



CHILD PROTECTION POLICY & PROCEDURES

2024-2025



Index

1. Glossary	3
2. Principles declaration	5
3. Objectives	6
4. Statement of commitment	7
4.1. Applicability of commitment	8
4.2. Acknowledgment of duty of care and other legal responsibilities	8
4.2.1. Managing a breach of child protection policy	8
4.2.3. Result of a violation of the child protection policy	8
5. Implementation plan	9
5.1. Safe recruitment	9
5.1.1. Interviews	9
5.1.1. References and background checks	9
5.2. Training	9
5.2.1. Awareness of child protection obligations	9
5.3. Ethical code	10
5.4. Safe activities design	10
5.4.1. Adult information and consent	10
5.4.2. Minor information and consent	10
5.4.3. Online environments	11
6. Evaluation and research	11
5.1. Evaluation	12
5.2. Research	13
7. Reporting an incident	13
8. Confidentiality	13
9. Communication through media	14
10. Agreements with partners	14
11. Good practices commitment	14
12. Annexes	14

1. Glossary

- **Girl, boy, minor:** Anyone under age 18, as defined in the Convention on the Rights of the Child.
- **Children's rights:** Girls and boys have the “right to life, survival and development”, taking into account that the term “development” encompasses physical, psychological, cognitive, social and cultural.
- **Child safeguard:** The policies, procedures and practices used to protect children who come into contact with Coglobal and with all the people associated with our work execution against any form of harm, abuse or exploitation, as well as the responsibility of all staff members to integrate them into their activity to ensure that Coglobal is a safe organization for girls and boys.
- **Child protection:** The prevention of harm, abuse, neglect, exploitation and violence against children and the response to them. Child protection programming is an activity or initiative designed to protect girls and boys from all forms of violence. This includes integrating child protection into all thematic areas of programming to improve protective environments for children in the community.
- **Child abuse:** Child abuse implies children's rights violation and includes all forms of violence against them: physical and psychological abuse, sexual abuse, neglect, domestic violence, sexual exploitation, kidnapping and child trafficking, including for sexual exploitation, involvement of a minor in child sexual exploitation on the Internet or in child labor, as defined below.
- **Physical abuse:** When a person deliberately mistreats or threatens to mistreat a minor, among others: pushing, hitting, slapping, shaking, throwing, punching or kicking, biting, burning, strangling and poisoning. Physical abuse is also considered cultural practices that can physically alter minor’s body causing suffering, damage and/or causing lasting sequelae to health, such as female genital mutilation.
- **Inattention:** Persistent omission, having the means to do so, or deliberate denial of providing the child with clean water, food, shelter, sanitation or supervision or care, to the extent of putting their health and development at risk.
- **Psychological abuse:** Persistent attack on the self-esteem of a girl or boy. Some examples are, among others: insulting, threatening, ridiculing, embarrassing, intimidating or isolating the child.
- **Child sexual abuse:** When a girl or boy is used by another minor, adolescent or adult person for their own sexual stimulation or satisfaction. Sexual abuse refers to activities with or without physical contact, encompassing all forms of sexual activity involving minors, including exposing a child to sexually exploitative content on the internet or taking images for exploitative purposes.
- **Domestic violence:** Includes verbal, physical, sexual or psychological violence within home or family, which the girl or boy usually witnesses.
- **Child sexual exploitation on the internet:** Includes any act of sexual exploitation carried out against a child that is related at some point to the Internet environment. It also includes any use of information and communication technologies (ICT) that results in the sexual exploitation or causes the sexual exploitation of a girl or boy, or that

results in or causes the production, purchase, sale, possession, distribution or transmission of images or other materials that documents sexual exploitation.

- **Child marriage:** Formal marriage or informal union before the age of 18 exists for both boys and girls, although girls are disproportionately more affected. Child marriage is widespread and can lead to a life of disadvantage and deprivation.
- **Minors' corruption:** In general, it refers to behaviors that make it easier for the aggressor to procure sexual favors from a girl or boy. For example, an offender may develop a relationship of trust with the child and then try to introduce sex into that relationship.
- **Online child sexual abuse:** The act of sending a message by digital means to a recipient knowing that he or she is under 18, with the intention of procuring that he or she commit or agree to have sexual relations with another person, who may be the sender, but not necessarily; or the act of sending a message by digital means with indecent content to a recipient knowing that he or she is under 18.
- **Child labor:** It is usually defined as work that deprives girls and boys of their childhood, their potential and their dignity, and that is harmful to their physical and psychological development. It refers to harmful and dangerous work from a psychological, physical, social and moral point of view for girls and boys and that interferes with their schooling and leisure.
- **Minors' trafficking:** Related to any form of participation in the recruitment, transfer or reception of children for exploitation purposes, by threats or any other form of coercion. Includes power abuse.
- **Contact with minors:** Working in an activity or position that involves or may involve direct (including internet contact) or indirect (such as the use of images) contact with minors. It can be part of the duties of the position or be a result of exercising them, for example, being in contact with girls and boys when working in the communities.
- **Work with minors:** Working with minors means engaging in activities with minors where contact can reasonably be expected to be a natural part of the activity and not incidental. "Work" also refers to volunteer work or other forms of unpaid work.

