" are used in some contexts. Pavement Project Global's 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 the importance of raising awareness of the need to ensure their well-being and of partnering with other actors who provide protection and defence services.

3. COMMITMENT

Pavement Project Global undertakes to implement policies and practices designed to protect children, their carers and family members from all possible forms of physical, emotional or spiritual harm, and to ensure appropriate measures in the event of a violation of their rights. This policy applies to all staff and associates, paid or volunteer, partner organisations, educators, and visitors, who will be made aware of the CSP 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.

Staff includes:

- all staff, national and international
- all volunteers and interns

Associates include:

- all contractors, e.g., consultants
- all Board Members
- all partners, including local community-based partners
- Guests and Visitors

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 Pavement Project General Assembly 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 opportunities for improvement.

4. GUIDING PRINCIPLES

Pavement Project Global is based on biblical principles and children's rights and seeks to raise awareness of these rights.

All actions will always be taken in the child's best interest.

Everybody has a responsibility to support the protection of children.

All children have equal rights to protection from harm, regardless of race, gender, ethnicity, religion, or sexual orientation.

When working with partners, we have a responsibility to help ensure they meet the minimum protection requirements.

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 the Pavement Project's approach and values concerning child protection.

5. DEFINITIONS

5.1 ASSOCIATION

Refers to Pavement Project Global, the charitable association (faith-based, non-profit) responsible for the management and implementation of this Policy.

5.2 CHILD

For the purposes of this policy, a child is defined as any person under the age of 18, in line with the United Nations Convention on the Rights of the Child (UNCRC). The Pavement Project complies with applicable national legislation in all countries where it operates.

Every child must be respected by everyone. Children are developing individuals and have not yet reached the maturity of an adult, physically or psychologically. The same applies to their sexuality, which should not be treated in the same way as an adult's.

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 SAFEGUARDING

Measures taken to ensure the safety, well-being, and rights of children, including the prevention of harm, the promotion of health, and protection from abuse, exploitation, or neglect.

We recognise that our Association 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

Pavement Project Global 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 Association'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

Pavement Project Global 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 Pavement Project team members will follow these procedures:

- a. The job advertisement should include a statement about the Association'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:
 1. The first stage will include discussions on child-related issues to identify possible authoritarian or adult-centric behaviour.
 2. The second stage will involve dynamics and/or experiences to observe the candidate's relational skills.
 3. 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.

Pavement Project Global 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 Association deems essential, warnings, certificates of courses taken during the term of the employment contract, and any other documents the Association considers 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 Pavement Project Global team members will receive training to learn and adopt good practices, including:

- Promoting child protection.
- The [Privacy policy and terms of use](#), particularly about programmes/projects with children, address and personal data of children with whom the Association 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 Pavement Project 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 Pavement Project CSP (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, as well as the development of 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 the 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 provide online counselling in specific circumstances, such as pandemics, travel, or 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 via text or audio message, and the message should be stored securely alongside 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 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 the Child Safeguarding Policy. In the first instance, it is the responsibility of the coordinator or person in charge of each organisation's Child Safeguarding 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 follow in the event of child protection incidents. The Pavement Project team will be available to answer any questions about the policy.

All visitors recommended by the 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, Pavement Project 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

Pavement Project 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 guarantee the protection of information 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 be accessible only with a password. This password will be kept securely and will 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 their respective directories. All sensitive information must be handled in the legitimate interests of the partner, educator, or child being counselled, and only after the necessary consent has been 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 Association should be consulted before any information is provided.

1.8.2 USE OF CHILDREN'S IMAGES AND INFORMATION

Sometimes, Pavement Project 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 convey essential messages more effectively than the written word. When using any image or text, we consider it our primary principle to ensure the integrity of children and families in their portrayal. That said, the guidelines below should be followed:

- The Association 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 children's examples.
- 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 Association's staff.

