



Child Protection Policy

MMC Management Center LTD

(hereinafter “The Organization”)

With headquarters at 16 Imvrou Street, 1055 Nicosia, Cyprus

adopts the following policy on child and vulnerable adults protection,

The Organization is active in the area of education, employment and quality through research and development, implementation of educational and training activities, and consulting in order to promote core values and excellence and therefore improving the lives of the people including children and young/vulnerable adults.

We believe child protection requires everyone to take responsibility. We recognise that the care and welfare of children is paramount and that all children have the right to protection from all types of harm. MMC recognizes that we have a fundamental duty of care towards all children we engage with, including a duty to protect them from abuse. We achieve this through compliance with Cyprus child protection laws and relevant laws in each of the countries we operate in, as well as by adherence to the United Nations Convention on the Rights of the child (UNCRC) 1989, the Charter of Fundamental Rights of the European Union, the Council of Europe Convention on Human Rights and all relevant international, regional and domestic instruments on human rights and the rights of the child and expects all adults involved in the Organization to fully encompass and realize the principles enshrined therein.

A child is defined in MMC as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where a child is, or their home country. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution does not change his or her status or entitlement to services or protection. Within the context of this policy 'child' and 'children' can also be taken to cover vulnerable adult(s), namely those persons who lack the absolute most basic human life skills.

The Organization is committed to ensure that all necessary steps are taken to protect children, young people and vulnerable adults from harm and/or any other impairment and/or damage that could affect them. This policy establishes the Organization's position, role and responsibilities and clarifies what is expected from everybody involved in the Organization. It clearly highlights and emphasizes the importance placed by the Organization in the protection of children and young people in the cases where advisory, and/or research and/or educational and/or any other activities are planned, developed or implemented for the purposes of a project or any other services that are organized and offered by the organization.

The Organization recognizes its responsibility to safeguard and promote the welfare of all children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Every child and young person who participates and/or is otherwise involved in the Organization's activities should be able to participate in an enjoyable and safe environment and be protected from harm and/or any other impairment and/or damage. This is the responsibility of every adult involved in the Organization. The Organization recognizes that child abuse can be an emotive subject. It is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken.

This policy is mandatory for all MMC staff. This includes anyone who works for MMC, either in a paid or unpaid, full or part time capacity or through contracting or subcontracting agreements. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers, interns and anyone working on behalf of MMC.

The Organization hereby states that:

- (a) The Organization values children and vulnerable adults and their protection. The welfare of the child and/or vulnerable adult is paramount and it is our utmost concern
- (b) The Organization recognizes that education is a means to promote core values and principles to safeguard children and is committed to do so through the provision of courses/presentation/workshops and other activities that the Organization implements.
- (c) The Organization commits to provide a safe environment for any kind of activities it implements that involves children and/or vulnerable adults with full respect of human rights and with full endorsement of the principle of non-discrimination.
- (d) The Organization wishes to contribute through collaborations with relevant agencies, associations, public authorities to address and reduce to the fullest possible extent any harm to which a child is being or may be subjected to. MMC also wishes to promote Child Protection through its CSR (Corporate Social Responsibility) program.
- (e) The Organization wishes to give clear direction to staff in situations that may be distressing to all people, including children, involved in the Organization.

The Organization is committed to:

- a) Value, respect and listen to children,
- b) Protect the personal data of children,
- c) Ensure all necessary checks are made when recruiting staff,
- d) Maintain strong child protection systems and procedures for staff,
- e) Train its staff and provide a common understanding of child/vulnerable adult protection issues to inform planning and practice,
- f) Share information about child protection and good practice with children and parents/carers,
- g) Share information about concerns with agencies who need to know, and involving parents and children appropriately,
- h) Provide effective management for staff through clear processes, supervision, and support,
- i) Provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood,
- j) Review this policy statement annually to reflect new legal and regulatory developments and ensure good practice.

The Organization will ensure that:

- a) All children whatever their culture, disability, gender, language, racial origin, religious beliefs and/ or sexual orientation have the right to be protected from harm and all adults involved in the Organization should be fully respect, protect and promote this right.
- b) All vulnerable adults whatever their age culture, disability, gender, language, racial origin, religious beliefs and/ or sexual orientation have the right to be protected from harm and all adults involved in the Organization should be fully respect, protect and promote this right.
- c) All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately in accordance with the Organization's policies and guidelines and in full compliance with the vision and aims of the Organization and the relevant laws.
- d) All staff, including volunteers and any other person involved in the Organization (paid/ unpaid, permanent/temporary, contracted or subcontracted) working in the Organization have a responsibility to report concerns to (their supervisor and General Manager) as soon as those concerns are being raised or as soon as possible after those concerns have being raised.
- e) All concerns regarding individuals' practice/s should be reported to your supervisor and General Manager as soon as those concerns are being raised or as soon as possible after those concerns have being raised.
- f) The Organization expects all persons involved in the Organization to fully understand and acquaint themselves with the following term: *"Child and vulnerable adult abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a person's physical or mental health. Children and vulnerable adults can be abused within or outside their family, at school or in a sports or community environment. may also be subject to similar abuse."*

The Organization restates and understands that,

- (a) Some of the staff/interns/associates at MMC Management Center LTD come in contact with children and young people. This contact may be direct, such as provision of counseling services, training, researching or indirect for example through an email report/social media message where the child asks for help.
- (b) Additionally, staff and associates will have occasional contact with children in schools or on work placements and may be privy to information or situations which give cause for concern.
- (c) Wherever staff/associates are required to have contact with children, the Organization will only recruit or appoint staff who are deemed suitable to work with children, based on objective criteria.
- (d) Staff/associates coming in contact with children are requested to submit to the Organization a certificate of clean criminal record and a certificate of clean criminal record in relation to crimes against children.
- (e) Staff/associates are required to sign a declaration of confidentiality upon the initiation of their cooperation with the Organization.
- (f) Staff/associates should acquire a written consent of parents or legal guardians for all activities with children.
- (g) Staff and visitors must conduct themselves appropriately in the presence of children and always in line with the Organization's policies.
- (h) Staff/associates working with children, will be issued with a copy of this policy and this policy will be also available in an electronic form. Any member of staff found in breach of the guidance will be subject to immediate removal from their position/contract, as this policy forms an integral part of such a contract
- (i) Staff/associates who engage in external placements for work experience and training programmes are required to ensure that placement providers are aware of child protection issues and obligations when seen to be violated based on the UN Convention on the rights of the Child (UNCRC).
- (j) The Organization notes that all provisions of this Policy are material and that all persons involved in the Organization need to adhere to these.

Child Protection Procedure

The Organization notes the following in relation to what it is expected from all persons involved in the Organization to do in cases that a child / young person reports abuse:

Article 1: If someone discloses that they are being abused, then upon receiving the information you should,

- I. React calmly and inform your supervisor and General Manager
- II. Reassure the child/vulnerable adult that they were right to tell and that they are not to blame and take what the child says seriously.
- III. Be careful not to be deemed as putting words into the child's mouth, the easiest way of doing this is by asking questions.
- IV. Do not promise confidentiality.
- V. Inform the child/ young person what you will do next.
- VI. Make a full and written record of what has been said as soon as possible and do not delay in passing on the information.

Article 2: The report should include:

- I. The child's/vulnerable adult's known details including name, date of birth, address and contact numbers where possible.
- II. Whether or not the person making the report is expressing their own concerns or those of someone else.
- III. The nature of the allegation, including dates, times, specific factors and any other relevant information.
- IV. Make a clear distinction between what is fact, opinion or hearsay.
- V. A description of any visible bruising or other injuries. Also any indirect signs, such as behavioral changes.
- VI. Details of witnesses to the incidents.
- VII. The child's account if it can be given, of what has happened and how any bruising or other injuries occurred.
- VIII. Accounts from others, including colleagues and parents.

Article 3: Things to be aware of:

- I. Staff/associates and any other person/s involved in the Organization should not undertake any investigations themselves, referring evidence instead to the appropriate authorities, such as Social Welfare Services and/or the Police.
- II. Staff/associates and any other person/s involved in the Organization may make preliminary enquiries, if the incident concerns the child's school. The school has the principal responsibility for dealing with child protection issues and will involve the appropriate authorities.