2. Principles declaration

At Coglobal, we believe in the inalienable rights: freedom, dignity and equality for all, including girls and boys. Child population can be extremely vulnerable, especially in relation to discriminating factors such as social class, gender, ethnicity, sexual orientation, different capacities or displaced status. These factors can further increase the vulnerability of girls and boys to abuse and discrimination.

Although Coglobal is not an organization specifically focused on children, much of our daily work takes place in contact with children every day. Coglobal is committed to defend children rights during the execution of its work, and to protect girls and boys from actions (deliberate or not) that may put them at risk of any kind of violence or harm.

Coglobal's policy is to proactively create and maintain an organizational culture and operating environments that prevent and discourage actions or omissions, whether deliberate or accidental, that put girls and boys at risk of any kind of child abuse. It is expected of all the people associated with the execution of Coglobal's work that they promote that children's voice is heeded when it comes to a safe space for them and that, where appropriate, mechanisms are created so that their voice is heard. In addition, they are expressly prohibited from engaging in any activity that could result in child abuse of any kind. Special measures will be taken to prevent those who assault or abuse minors from having any kind of collaborative relationship with Coglobal and we will not tolerate any kind of child abuse. Under this policy, everyone who works on behalf of Coglobal has a responsibility to report any concerns they have or have brought to their attention.

Any violation of this policy will be treated as a serious matter and will result in disciplinary action, including contract ending or other legal remedies.

3. Objectives

The objective of this policy is to demonstrate Coglobal's commitment to protect girls and boys from all kinds of harm or abuse, including sexual exploitation and abuse, physical or psychological abuse, and neglect. This policy, as well as the accompanying implementation guidelines and toolkit, have been developed to provide practical guidance to prevent abuse and enhance the safeguarding of girls and boys in Coglobal's work. .

Its goal is to create an open and conscious environment in which concerns about children safety and well-being can be communicated and managed in a fair and equitable manner, always putting the best interests of the child first. All people associated with the execution of Coglobal's work share the responsibility of maintaining safe environments for children and, therefore, of transferring this policy to the daily culture and practice of the organization in terms of:

- **Child abuse prevention:** Strive to raise awareness, apply good practices, provide training and carry out safer selection and recruitment processes to minimize risks for the girls and boys with whom we work or come into contact. All personnel associated with the organization are expected to abide by the Ethical Code (Annex 1) in relation to minors.
- **Training to promote knowledge of the obligations regarding the protection of minors:** Ensure that this policy is communicated to all people associated with the execution of Coglobal's work and that they are aware that they are expected to comply with it.
- **Child abuse reporting:** Ensure that all people associated with the execution of Coglobal's work are aware of their specific reporting responsibilities (including mandatory reporting responsibilities in jurisdictions where they apply), as well as the steps to follow and who to contact when related concerns arise with the protection of minors. All people associated with Coglobal are expected to report any suspicion that any minor is suffering harm.
- **Child abuse response:** Take action to support and protect girls and boys when concerns about their well-being arise; support those who report such concerns; investigate or cooperate with any resulting investigation; and take any necessary corrective action to prevent such activity from reoccurring.

The policy defines the guiding principles, the approach and the standards to be met in the different aspects of our work to ensure that Coglobal is a safe organization for children.

4. Statement of commitment

Coglobal is a social entity that designs and develops citizen participation processes. Made up of a multidisciplinary team, Coglobal collaborates with the various actors involved in local human development, and in particular with public administrations that seek innovative formulas for transparency and democratic strengthening.

Coglobal collaborates with the public administration and citizens in promoting participatory democracy processes with technical support and linking local and international experiences. Its main objective is to promote the articulation of innovative participation practices, generating knowledge exchange between communities, organizations and administrations that seek a new democratic institutionalality.

It currently has delegations in Andalusia, Madrid and Murcia. It has also had performances in countries such as Morocco, Dominican Republic, Uruguay and Nicaragua. Its experience focuses on technical and training support for participatory processes developed at the local level. In the area of child and youth participation, Coglobal has extensive experience through the youth participatory budget and the Children's Agora and Sustainability Objective programs. The Children's Agora is a Coglobal project, developed in 28 Andalusian municipalities and supported by the Universities of Malaga, the University of Huelva, the University of Cadiz and the Università degli studi di Palermo, which allows the participation of the youngest in various aspects of city politics.

As an organization whose employees or partners are directly or indirectly related to children and adolescents, we have a legal and moral duty to do everything possible to protect them from possible harm. Coglobal team is fully committed to safeguarding the well-being of all children and adolescents and promoting their rights, including their participation in matters that affect them. Coglobal aims to act in accordance with national and European child protection laws, as well as to create a safe and healthy environment for children and young people with whom we will implement projects.

All children, wherever they live and whatever their circumstances are, have the right to be protected, nurtured and free from all forms of violence, abuse, neglect, mistreatment and exploitation as established in the Convention on the Rights of the Child¹, the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR)², and the Lanzarote Convention (Convention of the Council of Europe for the Protection of Children against Exploitation and Sexual Abuse)³.

