



**CHILD PROTECTION
POLICY**

coglobal

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1. Introduction

Coglobal is a social entity with more than 12 years of experience that designs participatory democracy processes, promoting inclusive dialogue between governments and citizens, especially youth and children.

Our mission is to promote participatory and deliberative democracy by designing innovative and inclusive processes. We foster dialogue between governments and citizens and bring underrepresented groups (especially youth and children) into the public sphere.

We envision a future with open and inclusive governments, where every person and community, regardless of their age and circumstances, can actively participate in public decisions.

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.

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, the Agora Infantil, Objetivo Sostenibilidad! and other EU programs. Agora Infantil is a Coglobal project, developed in collaboration with municipalities and supported by the Universities of Malaga, Huelva, 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 Child, the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR), and the Lanzarote Convention (Convention of the Council of Europe for the Protection of Children against Exploitation and Sexual Abuse).

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.

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.

Coglobal's commitment to child protection is built on four key principles:

- Awareness: Ensuring all staff, volunteers, and partners recognize child abuse risks and understand their responsibilities.
- Prevention: Establishing strong policies and training programs to minimize risks to children in all our activities.
- Reporting: Providing clear and accessible procedures to report child protection concerns, ensuring confidentiality and swift action.
- Responding: Taking appropriate measures to support children and hold perpetrators accountable, in collaboration with relevant authorities.

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 (FAMSI) to which Coglobal is attached, and which is aligned with the General Regulations for the Protection of Data (GRPD).

This policy aligns with Spanish and Andalusian child protection regulations, including the Organic Law 1/1996 on the Legal Protection of Minors, the Organic Law 8/2021 for the Comprehensive Protection of Children and Adolescents Against Violence (LOPVI), and the

Andalusian Law 4/2021 on Childhood and Adolescence. It also considers the guidelines established in the National Strategic Plan for Childhood and Adolescence (PENIA) and its regional equivalent in Andalusia.

Additionally, to strengthen our safeguarding framework, Coglobal continuously conducts local and national mapping exercises to understand the legal, social welfare, and child protection structures relevant to our operational contexts. These mapping exercises include:

- Review of national and international child protection laws to ensure compliance.
- Assessment of local child welfare services to establish referral pathways for cases requiring external intervention.
- Engagement with key stakeholders, including government agencies, child protection networks, and community organizations, to enhance collaboration and response effectiveness.

We would like to acknowledge the following organisations as we have drawn material from their guides and Child Protection Policies: CATS – Children as Actors for Transforming Society and Child to Child, the Keeping Children Safe Coalition, Eurochild and Save the Children.

1.1. Coglobal's core child protection principles and values

Our Principles

At Coglobal, we believe in inalienable rights: freedom, dignity and equality for all, including girls and boys. The child population can be extremely vulnerable, especially in relation to discriminating factors such as social class, gender, ethnicity, sexual orientation, abuse and discrimination.

Coglobal is fully committed to the safety and well-being of children and young people. We recognize our responsibility to take all reasonable steps to prevent harm, abuse, and exploitation of children within our organization and programs. This policy is designed to align with the Keeping Children Safe (KCS) International Child Safeguarding Standards and ensures that all staff, partners, and stakeholders operate in a manner that prioritizes child protection.

Although Coglobal is not an organization specifically focused on children, much of our daily work takes place in contact with children. Coglobal is committed to defending children's 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.

At Coglobal 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.

Objectives of our Child Protection Policy

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's 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 Code of Conduct 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.

Based on the UN Convention on the Rights of the Child

This Child Protection Policy deals with the protection of children and adolescents as defined by the UN Convention on the Rights of the Child. The UN CRC should be taken holistically, providing a comprehensive framework for the protection, provision and participation of all children. All children and adolescents involved in Coglobal's activities, projects and programmes have the right to have their health, safety, dignity, well-being, and best interests considered top priority.

They have the right to have their development promoted and safeguarded so that they can achieve their full potential. They must be valued, respected and understood within the context of their own culture, religion and ethnicity and they have the right to be listened to and to have their views given careful consideration, and to be encouraged

and helped to participate in decisions which affect them, including in child protection and safeguarding decisions.

Non-negotiable duty

We believe that NGOs working for children's rights have an absolute duty to protect children from abuse, mistreatment, and exploitation from within organisations intended for their benefit. This duty is imperative and non-negotiable. Without adequate standards and mechanisms for protection in place, an organisation is not only failing in its primary duty of care, but may also be negligently or recklessly fostering an environment of abuse.

Open environment

Coglobal believes that without proper and explicit procedures in place, NGOs are extremely vulnerable to accusations of child abuse. Furthermore, organisations with weak communication structures run the risk of being infiltrated by persons, such as paedophiles, who seek to abuse children without being brought into the open. So, we believe in:

- Creating an environment where issues of child protection and safeguarding are discussed openly and are understood by and between children and adults;
- Promoting open lines of communication both internally and externally within and between member organisations to improve awareness and implementation of child protection policies and practices;
- Creating a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse.

Children's Participation

Coglobal works with and for children, especially in Spain, striving for a society that respects the rights of children. We believe that children's participation promotes children's protection and children's protection promotes children's participation.