1.8.3 USE OF SOCIAL MEDIA

The use of social media by the Pavement Project and its staff must be conducted safely, ethically, and

in complete alignment with child safeguarding principles.

a) Institutional use of social media

- Any official content published on social media must comply with the organisation's data protection, privacy, and safeguarding standards established in this policy.
- It is prohibited to disclose images, personal information, or any data that could identify a child or adolescent without the appropriate and documented consent, in accordance with item 1.8.2.
- Sensitive, internal, or strategic information about the organisation must not be shared on social media.

b) Personal use of social media by staff, volunteers and associates

Staff members, volunteers, interns, and associates must follow the guidelines below when using social media in a personal capacity:

- Use appropriate language and never upload or share defamatory, offensive, discriminatory, abusive, or harmful content.
- Do not share any sensitive information about children, families, partners, or projects, including names, locations, images, or details of support.
- Fully comply with the platform's terms of use.
- Immediately inform the Safeguarding Guardians if they observe another staff member sharing content that breaches this policy.
- Individuals are personally responsible for the content they publish and must carefully consider the potential impact on the organisation's reputation and on the protection of children.
- Breaches of these rules are subject to disciplinary measures as outlined in the organisation's internal procedures.

c) Use of social media by children and adolescents involved in Pavement Project activities

When children engage with social media as part of programmes, workshops, activities, or projects supported by the Pavement Project:

- The age restrictions established by the platforms must be respected (e.g., minimum age of 13).
- Staff must reinforce safety guidance, including:
 - not sharing personal information, location, or routines
 - not arranging to meet anyone known only online
 - immediately reporting suspicious contacts
 - avoiding any form of exposure that could identify them
- Activities involving social media must be planned with consideration of potential risks, in line with the [Safeguarding Risk Identification and Assessment Guidance](#).

1.9 OPENNESS TO DIALOGUE

The Pavement Project 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 Association. 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

Pavement Project prioritises protecting children. The [Code of Conduct](#) is fundamental to preventing abuse and guides staff and visitors toward safe, 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, a section for facilitators who develop activities with groups of children, and another for staff, including employees, the board, trainers, volunteers, visitors, and partners.

Expected Behaviour of Training Participants, Certified Educators and Facilitators of the Green Bag, Choose Life and *Sempre Com Você* (Kid Talk) Programmes:

- **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 a glass 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 whom 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 CSP 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 the photos respect the child's dignity and privacy, and avoid capturing moments of vulnerability.
- **Culture of Openness:** Foster a culture of openness where questions or concerns can be raised and discussed with the Association's responsible people.
- **Accountability:** Maintain a sense of accountability within the team and the Association, 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, Trustees, Executive Team, 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 to ensure 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

The notification and response process aims to ensure the identification of, and immediate action in, any suspected abuse, neglect, or violation of children's rights, guaranteeing protection, preventing further harm, and strengthening safe environments. These actions include identifying [signs of abuse](#), reporting suspicions to the competent authorities, and ensuring that the child is in a protected and risk-free environment.

The notification and response process is presented in a summarised visual form in the Notification and Response Flowchart below, with a more detailed version available [here](#).

Flowchart of the Notification and Response Process

1 IDENTIFICATION

Identification of a concern or risk situation



2A NOTIFICATION

Direct report to competent authorities



2B COMMUNICATION

Immediate communication to the Guardians



3 PROCESS

Guardians receive and initiate the internal response process - immediate safeguarding action:

- Provide immediate support to the child
- Register the notification exactly as reported
- Conduct an initial verification (without repeated interviews)
- Assess risk and urgency
- Determine immediate protective measures



4 MONITORING

- Monitor the case and protective actions
- Maintain secure and confidential documentation
- Support staff and teams involved in the process



5 CASE CLOSURE

The notification and response process is concluded when:

- The competent authority has completed the case, and
- All internal safeguarding measures have been fully implemented.



All records and documentation are archived indefinitely.