This policy refers to actions that address how the organization's operations and work practices impact the well-being of children. In its most basic form, safeguarding involves the prevention of physical, sexual and emotional abuse and mistreatment by Coglobal. One of its main objectives is to ensure the well-being of children.

¹Convention on the Rights of the Child, Art. 19, www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx

²https://www.echr.coe.int/Documents/Convention_ENG.pdf

³<https://rm.coe.int/1680084822>

4.1. Applicability of commitment

The commitment to implement this policy covers all employees and others acting on behalf of Coglobal, and applies to all aspects of the organization's operations and professional relationships where children and adolescents are potentially affected. The protection of minors is everyone's responsibility, and all people linked to the organization must adhere to the commitment.

The protection commitment is linked to other policies and procedures of the organization, for example, the Ethical Code of the Andalusian Fund of Municipalities for International Solidarity (AFMIS) to which Coglobal is attached, and which is aligned with the General Regulations for the Protection of Data (GRPD).

4.2. Acknowledgment of duty of care and other legal responsibilities

4.2.1. Managing a breach of child protection policy

The board of directors will investigate violations in a fair, impartial and supportive manner through the following guidelines:

- Discuss the non-compliance with everyone involved and they will be informed of the process on a case-by-case basis.
- Give the representative the opportunity to give his version of the facts.
- The details of the violation will be recorded, including the versions of all parties and the result.
- Ensuring that matters related to the breach are kept confidential.
- Approach an appropriate outcome to be decided based on evidence and discussion.
- Suspend the representative involved, until the investigation is complete and the findings have been made.

4.2.2. Result of a violation of the child protection policy

Depending on the nature of the violation, results may include:

- Emphasize the relevant element of the child protection policy and procedure.
- Provide closer supervision.
- Education and continued training.
- Mediate between those involved in the incident (when applicable).
- Disciplinary procedures, if necessary.
- Current policies and procedures review, and develop new policies and procedures if necessary.
- If the incident constitutes a criminal offense (according to local and international law), the usual legal procedure must be followed.

5. Implementation plan

5.1. Safe recruitment

Safe recruitment and selection procedures for children are put in place and are regularly reviewed and updated. All new staff will be familiar with the Child Protection Policy and Ethical Code (Annex 1) and will abide by their commitment to comply with it.

Coglobal ensures that all employees are notified and receive a copy of the Child Protection Policy and that they keep their Sexual Nature Crimes Certification updated, which allows them to prove the lack of a record for sexual crimes to be able to practice professions, trades or activities that involve regular contact with minors.

5.1.1. Interviews

If the job specifically involves working with minors, the recruitment interview questions will be tailored and expanded to determine the specific suitability of the candidate. In addition to asking about gaps in employment history, a series of relevant questions could be used to determine a candidate's attitudes towards child protection.

5.1.2. References and background checks

The purpose of background check is to assess the applicant does not have a history of crimes against minors and that, in the past, he or she has not been excluded from working with them. Periodically, Coglobal repeats the background checks of all its members and collaborators. In addition to background checks, references from previous employers are checked as a tool to gain insight into candidates' past job performance.

5.2. Training

New members and collaborators training allows new staff to recognize their responsibilities regarding their work and the reporting of bad practices or concerns regarding possible abuses.

5.2.1. Awareness of child protection obligations

All members of the Coglobal team will undergo training on child protection. Coglobal is responsible for providing training as needed. Newly hired employees and other staff who are directly implementing programs should also receive training. The Management personnel in charge are responsible for guaranteeing that those who report know and understand the Child Protection Policy and receive such training. Other training will be required depending on the specific responsibilities of the job.

5.3. Ethical code

Coglobal must ensure that all new representatives receive a copy of the Child Protection Policy and the Ethical Code (Annex 1), before the time of issuing an employment contract. They must read, sign and return copies of the policy to show that they are aware of and agree to act in accordance with the Policy and procedures.

The Code of Ethics to which Coglobal is ascribed through FAMSI is a clear and concise guide to what is and is not acceptable behavior or practice when employing or contracting with the organization. All representatives must accept the code of conduct when they are employed and/or begin their work.

5.3. Safe activities design

5.3.1. Adults information and consent

Where children are the target group and are part of a program implementation phase, project staff must obtain the written consent of their parents/legal guardians and/or relevant school child care authorities before beginning program implementation; Likewise, their consent must be obtained for minors' images taking and/or voice recording (see Annex 2).

The minor's legal guardians must be fully informed of what implementation of the program will entail before they are asked to sign this form and their consent must be given voluntarily. In addition, before any action is implemented in educational centers, Coglobal provides a Center Commitment document (Annex 3) that must be signed by its management.

5.3.2. Minors information and consent

Depending on the age and proficiency of the minors, each phase of program implementation is explained to them in detail before implementation begins. This should be explained in plain language that is appropriate for their age and proficiency level.

The child's right to refuse to take part in the project must be respected in its implementation, even if the parent or guardian has given consent for the girl or boy to participate. Coglobal representatives must ensure that measures have been implemented to ensure that the health and well-being of minors and members of the organization are protected during the implementation phase.

Programs designed for boys and girls must be evidence-based and meet particularly high requirements for quality and safety. Safety concerns must also be addressed for products or services that are not designed for use by children but may pose any danger to them.