Coglobal aims to implement children's participation based on the nine requirements for meaningful, safe and inclusive children's participation:

- Participation is transparent and informative
- Participation is voluntary
- Participation is respectful
- Participation is relevant
- Participation is child-friendly
- Participation is inclusive
- Participation is supported by training
- Participation is safe and sensitive to risk
- Participation is accountable

1.2. Definitions

- **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 domains.
- **Girl, boy, minor:** Anyone under age 18, as defined in the Convention on the Rights of the Child
- **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. The need for a child protection policy

Coglobal needs a child protection policy so:

Organization staff are protected

All children have a right to freedom from all forms of violence, abuse and exploitation, based on the UNCRC. It is therefore the responsibility of Coglobal to ensure that all its activities, policies, projects and programmes are 'child safe'. This means that staff do not represent a risk to children and that programmes, policies and practices are designed and developed in ways that promote the protection of children.

Children are protected

Some children are particularly vulnerable to abuse, exploitation, and ill-treatment at the hands of carers, project workers, and those with access to their personal

information. Many children growing up in vulnerable circumstances have already experienced ruptured relationships of trust or abuse of an adult-child relationship in the form of physical, psychological or sexual abuse.

The organization and its reputation is protected

Organisations working with vulnerable children have been, are and will continue to be vulnerable to abuse until the issues are brought into the open. Organisations without protection policies, guidelines and systems are also more vulnerable to false or malicious accusations of abuse.

Without a proper child protection policy and child protection standards in place, allegations of abuse, whether founded or unfounded, can destroy an organisation's reputation. This will have serious implications for fundraising, for the overall goals of the organisation, as well as damaging the reputation of the children's rights NGO sector as a whole.

3. The scope of a child protection policy

Coglobal's child protection policy applies to:

- All staff; Management Board members; interns and volunteers
- All those acting on behalf of Coglobal, such as trainers, facilitators, etc.
- All those adults who accompany children to events and activities organised by Coglobal.
- All those who participate in Coglobal's events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.

All the individuals cited above will be expected to read Coglobal's Child Protection Policy and sign a commitment to adhere to its principles and procedures.

3.1 . Awareness

For effective implementation of the Child Protection Policy, it needs to be understood

accurately by all those that the policy applies to. Coglobal will ensure that all its staff, interns, volunteers, collaborators or consultants, etc. are informed about this policy and act in accordance with all its provisions, and do no harm to children who may come into their contact within or outside their work.

The Coordinator on Child Participation will ensure that a copy of the Policy will be sent to all organisations that will organize meetings on behalf of Coglobal or will travel with children to events organized by Coglobal. These organisations will be asked to brief their staff working and traveling with the children to Coglobal events about this Policy, as well as to inform parents, carers, legal guardians and children on their right to be protected and the reporting mechanisms available. When organizing meetings with children on behalf of Coglobal they will be asked to complete a local child protection mapping.

3.2 Coglobal's child protection policy with respect to external partners

The Child Protection Policy should apply to all external partners when they cooperate and participate with children in Coglobal's activities or projects.

To ensure the highest level of protection for children, all external partners engaging in activities with children must:

- Sign a commitment to Coglobal's Child Protection Policy or provide evidence of their own child protection framework that aligns with Coglobal's standards.
- Undergo a briefing on Coglobal's child safeguarding measures before participating in activities involving children.
- Ensure their personnel adhere to the behavioral expectations outlined in Coglobal's Code of Conduct.

Any external partner which cooperates with Coglobal in the organisation of events involving children will be asked to provide evidence of their own child protection

policy, or to sign up to that of Coglobal, such as the case of EU projects.

3.3 . Risk Assessments and Safe Programme Design

Coglobal is committed to designing and delivering programmes that are safe for children. Risk assessments are therefore conducted when designing our projects and activities and safety strategies developed accordingly.

Risk mitigation strategies have been and will continue to be developed, which minimize the risks to children and are incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

To ensure the safety and well-being of children participating in our activities and processes, a comprehensive and systematic risk assessment process is implemented before and during their implementation, which will be a complement to the existing risks assessment processes of Coglobal in project management. This process identifies, evaluates, and mitigates potential risks that may arise in activities, environments, and interactions involving children. The objective is to proactively prevent harm and create a secure and nurturing environment for all children.

Key Principles of Risk Assessment

- **Child-Centered Approach:** All risk assessments prioritize the safety, rights, and best interests of children, in accordance with international child protection standards.
- **Preventative Measures:** Risks are identified and mitigated before activities take place, reducing the likelihood of harm.
- **Ongoing Monitoring:** Risk assessments are not one-time activities; they are reviewed and updated regularly to address emerging risks.
- **Participation and Awareness:** Staff, volunteers, children, and relevant stakeholders are encouraged to contribute to risk identification and mitigation strategies.

Risk Assessment Process

1. Identification of Potential Risks:

- Physical, emotional, and psychological risks that children may be exposed to.
- Risks arising from the environment, activities, and interactions with adults or other children.
- Specific risks related to online safety and digital interactions.