2.1 REPORTING CHANNELS

All staff members and associates must report any concern related to a child. If an incident occurs, they are expected to inform the designated Guardians immediately, ensuring rapid action is taken to protect the child.

Notifications may also be made by any person, including volunteers, partners, children, family members, or community members, using one of the following channels:

- a) **Notification Form for concerns or suspicions:** available on the official Pavement Project website and social media channels, with clear guidance on reporting suspected abuse.
- b) **Institutional email:** protecaoinfantil@projetocalcada.org for reporting any concern or suspicion; monitored exclusively by the Guardians of the Safeguarding Policy.
- c) **Other direct means of contact:** instant messaging, telephone, or in-person communication, always followed by formal registration in the Notification Form within 24 hours.
- d) **Contact with competent authorities:** a [list of names](#), addresses, and phone numbers of authorities that may be contacted in urgent situations is maintained, kept up to date, and available across Pavement Project media and institutional materials.

No staff member should attempt to investigate the case independently.

2.2 VERIFICATION AND MEASURES

Any suspicion or confirmation of abuse must be formally recorded within 24 hours using the Notification Form. The Guardians of the Pavement Project Child Safeguarding Policy are responsible for documenting information exactly as reported, without offering opinions or judgments. All communication regarding suspected or confirmed child abuse must be directed to the Guardians.

The appointed Guardians are:

- Joseana Galvão
- Cleisse Andrade
- Clenir Santos

Safeguarding concerns may be reported through the following official channels:

- Safeguarding email: protecaoinfantil@projetocalcada.org
- Safeguarding phone number: +55 21 97300-7381

These channels are monitored exclusively by the Safeguarding Guardians.

No identified case of violence will remain without protective measures. Verification may include the participation of qualified professionals when necessary.

Confidentiality must be maintained with the highest level of rigour; however, absolute confidentiality must never be promised. The child (or the notifier) must be clearly and sensitively informed that certain information may need to be shared if there is a safety risk or evidence of a crime.

Responsibilities of the Guardians:

1. **Receive information:** Collect all reports of suspected or actual abuse involving staff, volunteers, trainers, educators, partner organisations, or visitors.
2. **Immediate action:** Act immediately to ensure protection and safety, always prioritising the child's best interest. If a crime is observed, the report must be made immediately by dialling 100 or contacting the Guardianship Council (Conselho Tutelar).
3. **Record information:** Document all details as reported, within 24 hours, without adding opinions or personal judgments. Records must include: the individuals involved, the date, time, and location, the activities leading up to the incident, and the actions taken.
4. **Support for the whistleblower:** Offer support to the person reporting, maintaining confidentiality of their identity. The reporter is not expected to conduct any verification or investigation; their role is only to share the concern or what they observed.
5. **Internal verification:** Conduct internal verification when allegations involve staff or visitors.
6. **Decision-making:** Discuss together and determine appropriate actions, which may include:
 - Internal verification
 - Pedagogical intervention
 - Verbal or written warning
 - Reporting to competent authorities
 - Suspension during investigation
 - Immediate dismissal
7. **Follow-up:** Ensure ongoing support to the child and monitor safeguarding measures.
8. **Cases Involving Foreign Visitors:**
 - Notify the child protection service of the country where the abuse occurred.
 - If applicable, also notify authorities in the visitor's country of origin.
9. **Professional Consultancy:** Request assistance from qualified professionals when necessary.
10. **Reports to the Executive Director:** Keep the Pavement Project Executive Director informed of actions taken.
11. **Protection of Those Involved:** Adopt appropriate legal measures to protect the child and any staff or visitors who may be at risk due to the verification process.
12. **Cases in Partner Organisations:**
 - Offer guidance on the measures to be taken.
 - Request the immediate removal of the suspected educator or facilitator until the case is concluded.
 - If confirmed, the educator will be permanently prohibited from using the Green Bag, Choose Life, *Sempre Com Você*, or any other Pavement Project programmes or resources.
 - Monitor developments to ensure child protection and institutional strengthening of the partner organisation.
 - Refer the case to competent authorities if the partner organisation fails to follow the guidelines or if the safety of the child or others is at risk.
13. **Management in Cases of Internal Accusations:**
 - Request support from the executive director if a guardian is accused of abuse.
 - The Association's executive director and board chairman will manage allegations if more than one guardian is under suspicion.
14. **Documentation and archiving:**

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

Notes:

- Uphold the highest levels of confidentiality.
- Explain to the child when and why information must be shared.
- All staff, volunteers, and board members must understand their duty to report incidents immediately.