5.3.3. Online environments

Online children’s safety is essential for the organization to prevent, respond to and resolve any potential risk to their safety when using the organization's digital services. Coglobal ensures that online environments comply with national and international standards on child health, environmental health and safety standards⁴ by engaging in the following actions (where appropriate and necessary):

- a) Label or select content that is not appropriate for minors.
- b) Establish parental controls and provide contextual guidance to parents and guardians on how to use such tools respectfully and responsibly without infringing on a child's right to access information or participation.
- c) Provide guidance on how to deal with abuse or misuse, such as reporting tools, “group rules”, employees trained to intervene, and who can provide links to outside agencies.
- d) Guidance on handling child sexual abuse content or illegal content, including notification and removal processes.
- e) Privacy and data protection measures, for example, about sharing and storing personal information.

6. Research and evaluation with minors

Coglobal has incorporated evaluation instruments in the design of its interventions, projects and programs since in 2014, when it developed the first The Children’s Agora pilot projects. The evaluations were promoted from the conviction that they were an unavoidable component of the intervention cycle, essential to be able to know and disseminate its impact and, therefore, a premise for improving its quality and efficiency.

Evaluation and research are two different ways of approaching the generation of knowledge, which differ especially in their purpose, their recipients and production times.

Evaluation has an applied nature, aimed at measuring the value of an intervention or a program in the specific context of its execution. It may also be an internal exercise to monitor Coglobal's plans and strategies. The knowledge generated with the evaluation aims to improve the person being evaluated and to be accountable for it. The recipients of the evaluation are:

- *Funders and clients* to obtain objective and transparent information on the fulfillment and impact of projects and contracts;
- *Participating population*, especially in participation processes sustained over time and with some degree of self-government.
- *Coglobal team*, in order to extract lessons that allow improving activities, projects, programs, plans and strategies in the future.

⁴https://www.unicef.org/csr/files/UNICEF_ChildSafeguardingToolkit_FINAL.PDF

The **research** promoted by Coglobal aims to generate new knowledge as a result of, but not exclusively, experiences managed by the entity. It is proposed to validate or refute hypotheses that derive in learning that are of benefit and recognition of the academic community, as well as people and entities involved in promoting innovations in the field of democratic participation, including Coglobal and its environment.

Both evaluation and research generate knowledge, although, as we have seen, with different purposes and recipients. The management of the knowledge produced will have to observe these differences and this must also be reflected in the management of corporate communication and the internal and external training actions of Coglobal.

6.1. Evaluation

The qualitative and quantitative evaluation of the interventions seeks to assess the effectiveness of the methodology in each of the groups of participants, as well as the impact of the interventions and the achievements achieved. It is carried out with participants, agents and key informants, who will be the objects of study. In most of the child participation programs developed by Coglobal, the following instruments are usually used:

METHODOLOGIES	INSTRUMENTS	DESCRIPTION
Qualitative evaluation	Observation log	Observation with a narrative record that allows identifying the responses of the groups of participants to the dynamics and tools proposed. Likewise, the recording of the group dynamics during the sessions allows individual and group evolutions to be identified.
	Focus groups and discussion groups	Meetings with small groups of participants and/or key informants (6 to 10 people) with predefined profiles and content in a script of open questions, aimed at stimulating group discussion and collecting their assessments regarding the process, the achievement of results and improvement suggestions.
Quantitative evaluation	Profile and satisfaction questionnaires	Based on questionnaires, the participants' satisfaction level is collected in relation to the space in which they have participated and sociodemographic profile data.
	Evaluation questionnaires	Pre-post evaluation questionnaires aimed at evaluating the learning and impact levels of interventions based on predefined variables.
Participatory evaluation	Participatory dynamics	Dynamics of participatory evaluation as dynamics for gathering expectations (at the beginning of the intervention) and their fulfillment (at the end) or dynamics of self-assessment of the process.

For those programs where evaluation is carried out with minors, most of them in the educational field, Coglobal has an Evaluation Consent model (Annex 4) that is delivered at the beginning of the intervention and that must be signed by the center's management.

6.2. Research

One of Coglobal's main lines of research is child and youth participation. This research is based on alliances with researchers and other partners that make it possible and that have given rise to the presence of Coglobal in scientific and outreach publications.

Research in child and youth participation focuses on processes that allow quasi-experimental studies to be carried out in order to address hypotheses about the possible effects of the design. These studies are mainly linked to The Children's Agora, the Objective Sustainability program and other designs that draw on the Agora methodology.

There is a great abundance of data collected in this line and one of the current objectives is to be able to exploit them by analyzing the results according to variables such as habitat, socioeconomic context or participants' sex, as well as multilevel analysis. As an innovation, in the coming years we also want to study the effects that voluntary and random participation, online and offline, has on various psychosocial variables and, in particular, polarization. Research on child and youth participation is addressed in partnership with the University of Malaga and the University of Huelva.

The contact data, purposes and other relevant information regarding the research processes with the child population appear in the Evaluation Consent document (Annex 4) duly specified, in order to provide detailed information to parents, guardians and any adult in charge of the minor.