2. Evaluation of Risks:

- Assessing the likelihood and potential impact of each identified risk.
- Determining the level of vulnerability of children involved.

3. Implementation of Control Measures:

- Developing and enforcing policies, guidelines, and procedures to minimize risks.
- Ensuring adequate supervision, safe facilities, and appropriate staff-to-child ratios.
- Providing child protection training to staff and volunteers.

4. Monitoring and Review:

- Conducting periodic risk assessment reviews to identify new threats or areas for improvement.
- Documenting findings and making necessary policy or procedural adjustments.
- Encouraging open communication to report concerns or emerging risks.

By maintaining a robust risk assessment framework, we commit to providing a safe and supportive environment where children are protected from harm and their well-being is safeguarded at all times.

4. Coglobal Child Protection Policy

This Policy is developed to ensure the highest standards of professional behaviour and personal practice to ensure no harm occurs in any situation to children during their involvement in any Coglobal activities or projects.

4.1 Staff and Personnel

As a condition for working with Coglobal, all staff; Management Board members; interns, volunteers, collaborators and all those acting on behalf of Coglobal, are required to undergo the following:

- Both acceptance and commitment to our Child Protection Policy and Code of Conduct for working with children by signing a commitment to adhere to the Child Protection Policy principles and procedures. This includes in the recruitment and appointment process:
 - a. Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of Coglobal child protection policy.
 - b. All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and Coglobal commitment.
 - c. Adherence to Coglobal Child Protection Policy are part of Coglobal employment contracts and service agreements.
- Candidates for positions at Coglobal will be asked to provide two references in their applications.
- Coglobal staff is empowered to call out behaviours of members, which are not in compliance with Coglobal's child protection policy.

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.

In compliance with Spanish child protection regulations, all individuals working or collaborating with Coglobal in roles that involve direct or indirect contact with minors must provide a Criminal Record Certificate for Sexual Offenses (Certificado de Delitos de Naturaleza Sexual), issued by the Spanish Ministry of Justice. This requirement applies to employees, volunteers, interns, and external collaborators. No individual with a record of offenses related to child abuse or exploitation will be permitted to work with Coglobal.

4.2 Training and Education

Education and training are essential to implement the Child Protection Policy. This includes:

- At the beginning of the induction period (ideally within 3 weeks of taking up the position) of staff/volunteers/interns they will receive an introduction to Coglobal Child Protection Policy and procedures from the Child Protection Focal person. This will include training on behavior guidelines for those in direct contact with children, and guidance on the acceptable and unacceptable sharing of information on children. Training will also allow staff to be able to identify sources of support for children and their families.
- Child Safeguarding Training will be given to all staff, volunteers and interns, appropriate to their roles and responsibilities.

All personnel, volunteers, and partners working with Coglobal will receive specific training on child protection protocols aligned with Spanish and Andalusian regulations. This will include training on the national Child Protection Framework Protocol, Andalusian protocols for detecting and reporting child abuse, and awareness of the impact of gender-based violence on minors, as recognized in Spanish law.

4.3 Behaviour protocols

Any staff, employee, volunteer, intern, management board member, consultant or

adviser who has direct contact with children in his/her work will be fully informed of Coglobal Code of Conduct.

All staff, volunteers, and associates must adhere to the Code of Conduct that prioritizes children's well-being. This includes appropriate physical contact, communication, and digital interactions. Any violation of these guidelines will result in immediate action, including disciplinary measures.

Safe Use of Technology and Digital Platforms with Children

All Coglobal staff, volunteers, and collaborators must use digital technologies responsibly, ethically, and safely when interacting with minors.

- It is strictly prohibited to engage in one-on-one communication with minors through personal social media, messaging apps, or email outside official, approved channels.
- The capture or storage of photos, videos, or voice recordings of children on personal devices is not allowed.
- Forwarding, storing, or sharing any content that places children in vulnerable, sensationalized, or risky situations is prohibited.

When digital tools are used for participatory activities, the following must be ensured:

- Adult supervision during all online sessions.
- Explicit consent from parents or legal guardians.
- Appropriate privacy and security settings on all platforms.

4.4. Management

The Management Board will have the overall responsibility to oversee and ensure the Policy's implementation.

A Child Protection Focal person (CPF) will be appointed who will be responsible for:

- Promoting awareness and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Policy and reporting on developments

- at Team meetings and for the Management Board.
- The development of child protection training resources are required.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues.

The disclosure of personal information about children, including legal cases, will be limited to those employees, interns, volunteers, who need to know.

Specific procedures and checklists are part of the Child Protection Policy and are referred to in chapters 6 and 7, which deal with the implementation strategy for the Child Protection Policy, including reporting procedures and monitoring and evaluation processes. Safeguarding will be included within the development of all projects in which Coglobal is a coordinator or a partner, such as EU projects.

5. Coglobal Child Protection Code of Conduct

Coglobal is committed to protecting children from abuse and exploitation. It will take all necessary actions to prevent and/or respond to children in such situations. Coglobal will respond to all reports of actual or alleged abuses based on its Child Protection Policy, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where they are from.

