

Child Protection Policy

(Safeguarding Policy for Work Involving Children and Young People)

Organisation: Quarteera e.V.

Registered address: Arkonapl 5 10435, Berlin Germany

Date adopted: 15.10.2025

Approved by: Prokhar Navitski, Lead of operations

1. Policy Statement

Quarteera e.V. is committed to protecting the safety, dignity and well-being of all children, adolescents and vulnerable persons who participate in or are affected by its activities. The organisation maintains a **zero-tolerance approach** to any form of abuse, neglect, exploitation, or discrimination.

This policy applies equally to all individuals, regardless of gender identity, sexual orientation, ethnicity, migrant background, disability or any other status.

Quarteera e.V. acts in accordance with the **Bundeskinderschutzgesetz (Federal Child Protection Act, Germany)**, the **EU Child Protection Systems Strategy (2021–2025)**, the **UN Convention on the Rights of the Child**, and the **EU Charter of Fundamental Rights (Art. 24)**.

Our commitment reflects the principles of equality and inclusion promoted under the **Citizens, Equality, Rights and Values (CERV) Programme**.

2. Scope and Application

This policy applies to:

1. All employees, volunteers, consultants, and board members of Quarteera e.V.;
2. Partner organisations, contractors and service providers engaged in our projects;
3. Any context in which children (persons under 18) or vulnerable individuals may directly or indirectly participate.

All staff and partners share collective responsibility for ensuring a safe and respectful environment.

3. Prevention and Risk Management

Quarteera e.V. ensures that safeguarding principles are embedded in all stages of project planning and delivery. Preventive measures include:

1. **Recruitment and vetting:** reference checks for positions connected to direct or indirect work with minors;
2. **Training and awareness:** all staff and volunteers receive orientation on safeguarding, confidentiality and appropriate behaviour;
3. **Activity risk assessment:** every project involving minors or youth participation undergoes a risk assessment prior to implementation;
4. **Ethical communication:** all visual, digital or media content featuring minors must be used only with informed consent of the featured persons and in line with data-protection rules.

Partner organisations are required to comply with this policy or provide proof of equivalent safeguarding standards before collaboration begins.

4. Reporting and Response Mechanisms

Quarteera e.V. maintains clear, confidential and accessible reporting channels for any concerns or allegations of abuse, neglect or inappropriate conduct.

1. Reports may be submitted verbally or in writing to the **Safeguarding Focal Point** (adc@quarteera.de).
2. All reports are acknowledged within **48 hours**, assessed within **10 working days**, and recorded in a confidential incident log.
3. Where allegations involve staff or partners, an independent board member or external adviser will oversee the process.
4. The rights and privacy of all parties are respected throughout the investigation, and no retaliation will be tolerated against any person reporting in good faith.
5. In serious cases, Quarteera e.V. will notify and cooperate fully with relevant child-protection authorities or law enforcement agencies.

5. Roles and Responsibilities

1. The **Board of Quarteera e.V.** bears overall accountability for enforcing this policy and ensuring compliance across all activities.
2. A designated **Safeguarding Focal Point** is responsible for coordinating safeguarding efforts, maintaining records, providing guidance and reporting annually to the Board.
3. **Project Coordinators** must ensure that safeguarding measures are integrated into their project design, staff briefings, and partnership agreements.
4. All employees and volunteers must sign the **Code of Conduct on Safeguarding**, confirming their awareness of and commitment to this policy.

6. Monitoring and Accountability

Implementation of this policy is reviewed **every two years**, or earlier if required by legislative or organisational changes.

A short safeguarding compliance summary will be included in Quarteera's annual activity report, covering training activities, preventive actions and any incidents addressed.

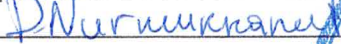
This policy will be published on the organisation's website and shared with all staff and partners upon recruitment or onboarding.

7. Declaration

I, the undersigned, confirm that this policy has been reviewed and approved by the authorised representative of Quarteera e.V. and that all staff and partners are required to comply with its provisions.

Place and date: Berlin, 15.10.2025

Name and position: Denis Nurmukhametov, Advisory Board

Signature: 
(Stamp – optional if normally used by the organisation)