7. Reporting an incident

Most children who experience abuse do not ask for help, so their disclosure needs to be approached with greater awareness and responsiveness. In accordance with the zero tolerance policy of the organization and national laws, all members of the organization should be guided to report all situations related to abuse that they witness or suspect, including harassment, verbal abuse or insults. Any concerns that arise should always be reported, without putting the organization member in a position to decide whether or not abuse has occurred.

8. Confidentiality

Coglobal is committed to maintaining the confidentiality of sensitive information related to child protection incidents reported. Personally identifiable information will only be shared in consideration of the safety of the child, witnesses, and the person who is the subject of the report, or to protect the integrity of an investigation.

9. Communication through the media

The organization aims to take appropriate security measures to protect children in all Internet marketing venues, including social media, chat sites, blogs, and web pages (e.g., do not promote conduct or violence harmful and unhealthy). Coglobal ensures that the communication policy conforms to national and international standards on child health, environmental health and safety standards:

- Children must be protected from being used and exploited as a marketing technique to promote products of any kind, both in schools and elsewhere.
- Obtain informed parental consent (Annex 2) to obtain photographs for work-related purposes.

10. Agreements with partners

Coglobal has a wide range of partners, including local NGOs, governments and local authorities. Prior to collaboration, the organization should ensure that there is a robust assessment of the partner's contact with and impact on children during the partnership and what this means for child protection agreements.

11. Good practices commitment

Coglobal is committed to creating and maintaining an organizational culture of protection, in which all the people with whom it collaborates or who work for Coglobal feel empowered to claim mutually respectful and non-discriminatory behavior, in which illicit conduct is not accepted and power is not abused. The protection of minors in Coglobal's work is entirely our responsibility, and we must take it into account in all aspects of our labor.

All people employed by Coglobal are expected to commit to complying with good practices. The organization's teams and references in the field of safeguarding and protection strive to offer the best services and advice, as well as to keep up to date with good practices for the protection of minors in the sector and in general. In order to ensure that the protection and safeguarding of girls and boys is at the heart of our work, Coglobal is open to input and feedback, to continuous learning and improvement.

12. Annexes

- Annex 1: AFMIS Ethical Code (to which Coglobal adheres)
- Annex 2: Informed Consent
- Annex 3: Commitment of the educational center
- Annex 4: Evaluation Consent

ANNEX 1: AFMIS (FAMSI) ETHICAL CODE

CÓDIGO ÉTICO

**ASOCIACIÓN FONDO ANDALUZ DE MUNICIPIOS PARA LA SOLIDARIDAD
INTERNACIONAL (FAMSI)**

ABRIL 2018

(Andalucía Solidaria)

1. DEFINICIÓN, OBJETO Y FINALIDAD

El Código Ético de la Asociación Fondo Andaluz de Municipios para la Solidaridad Internacional (FAMSI o Asociación) establece los principios básicos que deben guiar el comportamiento de las personas que integran la Asociación, incluidos los y las representantes de los gobiernos locales socios, los y las representantes de las entidades colaboradoras, así como su personal y colaboradores y colaboradoras en el desarrollo de su actividad vinculada al FAMSI. De esta forma, se recoge el compromiso del FAMSI de garantizar un comportamiento responsable y acorde con la normativa vigente, estableciendo el marco de actuaciones necesarios para desarrollar los fines que marca el artículo 6 de los Estatutos de la Asociación.

2. ÁMBITO DE APLICACIÓN

El Código Ético será de aplicación a la globalidad de la plantilla de empleados y empleadas, independientemente del puesto, nivel o duración de la relación laboral, e independientemente del territorio o ubicación geográfica donde desarrolle su prestación de servicios; quienes representan a los gobiernos locales socios de nuestra Asociación, principalmente los y las miembros que componen la Junta Directiva de la Asociación; y las entidades externas que mantengan relaciones jurídicas, económicas o de colaboración, en el desarrollo de su actividad vinculada a FAMSI.

Para que todos los grupos de interés puedan conocer la existencia y aplicabilidad del Código Ético, éste quedará publicitado en los canales de comunicación oficiales del FAMSI.

3. PRINCIPIOS ÉTICOS

Nuestra actuación tendrá como eje los principios de integridad y responsabilidad profesional, entendida como una actuación ética, honrada y de buena fe. Sin carácter exclusivo ni excluyente, estos principios se traducen en:

- Respeto a las personas, a través de un trato digno, sin discriminación o favoritismo, atendiendo a su cultura, creencias y principios de vida social. Se rechaza cualquier manifestación de violencia, acoso físico, sexual, psicológico, mora, abuso de autoridad y cualquier conducta que genere intimidación u trato ofensivo para los derechos personales.
- Respeto a la legalidad vigente, sobre todo a los Derechos Humanos, igualdad de género medioambientales, sociales y valores éticos.
- Integridad de la actuación de las personas que componen el FAMSI (ámbito de aplicación) respetando los fines de la Asociación, no anteponiendo, en ningún caso, intereses personales a los rectores del FAMSI.
- Cooperación y dedicación, basadas en la profesionalidad y el compromiso de los valores que representa el FAMSI, actuando con lealtad institucional.
- Transparencia.
- En general, la actuación debe responder a los objetivos y fines marcados por los Estatutos de la Asociación.