This Code of Conduct includes guidance on ethical and proper standards of behavior of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense. Coglobal aims for everyone, children and adults, to participate in a safe and happy way in Coglobal's work and activities.

DO:

- Be aware what constitutes child abuse and exploitation (included in the Child Protection Policy) and understand its provisions.
- Ensure that you know who the Child Protection Focal Person at Coglobal is.

- Know the signs of abuse and report any suspicious observations immediately to the Child Protection Focal Person.
- Respect lines of authority and reporting procedures.
- Respect the basic rights of others by acting fairly, honestly, and tactfully, and by treating people with dignity and respect.
- Treat all children equally: be inclusive and treat all children without discrimination.
- Work actively to ensure the highest levels of respect towards each other.
- Maintain high standards of personal and professional conduct both personally and in others.
- Protect the health, safety, dignity and well-being of yourself and others.
- Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors).
- Be aware of potential for peer abuse (e.g. bullying of children).
- Be concerned about the way in which your language, actions, and relationships with children could be perceived.
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- Provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development.
- Encourage and respect children's voices and views.
- Limit access to and/or not expose children to any inappropriate electronic material.
- At all times respect the confidentiality of children's personal information.
- Obtain written consent from the child and parent and/or legal guardian when photographing, filming or requesting personal information for activities.
- Ensure that there is a minimum of two staff members present in meetings with children (to allow one to go out to deal with any immediate needs of children).
- Ensure that when children with disabilities participate that all buildings are fully accessible for them.
- Precise information on specific equipment used by the disabled child

needs to be obtained prior to the event to ensure its accessibility to all buildings and meeting spaces.

- Accompanying adults should not be younger than 21 years old, unless in exceptional circumstances and agreed in advance.
- When participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parents and /or legal guardians and children.

DON'T:

- Engage in any form of sexual activity with children.
- Avoid any action or behavior that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- Never have a child stay overnight in your (the adult's) room or sleep in the same bed.
- Do not perform activities for children that they can do themselves, including dressing, bathing and grooming.
- Do not discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g. use language that will mentally or emotionally abuse a child or tell a story/show pictures that will mentally or emotionally abuse a child).
- Do not hit or otherwise physically assault participants.
- Do not act in any way that may be abusive or place others at risk of abuse.
- Do not condone violations of this code by others – staff, interns, consultants, etc.
- Do not be alone with a child in any circumstances that might be questioned by others.
- Do not allow children to engage in sexually provocative games with each other.
- Do not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g. do not initiate physical contact, such as holding hands; hugs, etc.)
- Do not suggest inappropriate behavior or relations of any kind or encourage any crushes by a child.

- Do not take photos, film or request personal information if not required for Coglobal's activities.
- Do not inappropriately use contact details (including social media accounts) from children out of Coglobal's programmes.
- Do not engage in any behavior that may be perceived as favoritism, such as offering gifts, money, or preferential treatment to specific children.

Report any suspicious observations or alleged abuse as well as any circumstances or situations, which may be subject to misinterpretation, to the Child Protection Focal Person.

6.1 Implementation Strategy: Reporting Procedures

All staff, volunteers and interns should be alert to signs that may suggest a child is in need of help. Deciding whether to report can be a very difficult responsibility. The reporting procedure is made widely available to ensure that everyone is clear what steps to take regarding the safety of children and other witnesses.

Coglobal is committed to fostering a culture of openness where children feel safe to express concerns. Staff and volunteers are encouraged to:

- Maintain visible, open interactions with children and avoid isolated, unsupervised situations.
- Encourage children to talk about their experiences and provide safe spaces for them to express concerns.
- Regularly inform children of their rights and the mechanisms available to report any issues.

All witnessed, suspected or alleged violations of Coglobal's Child Protection Policy must be immediately reported to the Child Protection Focal Person (CPF) – using the safeguarding reporting form. The guiding principle here is that the safety of the child is always the most important consideration. In case the complaint is about the CPF, it should be reported to the Executive Director.

At meetings and activities where children are directly involved, children will be informed about Coglobal's safeguarding policy, code of conduct, the existence of the Child Protection Focal Person and complaints mechanism in a child-friendly manner.

An important stage is to decide whether the concerns are internal to the organisation or relate to an external situation.

If the concern is internal

Regarding the behavior of staff, volunteers, interns, you have to consider whether you need to report to the local/national authorities. If not, the internal safeguarding procedure needs to be applied. If yes, you have to report to the designated authorities and follow-up on action taken by the authorities and decide on further response, record case and action taken.

If the concern is external

Meaning that there is concern regarding abuse outside the organisation, you have to consider whether the concern is due to the way the organisation is delivering business and then decide whether this needs reporting to local or national authorities. After this, the same procedure as for internal concerns is applied.

The CPF will

Act on the concerns or allegations in a confidential manner in accordance with the standardized process developed by Coglobal in the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where she/he is from. The CPF will take appropriate action to protect the child(ren) in question from further harm and during and following an incident or allegation. An assessment of the specific kind of support and assistance that is needed by the child(ren) affected by the incident will be immediately offered. This may also involve arranging a medical assessment. The relevant contact details for child protection services, local services department, police, emergency medical help and help lines will also be readily available and easily accessible. The CPF will be responsible to contact the child's family (or guardian) and inform them of the incident and assistance provided. A safeguarding report must be compiled to document details

of the incident. The “best interests of the child” must be considered throughout the process.