Legal recommendations:

- It is recommended that all members of the Association be familiar with Law No. [13.341/2017](#) (Specialised Listening), to avoid re-victimising the child.
- In cases of physical punishment, the measures established by Law No. [13.010/2014](#) (*Menino Bernardo Law*) must be followed. Depending on the severity of the case, the adult responsible for the aggression, whether a parent, guardian, public agent or any person entrusted with the care of the child, may be subject to the following measures:
 - I. Referral to an official or community family-protection programme
 - II. Referral for psychological or psychiatric treatment
 - III. Referral to guidance 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 alleviate the suffering of those involved, strengthen their resilience, and prevent the recurrence 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 Pavement Project 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 Association, 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 Pavement Project or is related to its staff, and the public network cannot provide specialised treatment immediately, the Association 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 Pavement Project 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 comply with the Code of Conduct outlined in this policy.

IV. Distribution and Access:

- **Online Availability:** The Policy will be made available on the Association's website in a visible location and via access links to all staff, volunteers, and partners.
- **Local Languages:** The Policy will be provided in local languages relevant to the Association's operations and stakeholders.
- **Appropriate Formats:** The Policy will be made available in formats suitable for staff, partners, and community members, including printed copies and digital versions as needed.
- **Child-Friendly Version:** A child-friendly version of the Child Safeguarding Policy will be developed and will be made available to children and families.
- **Distribution Commitment:** All staff, volunteers, partners, children, and family members will have access to the Policy at any time. It will also be distributed during training sessions. Partners who work directly with children will receive the Child-Friendly Version and guidance on how to present the information clearly and appropriately for each age group, with suggestions for activities, visual materials, or informational meetings.

V. **Induction Training:** All new board members, staff, and volunteers must complete the "A Safe Place for Children" induction training within their first month after joining the Association.

VI. **Advanced Safeguarding Roles:** Staff or volunteers who take on additional safeguarding responsibilities (e.g., Guardians/Safeguarding Officers, Board of Directors, Board of Administration,

Coordinators, Trainers) must complete enhanced safeguarding training within three months after joining the Association.

VII. **Ongoing Training:** The Association will provide regular refresher and update training, ensuring that all staff and volunteers remain informed of any changes to safeguarding policies or procedures.

VIII. **Appointment of Guardians:** Every three years, three members of the Pavement Project Board of Administration will be appointed guardians of the Child and Adolescent Safeguarding Policy (CSP). These guardians will implement and enforce the policy with the executive director.

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

X. **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.

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

XII. **Conducting risk assessments:** A safeguarding risk assessment of all Pavement Project operations, programmes and project activities will be conducted annually and before any new initiatives are launched. Risk mitigation strategies will be developed to minimise risks to children and incorporated into the design, delivery, and evaluation of programmes, operations, and activities that involve or impact children. A detailed model for assessing safeguarding risks is provided in the [Safeguarding Risk Identification and Assessment Guidance](#).

2. EVIDENCE

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

1. Copy of the policy signed by Pavement Project 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

Pavement Project 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 Association 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 child's rights.

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. The use of the [Safeguarding Risk Identification and Assessment Guidance](#) is essential to this process, as it provides criteria and guiding questions for evaluating risks, root causes, and preventive measures. This annex must be consulted during every incident review and in the annual analysis of trends.
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 the Pavement Project's internal procedures.

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