4. PAUTAS DE CONDUCTA

Para que nuestras acciones se adecúen a los Principios éticos que rigen en nuestra Asociación, todas nuestras actuaciones seguirán las siguientes pautas de conducta:

- Respeto a las personas:
 - No se discriminará por razón de género, raza, creencia, nacionalidad, orientación sexual o cualquier condición o circunstancia personal o social.
 - Se deberá respetar la legislación vigente en materia de Derechos Humanos y Libertades Públicas, nacionales y las que rigen en los países con los que colaboramos.
 - Todos los sujetos a los que se le aplica el presente Código deben cumplir la normativa vigente en los países donde desarrollan su actividad.
 - Se reconoce expresamente la identidad y derechos de los grupos sociales minoritarios o minorías étnicas.
 - Se rechaza de forma enérgica el trabajo infantil o cualquier tipo de explotación
 - Está prohibida cualquier conducta que tienda al acoso físico, psicológico, sexual, moral, intimidatoria u ofensiva. Así como las actuaciones provistas de abuso de autoridad.
- Respeto a la legalidad vigente:
 - No se actuará contra el espíritu de la normativa vigente, respetando siempre la normativa de destino.
 - Se deberá respetar la normativa vigente en los países donde se desarrolla la actividad, observando un comportamiento ético, conforme al espíritu y finalidad de las actuaciones.
- Integridad en nuestras actuaciones:
 - No se utilizará el cargo o posición para conseguir ventajas personales ilegítimas.
 - Debe omitirse cualquier actuación que, sin incumplir la legislación vigente, supongan un perjuicio o un descrédito en los fines y objetivos que persigue el FAMSÍ.
 - Se debe actuar con integridad y honradez con todos los contactos de las Instituciones y gobiernos.
 - Está terminantemente prohibido cualquier realización de pagos irregulares o blanqueo de capitales. Aquellas transacciones económicas de naturaleza inusual o no establecida dentro de las directrices de la organización deberán ser autorizadas por los Órganos competentes.
 - Se debe actuar conforme a las directrices y decisiones marcadas por los órganos legitimados del FAMSÍ, debiendo cumplir los cauces organizativos y prácticas.

- En el supuesto de conflicto de intereses, se abstendrá de la actuar y se comunicará a la Gerencia del FAMSÍ para que lo traslade al Comité Ético, y éste determine la existencia de las posibles incompatibilidades.

- Cooperación y dedicación:
 - El personal del FAMSÍ y las entidades colaboradoras con las que desarrollan su actividad deberán actuar con espíritu colaborativo, creando un sistema de conocimiento y trabajo en común más allá de las áreas o departamentos establecidos para facilitar la consecución de los objetivos de la Asociación con los recursos disponibles.
 - Debe respetarse la reputación del FAMSÍ, basada en una relación responsable con la ciudadanía y nuestro entorno. Todas y todos debemos preservar la imagen pública de la Asociación, principalmente vigilando el respeto del hábitat, en las relaciones con los entes sociales, en las intervenciones públicas y en los eventos y jornadas, siempre que se actúe como miembro del FAMSÍ.
 - La colaboración con las instituciones y organismos sociales deberán ser aprobadas por los Órganos internos competentes.

- Transparencia:
 - Debe atenderse a las demandas de información por los órganos internos de la Asociación. Se debe responder de forma diligente a la petición de información por los Órganos internos de la Asociación, así como a los externos autorizados. La información debe ser expuesta de forma clara, veraz, objetiva y de forma completa. Se fomentará un intercambio colaborativo entre compañeras y compañeros.
 - Nuestra actuación debe basarse en la distribución transparente de los fondos y recursos, debiendo facilitar la información necesaria a nuestros socios, internos y externos, para desarrollar una actuación responsable, de confianza recíproca y basadas en la rendición de cuentas.

Esta lista de acciones no tiene carácter exhaustivo. Toda conducta debe preservar los valores y principios de nuestra Asociación.

Estas pautas deben ser respetadas por todas las personas que tengan un contacto directo o indirecto con el FAMSÍ, independientemente de su relación jurídica. Para garantizar que las personas que no tienen una relación laboral o representen a alguna de las entidades socias o colaboradoras reúnen las aptitudes y actitudes necesarias para un correcto cumplimiento del Código Ético, el FAMSÍ establecerá los mecanismos de análisis, evaluación y compromisos necesarios para prevenir cualquier pauta contraria a los Principios de nuestra Asociación.

Ante el conocimiento de cualquier actuación contraria a estas pautas de conductas o que, sin estar expresamente recogidas, puedan suponer un conflicto con los Principios Éticos o el espíritu de este Código Ético, se deberá informar, de forma directa por la persona que realice la acción o por la persona que tenga conocimiento, al Comité Ético.

5. COMITÉ ÉTICO

El Comité Ético será el encargado de garantizar el desarrollo efectivo del presente Código, teniendo, entre sus principales funciones:

- Interpretar el Código Ético.
- Realizar acciones que difundan el contenido del presente Código, propiciando el correcto desarrollo de los Principios Éticos.
- Facilitar la comunicación para el cumplimiento de los Principios en base a la buena fe, facilitando herramientas para la consecución.
- Deliberar sobre las consultas o comunicados realizados, aclarando el contenido y la aplicación de cada una de las acciones.
- Deliberar sobre cualquier actuación contraria al Código Ético, tomando las medidas oportunas necesarias.