Coglobal will ensure coordination with relevant Spanish and Andalusian child protection authorities. This includes collaboration with the Andalusian Child Observatory, the Ombudsman for Children in Andalusia, and the child protection services of the Andalusian Department for Social Inclusion, Youth, Families, and Equality. In cases requiring law enforcement intervention, reports will be made to the specialized units of the Guardia Civil and National Police.

To strengthen child protection mechanisms, Coglobal will incorporate national reporting channels such as the ANAR Helpline (900 202 010) and the European Child Helpline (116 111). Additionally, suspected cases of abuse will be reported to the Andalusian Child Protection Services and, when applicable, to the Public Prosecutor’s Office for Minors in Spain. All staff members must be familiar with these channels and integrate them into their safeguarding responsibilities.

6.2 Implementation Strategy: Internal Safeguarding Procedure

Coglobal will immediately suspend any employee, volunteer, intern, board member, consultant, adviser who is alleged to have violated the Child Protection Policy, pending the outcome of the investigation. Coglobal reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the police.

The investigation completed by the Executive Director will be submitted to the Nominated Management Board member who will come to a decision about action to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

Acts of a criminal nature will be referred to the police and/or Children’s Welfare Services in Spain and may result in a criminal investigation and conviction.

When investigating concerns or complaints, the process should always be fair and, where complaints are upheld, the individual will have the right to appeal the decision. In such instances, the individual must write to the Executive Director within one week of receiving written confirmation of the complaint outcome, explaining the grounds for

appeal.

The Executive Director of Coglobal will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. Coglobal's Executive Director will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final.

7. Communication and Media Guidelines

This chapter of the Child Protection Policy sets out the principles Coglobal employs when communicating externally about our work and the work of our members. It contains general principles for ensuring children are kept safe at all times, as well as specific guidelines which must be followed by Coglobal's staff as well as photographers, film crews and journalists visiting Coglobal events and activities. Different countries may have specific laws, protocols or cultural norms, which should be understood and adhered to as appropriate. All child protection measures in the Child Protection Policy are equally applicable in media and communication activities by Coglobal, including the use of social media.

In order to make sure that all children are protected in all situations it is important to obtain the written consent of the parent/carer or legal guardian of children that clearly states if they agree that photos or statements of children can be publicly used or not.

7.1 Principles

The rights and dignity of the child must be respected at all times and the best interests of the child maintained as the paramount concern of our communications. Coglobal will never use discriminatory or degrading language. This section is providing guidelines on the use of images, films and stories of children for media and communication purposes to ensure data protection and to protect children themselves. Abusers have sometimes targeted children whose pictures they have seen in media and communication material.

In Coglobal's communications about children, the following principles will apply:

Dignity

The child's dignity must be preserved at all times. Languages must not degrade, victimize or shame the child. In images, children should always be dressed appropriately and should never be depicted in any poses that could be interpreted as sexually provocative. No images of children will be posted or reshared, in which children are identifiable and experience suffering (e.g. in conflict zones) or where children are involved in discussing sensitive topics such a (sexual) abuse.

Accuracy

The portrayal of children must not be manipulated or sensationalized in any way. Images and stories should provide a balanced depiction of the child's life and circumstances, balancing negatives with empowering images or showing the progress that children are making.

Communications should avoid making generalisations, which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context.

Privacy

Any information that could identify a child or put them at risk will be treated with strict confidentiality. Coglobal will ensure:

- Only the first names of children are used in communications. Personal details—such as school, neighborhood, or other identifying location information—will be omitted or changed when needed for safeguarding.
- All information and images (including digital files) will be stored securely and accessed only by those who require them for their work.
- Images will, where possible, focus on group activities rather than individuals, and will avoid framing that makes individual children easily identifiable.
- Digital communications and content sharing will follow additional precautions to address evolving risks such as identity theft and misuse of images online.

- In case of inappropriate use or distribution of published content, Coglobal will act swiftly to remove the material and assess whether further action, including notification to relevant authorities, is needed.
- Coglobal is committed to representing a diverse and inclusive range of children—across gender, age, ability, and ethnicity—in its media, reflecting the communities where it works.

Complaints procedure: Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.

7.2 Informed Consent and Assent

Informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may then be used in Coglobal materials. Informed consent means that children are told how Coglobal may use the information or image/film and that they are under no obligation to agree to its use. They should also be re-assured that locations and other identifying information that might point to the location of residence of children will be changed. They will need to be asked whether they give consent that their first name is shared with the information or image/film.

In digital contexts, informed consent must also explain where the materials will be published (e.g., website, social media, reports), how long the content will remain online, how families or the children themselves may request removal at any time. Coglobal commits to removing such content within a maximum of 72 hours after receiving a formal request, and will maintain accessible channels for this purpose.

