



concordia
SOZIALPROJEKTE



**EQUAL RIGHTS
FOR EVERY CHILD**

CONCORDIA CHILD PROTECTION POLICY

Child-friendly version, 2024

**Keeping
Children
Safe**



**Level 1
Certification
2024**

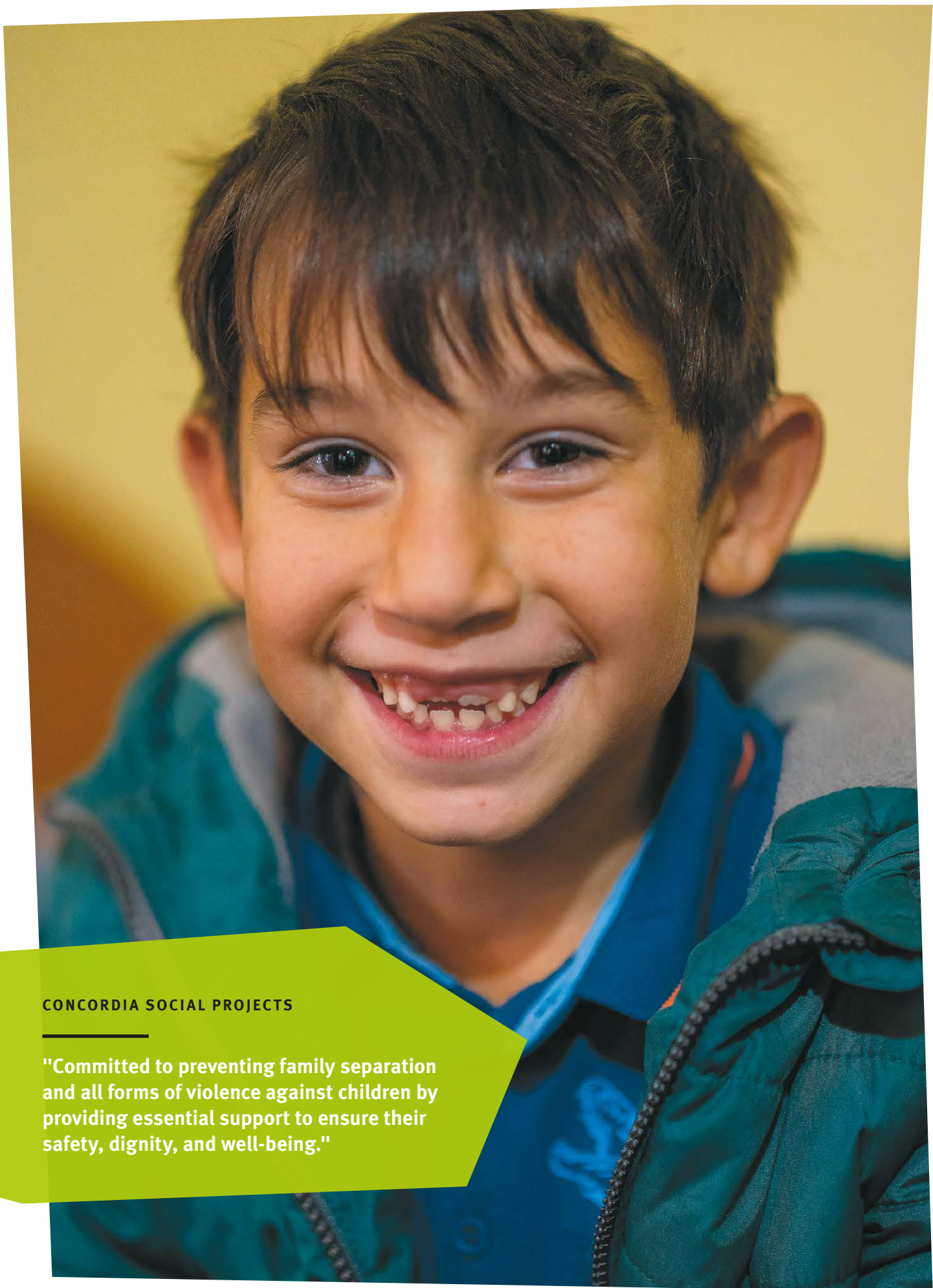


CONCORDIA has developed its own Child Protection Policy – Child-Friendly Version to guarantee that every child in our programmes feels secure, valued, and protected.

This version is designed to be accessible and easily understood by children, empowering them to recognise their rights, identify risks, and know how to seek help when needed.

By fostering awareness and open communication, the policy creates an environment where children can thrive without fear, while reinforcing our commitment to their well-being and safety.

Child safety is our top priority!



CONCORDIA SOCIAL PROJECTS

"Committed to preventing family separation and all forms of violence against children by providing essential support to ensure their safety, dignity, and well-being."

1.

CONCORDIA SOCIAL PROJECTS

WHAT IS CONCORDIA'S CHILD PROTECTION POLICY?

- Our Child Protection Policy is here to keep **you** safe. It's a set of rules that make sure no one hurts you, whether they mean to or not. It shows everyone how to treat you with care and respect so that you feel safe, protected, and supported at all times.
- It's called a "policy" because everyone – grown-ups and children – must follow the rules. If someone doesn't follow them, there will be actions to help keep everyone safe.
- CONCORDIA makes sure that all the people who work with **you**, like employees and volunteers, are well chosen and trained. This helps them keep you safe, notice if something is wrong, and act quickly to protect you.
- CONCORDIA respects all of **your** rights. We listen to you in everything we do and make sure to talk about you in a way that respects your privacy and keeps you feeling respected and safe.
- CONCORDIA wants all staff and children to know how to tell someone if they see or experience something wrong, like harm to children, and how to get help right away.
- CONCORDIA wants **you** to be able to notice any risks and learn how to stay safe by avoiding them.

2.

RIGHTS

WHAT ARE MY RIGHTS?

- Rights are things that everyone, including you, should be able to have or do. These are special rules that make sure you are treated fairly, kept safe, and able to grow and learn. Rights are things like being cared for, having a safe place to live, being listened to, and having fun. These rights belong to you just because you are a person, and no one can take them away from you.
- We are all born with rights, no matter who we are, where we come from, or what we believe. We can never lose our rights. As I grow older, I also learn to make choices and use my rights responsibly.
- Protection helps keep us safe so we can grow and be happy, without worrying about being hurt or taken advantage of.
- Your rights are written down in the *UN Convention on the Rights of the Child*.¹

¹ <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

Below are some main rights you have:



I also need to respect the rights of other children and be kind to adults, so that we can all live together happily and safely!

3.

SAFETY

HOW TO STAY SAFE?

The next part of this document is especially important for your safety and protection! It's central that you learn how to recognise dangers, avoid them, and protect yourself. If something feels uncomfortable, always talk to an adult you trust.



Remember!

It is never your fault if someone touches you in a way that makes you feel bad or hurt.

No matter what happens, you didn't do anything wrong. You are always allowed to say NO and tell an adult you trust. It's important to speak up so that the person who did this can get help and you can stay safe. You deserve to feel happy, safe, and loved, and it's always okay to ask for help.



3.1.

YOUR BODY, YOUR CHOICE

How to recognise a "safe touch" and a "unsafe touch"?

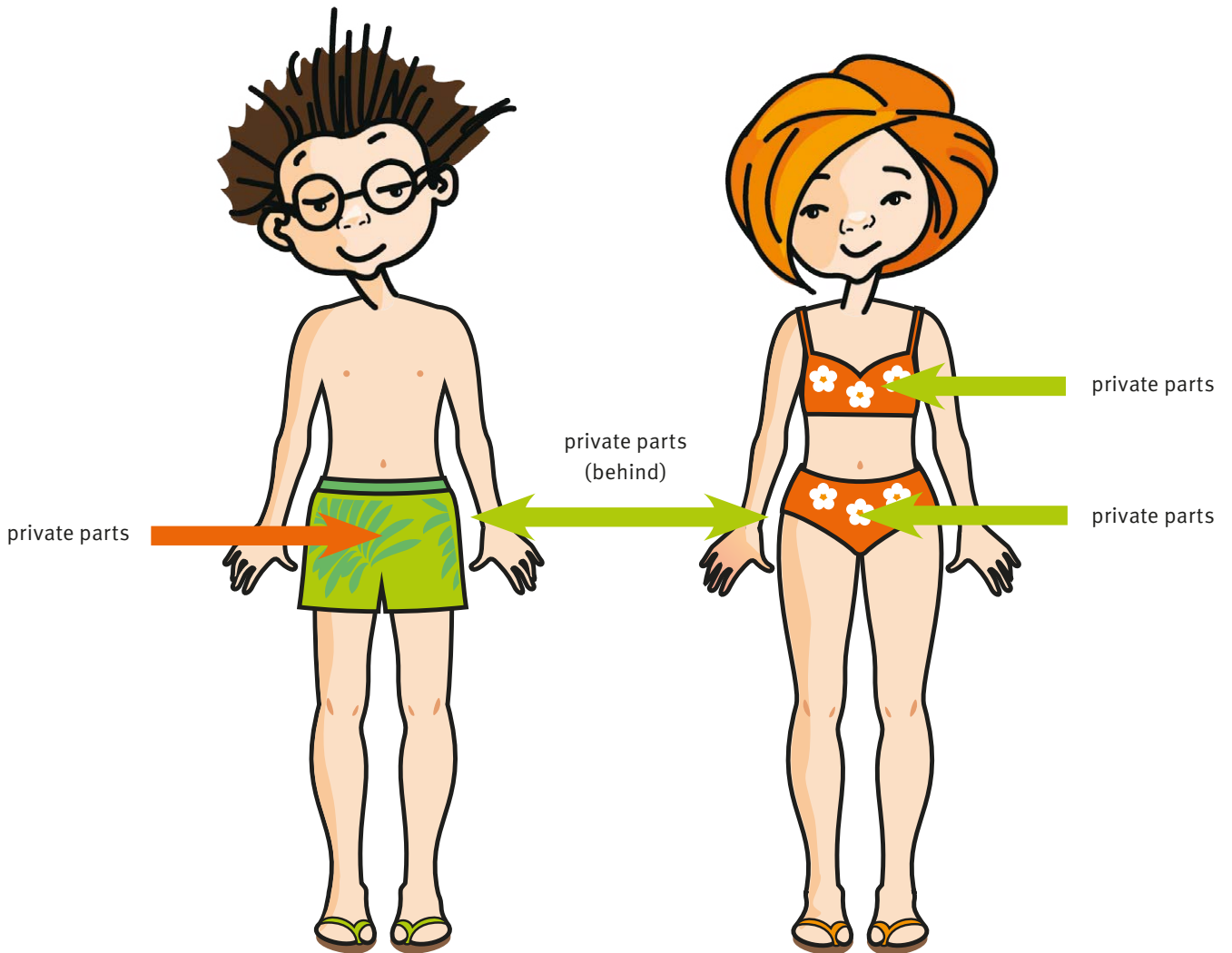
Your body, your thoughts, and your feelings belong to you, and **only** you can decide what you like and what you don't like. You are the one who decides if you feel okay with touches, words, or feelings. It's important that you feel brave and speak up loudly if there is something you don't want.

Private parts

The parts of your body that we usually keep covered are your private parts. Here's an easy way to understand what parts of your body are private: think about the parts a bathing suit covers. Those are private, and no one should ask to look at or touch those areas. In the same way, no one should ask you to look at or touch the parts of their body that a bathing suit covers. Even your parents can only touch those areas when they are bathing or cleaning you when you're very young, but not at any other time:

Boys

Girls



Your body is yours alone, and no one can touch it if you feel uncomfortable. You have the right to say "NO."

"My body, my choice!"

Understanding the difference between safe and unsafe touches is very important for staying safe and feeling good about ourselves. Let's talk about what safe touch is, how it makes us feel, and what to do if someone gives us an unsafe touch that makes us uncomfortable or scared.

Safe touch:

This is a touch that makes you feel happy and safe. It's a way to show care, love, or friendship, like a hug from a friend or holding hands while playing. It helps you feel close to others and shows they care about you.

Unsafe touch:

This is a touch that makes you feel uncomfortable, hurt, or scared, and you want it to stop. It can happen when someone touches your private parts and tells you not to tell anyone. If this happens, it's important to tell a trusted adult right away.



Remember!

- If this happens, immediately call for help. Go to your parent, educator, or a trusted person nearby. If there is no one close to you, you can scream for help to make sure someone hears you and comes to help you.
- You do not have to feel bad because you haven't done anything wrong! The other person is the one who is guilty, not you. Adults are supposed to protect children, not hurt them or take advantage of them. You deserve to be safe and treated with care.





RIGHTS OF THE CHILD

"Child is every human being below the age of 18 years unless, under the law applicable to the child, majority is attained earlier".

3.2.

WHAT KINDS OF HARM CAN HAPPEN TO CHILDREN?

Sometimes, things can happen that hurt or make you feel unsafe, and it's important to know that these things aren't right. There are different ways that children can be harmed, like with hurtful words, actions, or when others don't care for them the way they should. Let's talk about these different kinds of harm so you can understand what's wrong and know how to get help if you ever feel uncomfortable or scared.

- **Physical Abuse** – This happens when someone hits, smacks, shakes, throws, burns, or bites you. If something happens, like breaking a glass, losing your pen, or getting a bad note, no one is allowed to hurt you or make you feel pain!
- **Sexual Abuse** – This is when someone tries to make you do things that are not right, like touching or kissing you in ways that make you feel uncomfortable. It can also mean looking at bad pictures or videos.
- **Emotional Abuse** – This is when someone makes you feel sad, scared, or bad about yourself. No one has the right to make you feel hurt inside!
- **Neglect** – This happens when you don't get the food, clothes, or care you need. It's when no one takes you to the doctor when you're sick or doesn't make sure you go to school.
- **Child-to-child Abuse** – This is when a bigger or stronger child hits you or hurts you.

3.3.

THE MAGIC OF SECRETS: "GOOD" AND "BAD" SECRETS

There are **good secrets** that make you feel happy, like having butterflies in your tummy. These are secrets you keep because they might be a surprise (like a planned gift) or something personal you want to keep private (like where you hide your diary).

But there are also **bad secrets**. These make you feel strange or uncomfortable. They might even give you a stomach-ache or make you feel worried. These are secrets that don't feel good, and you may want someone to help you with them.

Both good and bad secrets can be about you, your friends, or even your siblings. That's why it's important to remember: if a secret makes you feel worried or upset, you should never keep it to yourself.

Example 1:

An adult you know well wants to kiss and hug you. But you don't want that. They tell you not to tell anyone and say it's a secret just between you. You're scared they might do it again.

What should you do?



You don't have to keep this secret! It's not your fault, and it's important to tell a trusted adult, like your parent, teacher, or another safe person. They will help you and make sure it doesn't happen again.

Your safety is the most important thing!

Example 2:

Your best friend told you that he gets hit at home. He feels very sad about it but asks you not to tell anyone because he's afraid it will cause more problems for him.

What should you do?



Even though your friend asked you not to tell, this is not a secret you should keep. Your friend needs help to be safe and happy. You can tell a trusted adult, like a teacher or your person of trust. They will know what to do to help without making things worse.

Being a good friend means also helping them to stay safe.

Example 3:

You're drawing a picture for your mom. You want to give it to her as a birthday gift, so you've hidden it. You don't tell anyone about it.

What does this mean?



This is a good secret! It makes you feel happy and excited because it's a surprise for your mom. Good secrets are fun and safe to keep until it's time to share them.

3.4.

EXPECTATIONS, CONCERNS, AND HANDLING ISSUES

What should you expect from CONCORDIA's staff and other children?

- To be cared for with kindness and respect.
- To be understood and supported when you share your thoughts or feelings.
- To be treated fairly and with dignity.
- To be listened when you have something to say.
- To be in a safe, secure, and trusting environment where you feel protected and comfortable.

Whom can you talk to if you have concerns?

- If you ever feel worried or need to talk about something during activities at CONCORDIA, you can always speak with the **CONCORDIA child protection responsible person**. Their name and phone number are on the wall in every centre. They will listen to you and take the right steps to make sure you feel safe. You can trust them!
- If the responsible person isn't nearby, you can talk to your chosen **Person of Trust**. They will also listen to you and know how to help and support you.
- In case of an **emergency**, you must contact a CONCORDIA employee immediately so they can act quickly to keep you safe.
- If it's not an emergency and you don't want to share your name, you can write your concern or ask for help using the **feedback box** in your centre. It's a safe way to let us know what's on your mind, and we'll make sure to listen!



Remember!

Your Safety Superpowers: Easy Ways to Stay Safe

- Know your address and a phone number of a trusted person, so you can always find your way back home and have emergency contact.
- If someone says mean things to you, ignore them and walk away. Imagine putting those bad words in a trash can so they don't bother you.
- Never share personal information (like your name, address, school, or family details) on social media or online, even if it's for a game.
- Always tell a trusted adult (like your teacher or caregiver) before leaving your project, centre, or service.
- Don't eat, drink, or take anything from someone you don't know.
- Stay with friends or trusted adults when you are outside or in new places, and avoid going somewhere alone.
- If a stranger offers you something or asks you to go with them, say NO loudly and leave quickly.
- Trust your feelings – if something doesn't feel right or makes you uncomfortable, tell a trusted adult immediately.
- Learn safe routes to and from your home, school, or centre, and avoid taking shortcuts through lonely or unfamiliar areas.

What to do if a CONCORDIA employee treats you badly?

- CONCORDIA employees are **never** allowed to treat you badly or make you feel uncomfortable. If this ever happens, you should immediately contact the child protection responsible person. They will listen to you and make sure you are safe.
- This document is important because it helps you understand your rights, how to stay safe, and what to do if something doesn't feel right. It's here to make sure you know that you are important, that you deserve to be treated with care and respect, and that there are people who are ready to listen and help you whenever you need it.

Your safety is our top priority!



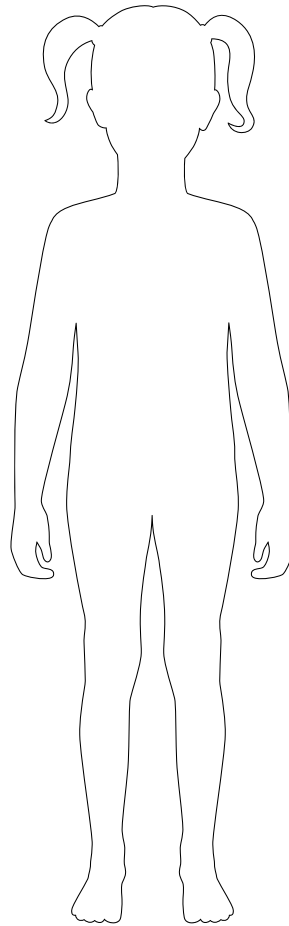
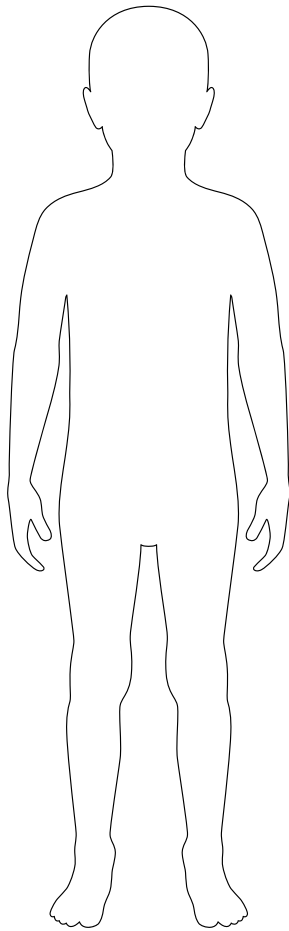
3.5.

WORKSHEETS

Swimsuits

Where a swimsuit covers your body, these are our private areas. Boys and girls wear different swimsuits.

Draw swimsuits on the people below:



Remember!

No one should be asking to look at or be trying to touch those private parts of our bodies. If this ever happens, we need to say "NO!", get away and go and tell a trusted adult. Those adults would not be mad at us or upset, they just want to help us to stay safe!

Is this ok?

In this worksheet, you are going to decide if the situation is okay or if you need to go and tell a trusted adult. Circle the adult hand if you need to tell someone or the thumbs up if the situation is okay:

Your mom is helping your baby brother by changing his dirty diaper. Is that okay?



Your grandparents help give your 3-year-old brother a bath. Is that okay?



While at the doctor, they need to check to make sure the private parts of your body are healthy and safe. Your parent or guardian is in the room with you. Is that okay?



Your bottom is itching and something doesn't feel right, so your mom checks to see if everything is okay. Is that okay?



You are at school and someone shows you a video where you can see someone's private parts. Is that okay?



Someone tries to touch your private parts but tells you that you would be in trouble if anyone found out. Is that okay?



A friend of your parents asks you to touch their private parts but tells you not to tell your parents. Is this okay?



One of your friends tells you that his uncle touches his private parts. He asks you not to tell anyone about it. Is that okay?



CHILD PROTECTION COMMITMENT

"CONCORDIA is committed to safeguarding children's rights, ensuring compliance, and taking prompt action on child protection issues."



IMPRINT

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