El Comité Ético dará cuenta a la Junta Directiva del FAMSÍ de los conflictos éticos planteados, así como de las resoluciones, actuaciones o medidas ejecutadas para garantizar los Principios establecidos en el presente Código. Esta comunicación se realizará en la primera convocatoria posterior a los hechos y actuaciones acontecidas.

El Comité se compone de las personas designadas por:

- Presidencia
- Secretaría de igualdad
- Secretaría de juventud
- Gerencia

Salvo delegación expresa, la persona designada será la o el representante del órgano competente.

6. VIGENCIA

El presente Código Ético entra en vigor en el día siguiente de su aprobación por la Asamblea General de Socios del FAMSÍ, estando vigente hasta su derogación expresa.

El Código Ético es un documento público y debe ser publicitado en todos los medios disponibles del FAMSÍ.

ANNEX 2: INFORMED CONSENT



En este curso, el alumnado del centro educativo _____ participará en el proyecto _____ mediante el cual adquirirán conocimientos que les permita adquirir herramientas de convivencia y deliberación, diseñando de forma colaborativa una campaña de sensibilización dirigida a la comunidad educativa y la población de _____. La Asociación Consortium Local-Global (Coglobal) será responsable de la ejecución del proyecto. A lo largo de **X sesiones de XX minutos** el alumnado adquirirá contenidos didácticos y trabajará en grupos que crearán contenidos de comunicación que **podrán incluir archivos fotográficos, de vídeo y de audio** que se podrán compartir con otros grupos escolares y medios de comunicación general. En una de las sesiones se podrá establecer comunicación virtual o presencial entre el alumnado y personal de administraciones públicas locales (ayuntamiento, mancomunidad o diputación provincial) como parte del programa de aprendizaje.

Para la mejora permanente de los proyectos _____, Coglobal podrá **evaluar el desempeño** del alumnado contando con la colaboración del Grupo de Investigación de Calidad de Vida e Intervención Comunitaria y Organizacional de la **Universidad de Málaga**. Toda evaluación será con **participación voluntaria** del alumnado y todos los datos obtenidos serán tratados de forma estrictamente **confidencial y anónima**. La información obtenida se utilizará exclusivamente para fines específicos de conocimiento y mejora de los proyectos _____.

Para todo ello solicitamos vuestra autorización para la participación de cada alumno o alumna en el proyecto _____ en los términos descritos.

AUTORIZACIÓN

De acuerdo a las disposiciones del Reglamento General de Protección de Datos (RGPD) (Reglamento (UE) 2016/679), la Asociación Coglobal (entidad que diseña y dinamiza el proyecto) pide el consentimiento a madres, padres o tutores legales para la participación del menor a su cargo en las actividades descritas en esta hoja, incluyendo la de publicar las imágenes y vídeos en las cuales aparezcan individualmente o en grupo que con carácter pedagógico, documental y de comunicación, se puedan realizar a los estudiantes del centro, en las diferentes secuencias y actividades realizadas en centro escolar y fuera del mismo en dichas actividades.

El órgano responsable de los datos es: Asociación Consortium Local-Global (Coglobal)- NIF: G93208809 Dir. postal: Enrique Cano Ortega 3, 4ª4 - Málaga 29003 Teléfono: 951916663 Correo electrónico: info@coglobal.es

La investigadora principal de la Universidad de Málaga encargada de la evaluación de los proyectos es Patricia García Leiva. Correo electrónico: patricia@uma.es. Facultad de Estudios Sociales. Título del estudio: Programa Ágora infantil. Un proyecto de democracia participativa destinado a chicos y chicas - Referencia: 8.07/5.38.4408 - 8.07/5.38.5608.

AUTORIZACIÓN DE D./DÑA:		Con DNI:
Como representante legal del alumno/a:		
Conoce y está conforme con las normas generales que regulan la actividad complementaria o extraescolar, ha leído y recibido información de forma confidencial, clara, comprensible y satisfactoria y autoriza al menor a participar en el proyecto _____, incluyendo la toma y uso de la imagen del menor y su difusión así como la evaluación de su desempeño con fines específicos de conocimiento y mejora de los proyectos		
Y para que así conste firmo la presente autorización		
En _____, a _____ de _____ de 202_		
Firma:		

Centro Educativo: _____

Municipio: _____

Proyecto: _____

Tras la confirmación de su centro educativo: _____ del municipio de _____, para el desarrollo del _____, por medio de la presente, se acuerda que durante las **X sesiones** del proyecto, el equipo de **Coglobal** se encargará de dinamizar y facilitar el desarrollo de los procesos de cada sesión con los siguientes grupos acordados: _____

El centro educativo se compromete a su vez a apoyar el desarrollo de las actividades en su modalidad presencial de la siguiente manera:

1. Definición de los grupos participantes

El programa se desarrollará con dos grupos de escolares del ciclo educativo _____, a escoger por el centro educativo.