Consent must be obtained by completing and signing the media consent form. Consent is also required from the child's parent/carer or guardian, who must countersign the form or, where this is not possible, from the organisation working with them. The organisations working with the children should lead on asking for consent of children and families, as they may feel more comfortable to refuse consent when asked by someone they already know and trust.

The media consent forms and other consent forms will be kept on the child's file by Coglobal.

Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews. Consent can be withdrawn by the child or parent/guardian at any time.

7.3 Interviewing Children

Interviewing children requires skills and certain basic principles should be followed to ensure their dignity and their rights are respected.

Informed Consent

In relation to interviews, informed consent includes explaining what subjects are likely to be covered in the interview and clarifying the child's right to withdraw their consent at any point. The interviewer should review the child's understanding of consent at the start of the interview.

Provision of support

There should be someone else present during the interview, who the child is familiar with. Wherever possible, the child should be given a choice regarding who supports him/her during the interview.

Respecting the right to say No

Be clear before you start the interview that the child only has to talk if they are comfortable doing so, and they can stop and withdraw their consent at any point.

Gender

Consider the different needs of boys, girls and children who identify as neither and who they'd be more comfortable talking to. Gender must be considered when deciding what topics may be discussed.

Respecting the right to information

If you are going to take notes, or record the interview in another way, you must explain this to the child and verbally ask their permission to do so.

7.4 Visits by Photographers, Film Crews, Journalists and Others

Special care must be taken when organizing visits for external photographers, filming crews, journalists or visitors within the scope of Coglobal projects, activities and publications:

- Journalists, photographers/film crews must be fully briefed about Coglobal child protection policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment to adhere to this policy.
- Make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They have to be accompanied by Coglobal staff at all times.
- Children, parents and guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by Coglobal or the national/local organisation they are involved in.
- In order to protect the confidentiality and privacy of the children, Coglobal must be notified as to how the photographer or film maker intends to use the images or stories. Coglobal reserves the right to refuse use if it is felt that, in doing so, we are not acting in accordance with our child protection policy and our media and communication principles.
- If an image or any material is to be used by another organisation, it must be credited to Coglobal /Photographer's Name © with an appropriate caption.

8.Accountability: Monitoring and Evaluation of the Child Protection Policy

The aim of monitoring and evaluating the Child Protection Policy is to learn from practical case experiences, which will contribute to inform policy reviews and changes to the Child Protection Policy.

To ensure accessibility and immediate action in case of child protection concerns, Coglobal will:

- Display child safeguarding contact details, including the Child Protection Focal Person and national helplines, at all project sites and offices.
- Provide all staff, volunteers, and external partners with a reference card containing reporting procedures and emergency contacts.
- Regularly review and update contact details to ensure effective response mechanisms.

Regular Monitoring

Coglobal will regularly monitor the implementation of its Child Protection Policy and procedures. Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Management Board annually and included in Coglobal annual reports. Monitoring and evaluation will be done by checking whether the standards from the Child Protection Policy are implemented and whether safeguards are working.

Next to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will take place, after incidences have occurred, which will contribute to a learning process for Coglobal and if necessary changes to the Child Protection Policy or reporting procedures.

Every three years an internal review of the policy will be carried out and its results will be approved by the Management Board. In addition, an external evaluator will review the policy and practices.

The monitoring process will then include the following elements:

- Child protection procedures and practices will be reviewed periodically to ensure they align with the latest national and international safeguarding standards.
- Designated Child Protection Officers (CPOs) will conduct scheduled and unscheduled audits of child protection measures at all levels of the organization.
- All staff, volunteers, and associates will undergo regular compliance checks to verify adherence to child safeguarding protocols.
- Risk assessments and incident reports will be systematically reviewed to identify trends and areas for improvement.

Evaluation and Impact Assessment

An annual evaluation of the Child Protection Policy will be conducted, incorporating feedback from children, parents, staff, and external child protection experts.

Key performance indicators (KPIs) will be established to measure the policy's effectiveness, including:

- Number of child protection training sessions conducted.
- Number and type of reported incidents.
- Response time and resolution effectiveness for reported cases.
- Staff and volunteer compliance rates.

External audits by independent child protection specialists may be conducted to provide an unbiased assessment of the policy's implementation.

Reporting and Transparency

A confidential and accessible reporting mechanism will be maintained to allow staff, children, and stakeholders to report concerns about policy violations.

Findings from monitoring and evaluation activities will be documented and shared with senior leadership and relevant stakeholders to ensure accountability.

An annual Child Protection Report summarizing key findings, improvements made, and future action plans will be published to demonstrate commitment to transparency and continuous improvement.

Continuous Improvement

Based on evaluation outcomes, the Child Protection Policy will be updated as needed to address emerging risks, legal changes, and feedback from stakeholders.

Regular training sessions will be adapted to incorporate lessons learned from monitoring activities, ensuring that all staff remain equipped with up-to-date child safeguarding knowledge.

Best practices and lessons learned will be shared within the organization and with partner entities to foster a culture of safeguarding excellence.

Digital Media Compliance and Auditing

To ensure compliance with child safeguarding in digital spaces, Coglobal will conduct internal digital audits periodically. These will review:

- The use and publication of children's images, videos, and personal stories.
- The secure storage and access permissions of digital files.
- Adherence to consent and privacy protocols for all media.

If any content is found to violate these protocols, responsible staff must act to remove it within 72 hours and document the corrective actions taken.

ANNEX 1

Safe Recruitment: Child safeguarding procedures and protocols for the safe recruitment of staff at Coglobal

All Coglobal staff, present and future, have a responsibility to protect the children we work with and uphold the values and ethics of the organisation. In line with our child protection policy and safeguarding standards, the following procedures have been developed for future staff in order to mitigate the risk of harm being caused to children by the staff employed by the organisation. The procedures are as follows¹⁴:

Candidates for positions at Coglobal will be asked to provide two references in their applications. Once a final candidate is successfully identified for employment and a contract is offered, the following must be carried out **BEFORE** they sign their contract:

1. Both references must be contacted in order to get a character reference for the future staff member. This includes asking the references orally to provide insights into their character and qualities that make the candidate well-suited to work with children. This is the responsibility of those staff members interviewing and recruiting the new staff member.
2. A statement of commitment to Coglobal's Child Protection Policy must be signed.
3. A "declaration of honour" must be signed.

Staff forms

Statement of Commitment to Coglobal's Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing and

promoting the child protection policies, procedures and practices contained within this document while working or associated with Coglobal.

I further provide two character references.

_____ (Name)

_____ (Job title/role)

_____ (Signature)

_____ (Date)

Form for Character References

Please provide the name, address and contact details of two character references you have known for no less than 2 years, excluding family members:

Referee Name:	Referee Name:
Referee title and place of employment:	Referee title and place of employment:
Relationship to you:	Relationship to you:
Address:	Address:
Contact Number:	Contact Number:
E-mail:	E-mail:

ANNEX 2

Recognising Signs of Abuse

Recognising indications of potential abuse is complex and there is no simple checklist, which allows easy recognition. There are potential warning signs that you can be alert to but they should be assessed with care. It should not be automatically assumed that abuse is occurring. Equally, however, it is important not to dismiss your concerns or ignore any signs of abuse – these should be discussed with the CPF as soon as possible to help decide the most appropriate course of action.

Possible signs of physical abuse	Possible signs of neglect
<ul style="list-style-type: none">● Bruises, burns, sprains, dislocations, bites, cuts● Improbable excuses given to explain injuries● Refusal to discuss injuries● Withdrawal from physical contact● Arms and legs kept covered in hot weather (unless for religious or cultural reasons)● Unwillingness to participate in physical activities that may involve undressing, e.g. sports● Fear of returning home or of parents and/ or legal guardians being contacted● Showing wariness or distrust of adults● Self-destructive tendencies● Being aggressive towards others● Being very passive and compliant● Chronic running away	<ul style="list-style-type: none">● Frequent hunger● Taking scraps of food from bins or plates, or stealing food● Poor personal hygiene● Constant tiredness● Inappropriate clothing, e.g. summer clothes in winter● Frequent lateness or non-attendance at school● Untreated medical problems● Low self-esteem● Poor social relationships● Compulsive stealing● Drug or alcohol abuse

Possible signs of emotional abuse

- Physical, cognitive or emotional development is delayed
- Highly anxious
- Showing delayed speech or sudden speech disorder
- Fear of new situations
- Low self-esteem
- Inappropriate emotional responses to situations
- Extreme passivity or aggression
- Drug or alcohol abuse
- Chronic running away
- Compulsive stealing

Possible signs of sexual abuse:

- Age inappropriate sexualised behaviour or highly sexualised language
- Bed wetting or soiling
- Anal or genital soreness
- Sleep problems
- Fear of being with adults
- Promiscuity
- Extreme risk taking in adolescents

Possible signs of concern regarding adult behaviour:

- A person in whose presence the behavior of a child significantly changes such as becoming withdrawn, fearful, distressed or agitated
- Asking a child to lie or keep secrets
- Breaches of the organisation's Code of Conduct/behaviour protocols

ANNEX 3

Safeguarding Report Form

If you have knowledge that a child might be at risk of harm, please complete this form to the best of your knowledge. Please note that child protection concerns must be reported (orally or in writing) directly to the Child Protection Focal Person at Coglobal (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the CPF or you may wish to complete the report afterwards.

Also use this form to report an accident or incident. An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. An incident is an unpleasant, dangerous or unusual event.

The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the CPF, who will hold it in a safe and secure place and treat it with the strictest confidentiality.

About you

Your name: _____

Your job title: _____

Organisation you work for: _____

Nature of your contact with the child: _____

Contact details: Tel: _____

E-mail: _____

About the child

Child's name: _____

Child's gender: _____

Child's age: _____

Child's address: _____

Child's parents/guardians: _____

Has any treatment been given to the child?

Treatment given by _____

Taken to hospital YES ____ ; NO _____;

If yes, which hospital and how taken _____

About your concern; Details of incident

Was the incident:

Observed by you

Suspected

Disclosed by someone else

If the concern was shared by someone else, please state who and their relationship to the child:

What happened? Give cause (how and why) if known - If you include personal observations please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

Did the child/young person or another source say anything to you [if relevant] and how did you respond to him or her: [Do not lead the child. Record actual details]

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of the alleged perpetrator (if applicable): _____

Were there any other children/people involved in the alleged incident?

Are any other children at risk of harm? _____

Action taken by you:

Any other comments or details you would like to give:

Signature: _____

Date: _____

For completion by the Child Protection Focal person:

Incident/Accident investigated: Yes No

Written investigation report Yes No

necessary:

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here

ANNEX 4

Templates Consent Form

Personal Information and Information in Cases of Emergency

Your first and last name:	
Your age:	
Your phone number (if available):	
Your email address (if available):	
A phone number/ email address we can reach you at (if none of the above are available):	
Your supporting organisation:	
Name of the supporting adult from your organisation (first and last):	
Email of the supporting adult from your organisation:	

Are you happy with this person being your accompanying adult?

Yes

No

Are you happy to take part in

(e.g. meeting/event/etc)?

Yes

No

Do you know that you can choose to stop participating at any point during

... (e.g. meeting/event/etc) for any reason and without any consequences?

Yes

No

We want to make sure you feel welcome and comfortable to participate

Do you have any allergies we should know about? Yes No	Details:
Do you have any additional support needs you'd like us to know about? Yes No	Details:
Is there anything extra we can do to make sure that you can come along and participate fully? Yes No	Details:
Are you taking any medication we should know about? Yes No	Details:
Do you have any dietary requirements? Yes No	Details:
Do you have any specific spiritual, religious or cultural needs to be accommodated during the event? (e.g., a quiet room to pray, specific meal times etc.) Yes No	Details:

In the event of emergency

Contact persons in case of EMERGENCY. It is very important you fill in this section fully.

First and last name	
Relationship to you	
Phone number, including dial code	
Email	

Informed Consent

<p>My Consent</p> <p>Signature:</p> <p>Location (where you live):</p> <p>Today's date:</p>	<p>Parent/Legal Guardian Consent (if under 18)</p> <p>I, as the parent and/ or legal guardian:</p> <ul style="list-style-type: none">• Confirm that the information provided by the child in my care is correct.• Consent to the preferences they have provided.• Consent to their participation in (event).• Consent to their participation in the aforementioned media activities.• Confirm that the child in my care has been informed about the (event) goals, the voluntary nature of participation and anonymity in an age- appropriate way, when applicable.• Confirm that the child in my care has been informed that they can refuse to participate at any time with no consequences <p>Full name:</p> <p>Relationship to child:</p> <p>Location:</p> <p>Date:</p> <p>Signature:</p>
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MEDIA CONSENT FORM

We want to make sure you feel comfortable to take part in media activities.

Coglobal and its Communications Team are actively promoting (e.g. activities/events/etc). In order to do this we post photos and/ or statements from some of the participants. In this way we inform the public and decision makers, like politicians, about ... (event).

If you or your parents and/or legal guardians are interested in following the Coglobal work via social media, you can do this by following the Coglobal's Instagram page, LinkedIn and/or Bluesky feed or the Coglobal website: <https://coglobal.es/>

Keep in mind that, even if you reply 'yes' now, you can still change your mind before, during or after the event.

Are you okay with us taking your photos and/ or videos during the event and maybe sharing them online or for our promotional work (leaflets, reports etc)?

Yes

No

Are you okay with us capturing your views and opinions on film, photos, audio, writing and/or art and to maybe share this online/in our promotional work?

Yes

No

Are you okay if we tell people your first name when we share this content? (you can still take part in (event) even if you don't want us to tell people your name).

Yes, you can share my first name

No, you cannot share my first name

Are you okay if we tell people your age when we share this content? (you can still take part in ... (event) even if you don't want us to tell people your name).

Yes, you can share my age

No, you cannot share my age

Are you okay if we tell people your home country when we share this content? (you can still take part in (event) even if you don't want us to tell people your name).

Yes, you can share my home country

No, you cannot share my home country

Are you okay with discussing with externals (people that don't work for Coglobal about your/our work? Please note that our staff will also be there to support you

Yes

No

Are you okay with photos/ videos/ views taken in meetings with externals being shared in their promotional work?

Yes

No

Are you okay with talking to journalists during (event) (including photos, or for videos)? All media interviews will be conducted in consultation with and in the presence of your accompanying adult. You have a right not to respond to any questions that you do not want to answer.

Yes

No

ANNEX 5

Key Contacts Information

COGLOBAL

Child Protection Focal Person

Christiane Arrivillaga

E-mail: christianearrivillaga@coglobal.es

Executive Director

Andres Falck

E-mail: andresfalck@coglobal.es

Management Board representative responsible for child protection

Marcela Guerrero

E-mail: marcelaguerrero@coglobal.es

The present Child Protection Policy is the result of the reviewing and updating process of the previous Coglobal's CPP used until 2024. This revision process has adjusted the CPP in 2025 to be fully aligned with the International Child Safeguarding Standards.

Approved by Coglobal in April 2025

Signed by Andrés Falck (Executive Director)