2. Autorización de las familias

Coglobal proporcionará un modelo de autorización para el registro fotográfico de las sesiones. El profesorado colaborará en la recogida de autorizaciones firmadas al inicio del programa.

3. Difusión del proyecto

El centro educativo apoyará la difusión del arranque y el producto final elaborado por los y las participantes, a través de las redes del centro.

4. Desarrollo de las sesiones

Para garantizar el correcto desarrollo de las sesiones, se ruega la colaboración del centro educativo en cuanto a coordinación de espacios y tiempos para las sesiones de trabajo. Asimismo, será necesario disponer de profesorado de apoyo en las actividades que requieran salidas fuera del centro educativo.

El centro educativo cuenta y hace extensivos los permisos de imagen del alumnado para la difusión del proyecto.

Para que consten los efectos oportunos, firman en la fecha: _____ de _____ 202_

Centro Educativo

Coglobal

ANNEX 4: EVALUATION CONSENT

CONSENTIMIENTO INFORMADO PARA LA PARTICIPACIÓN EN EL ESTUDIO

Antes de proceder a la firma de este consentimiento informado, lea atentamente la información que a continuación se le facilita y realice las preguntas que considere oportunas.

Información al participante

Investigador/a principal: Patricia García Leiva, **email:** patricia@uma.es

Título del estudio: Programa _____ Un proyecto de democracia participativa destinado a chicos y chicas.

Referencia: 8.07/5.38.4408 - 8.07/5.38.5608

Objetivo del estudio: este proyecto tiene como objetivo evaluar los efectos psicosociales de la participación infantojuvenil de un programa de democracia participativa llevado a cabo por la entidad social Coglobal con escolares. Específicamente se quieren conocer los cambios en el empoderamiento psicológico, el bienestar subjetivo, la identificación grupal, la integración, la confianza institucional y las relaciones interpersonales. Esta información permita conocer la eficacia del programa y desarrollar iniciativas de participación que mejoren la participación institucional de los más jóvenes de acuerdo con la Convención de los Derechos del Niño (1989).

Para ello y mediante técnica de encuesta los estudiantes, todos ellos menores de edad del centro escolar responderán a un cuestionario en el que le preguntaremos una serie de cuestiones sobre las variables indicadas. El tiempo estimado para contestar el cuestionario es aproximadamente de 30 minutos. No existe ninguna respuesta correcta ni incorrecta, simplemente los participantes deben contestar lo que crean que se parece más a lo que opinan, piensan o sienten con respecto a cada cuestión. El tratamiento de los datos y la información recogida tendrá la única finalidad de mejorar los conocimientos sobre esta área y las aplicaciones prácticas que ésta pueda tener. El cuestionario es completamente anónimo y la utilización de los datos aportados será solo con fines de investigación. No dude en preguntar todas aquellas cuestiones que no le queden claras.

De aceptar: el centro educativo _____ se compromete a colaborar en la ejecución del programa de acuerdo con los objetivos planteados. Por ello da consentimiento a la participación de los estudiantes de este centro en las actividades derivadas del programa _____, entre las que se encuentra la evaluación del mismo.

ANNEX 4: EVALUATION CONSENT

Implicaciones para la persona participante en el estudio:

- El estudio no conlleva ningún riesgo para el participante.
- La participación consistirá únicamente en el cuestionario mencionado.
- No se dará ninguna compensación económica por participar.
- Los participantes tendrán derecho a retirarse de la investigación en cualquier momento. No habrá ningún tipo de sanción o represalias.
- La participación es estrictamente voluntaria.
- El proceso será estrictamente confidencial. Todos los datos de carácter personal, obtenidos en este estudio son confidenciales y se tratarán conforme a la Ley Orgánica 3/2018 de Protección de Datos Personales y garantía de los derechos digitales. Los nombres de los participantes no serán utilizados en ningún informe cuando los resultados de la investigación sean publicados.
- La información obtenida se utilizará exclusivamente para los fines específicos de este estudio.
- Se le proporciona email del equipo investigador para responder a cuantas dudas o cuestiones tenga acerca de la investigación.

Autorización

- He leído la hoja de información sobre el presente estudio y se me han explicado las características y objetivos del mismo.
- He contado con el tiempo y la oportunidad para realizar preguntas y plantear las dudas que tenía. Todas las preguntas fueron respondidas a mi entera satisfacción.
- Se me ha asegurado que se mantendrá la confidencialidad de los datos de los niños y niñas participantes en la encuesta.
- Se me ha informado que la información obtenida sólo se utilizará para los fines específicos del estudio.
- Comprendo que los estudiantes pueden retirarse del estudio cuando quieran y sin tener que dar explicaciones y sin que haya ningún tipo de sanción.
- He leído el procedimiento descrito desde el inicio. El/la investigador/a me ha descrito el estudio y ha contestado mis preguntas. He recibido toda la información necesaria de forma confidencial, clara, comprensible y satisfactoria sobre la naturaleza, objetivos y procedimientos de la investigación.
- Voluntariamente doy mi consentimiento para que el centro educativo _____ participe en este estudio. Al firmar este consentimiento no renuncio a ninguno de mis derechos.

Doy mi consentimiento para la participación en el estudio propuesto

Nombre y firma de la directora del centro educativo

Fecha: