Pravilnik o zaščiti otrok – Združenje za MOČ

30. 9. 2026

1. Uvod, namen in področje uporabe

Združenje za MOČ se zavezuje, da bo vsak otrok, ki sodeluje v naših aktivnostih, varen pred vsemi oblikami nasilja, zlorabe, izkoriščanja in zanemarjanja. Ta pravilnik določa, kako to zagotavljamo v praksi. Pripravljen je po mednarodnih standardih zaščite otrok Keeping Children Safe, ki pokrivajo štiri področja: pravilnik, ljudi, postopke in odgovornost.

Zakaj potrebujemo ta pravilnik

Združenje za MOČ dela z odraslimi in mladimi od 12 do 30 let, med katerimi so tudi mladoletni. Z njimi se srečujemo na individualnih svetovanjih, delavnicah in dogodkih, na dogodkih in izobraževanjih Prave zveze, pogovornih skupinah in delavnicah na šolah, na Festivalu prostovoljstva, Festivalu nevladnih organizacij LUPA, Festivalu Plata, in na spletu. Vsaka od teh situacij prinaša drugačna tveganja, zato potrebujemo jasna in skupna pravila.

Za koga velja

Pravilnik velja za vse, ki v imenu Združenja za MOČ prihajajo v stik z otroki ali imajo dostop do podatkov o njih:

- zaposlene, vključno z zaposlenimi prek javnih del,
- prostovoljce,
- člane organov društva,
- študente na praksi in pripravnike,
- zunanje izvajalce delavnic, mentorje in goste.

Na partnerske organizacije se pravilnik nanaša, kadar z nami skupaj izvajajo aktivnosti (glej poglavje 6).

Javna dostopnost

Pravilnik je objavljen na spletni strani www.zamoc.si in je na voljo v prostorih Združenja za MOČ. Na zahtevo ga posredujemo mladim, staršem, partnerjem in financerjem. Za mlade pripravimo tudi kratko, razumljivo različico.

2. Opredelitve pojmov in temeljna načela

Opredelitve

Pojem	Pomen v tem pravilniku
Otrok	Vsaka oseba, mlajša od 18 let, v skladu s Konvencijo ZN o otrokovih pravicah.
Telesno nasilje	Uporaba fizične sile, ki otroku povzroči bolečino, poškodbo ali strah.
Psihično nasilje	Poniževanje, grožnje, zastraševanje, zmerjanje, izolacija ali nadzor, ki otroku povzročijo strah ali stisko.
Spolno nasilje in zloraba	Vsako spolno dejanje ali vsebina, v katero je otrok vpleten, vključno z nadlegovanjem, pridobivanjem zaupanja za spolne namene (grooming) in izpostavljanjem spolnim vsebinam.
Zanemarjanje	Opuščanje skrbi za otrokove osnovne potrebe in varnost, tudi med aktivnostmi, za katere smo odgovorni.
Spletno nasilje	Nadlegovanje, zasmehovanje, grožnje, izsiljevanje ali deljenje intimnih ali prirejenih posnetkov brez privolitve prek spleta.
Vrstniško nasilje	Nasilje med otroki ali mladimi, vključno s spletnim ustrahovanjem.
Izkoriščanje	Izraba otroka za korist druge osebe, na primer za delo, denar ali spolne namene.
Razkritje	Ko otrok sam pove, da je doživel ali doživlja nasilje.
Sum	Ko odrasla oseba zaradi opažanj ali informacij drugih domneva, da je otrok v nevarnosti.

Temeljna načela

- **Otrokova korist je na prvem mestu.** Vse odločitve sprejemamo v otrokovo najboljšo korist.**Vsi otroci imajo enako pravico do zaščite**, ne glede na spol, starost, poreklo, vero, spolno usmerjenost, invalidnost ali status.
- **Zaščita otrok je odgovornost vseh**, ki delajo v imenu Združenja za MOČ, ne le odgovorne osebe.
- **Otroke poslušamo in jih jemljemo resno.** Pri vseh stikih upoštevamo vpliv travme ter otrokovo starost, zrelost in razvojne zmožnosti. Otroku omogočimo sodelovanje in izbiro, spoštujemo njegove meje.
- **Razumevanje travme, spoštovanje otrokove avtonomije in preprečevanje ponovne viktimizacije:** Otroku omogočimo sodelovanje in izbiro ter spoštujemo njegove meje. Postopke vodimo tako, da preprečujemo dodatno stisko in ponovno viktimizacijo.
- **Nobenega suma ne spregledamo.** Vsak sum ali razkritje obravnavamo po postopku v tem pravilniku in po 6. členu ZPND.

- **Zaupnost varuje otroka, ne odraslih.** Informacije delimo le s tistimi, ki jih potrebujejo za zaščito otroka.

3. Standard 1 – Pravilnik

Združenje za MOČ ima zapisan, sprejet in javno dostopen pravilnik o zaščiti otrok, za katerega so določeni jasni nosilci odgovornosti.

Zaveza organizacije

Pravilnik sprejme občni odbor Združenja za MOČ. S sprejemom se Združenje za MOČ zavezuje, da bo:

- zagotovilo sredstva in čas za izvajanje pravilnika,
- vse, na katere se pravilnik nanaša, z njim seznanilo in jih usposobilo,
- vsak sum ali razkritje obravnavalo po določenih postopkih,
- pravilnik redno pregledovalo in posodabljalo.

Odgovorne osebe

Vloga	Oseba	Naloge
Skrbnik_ca za zaščito otrok	Lara Velkavrh lara.velkavrh@zamoc.si	Prvi naslov za vsa vprašanja, sume in razkritja; vodi evidenco primerov; skrbi za usposabljanja; obvešča pristojne organe.
Namestnik_ca	Adriana Kocbek adriana.kocbek@zamoc.si	Nadomešča skrbnika_co ob odsotnosti ali če je skrbnik_ca sam_a vpleten_a v primer.
Predsednik_ca društva	Jerneja Munc jerneja.munc@zamoc.si	Odgovarja za izvajanje pravilnika v celoti; odloča o ukrepih zoper zaposlene in prostovoljce.

Imena in kontakti odgovornih oseb so objavljeni na spletni strani, v prostorih Združenja za MOČ in v navodilih za udeležence ob vsaki izmenjavi ali večdnevni aktivnosti.

Pravice otrok in staršev

Mladi in njihovi starši ali skrbniki imajo pravico:

biti seznanjeni s tem pravilnikom in s tem, komu lahko povedo, če jih kaj skrbi,

izraziti pomislek ali pritožbo brez strahu pred posledicami,

da se njihov pomislek obravnava resno in zaupno.

4. Standard 2 – Ljudje

Z otroki v Združenju za MOČ delajo le osebe, ki poznajo pravila ravnanja in so za to delo usposobljene.

Izbira in preverjanje

Pri vsaki novi zaposlitvi, prostovoljstvu ali sodelovanju, ki vključuje stik z otroki:

1. Opravimo pogovor, v katerem odkrito spregovorimo tudi o zaščiti otrok in o motivaciji za delo z mladimi.
2. Preverimo reference pri prejšnjih delodajalcih ali organizacijah, kjer je oseba delala z mladimi.
3. Pridobimo **potrdilo iz kazenske evidence**, ki ga izda Ministrstvo za pravosodje. Brez njega oseba ne sme samostojno delati z otroki.
4. Oseba podpiše izjavo o seznanitvi s pravilnikom in kodeksom ravnanja (Priloga B).

Potrdilo iz kazenske evidence pridobimo za vse zaposlene, prostovoljce, stalne zunanje izvajalce in spremljevalce na izmenjavah. Za enkratne goste in izvajalce, ki z otroki niso nikoli sami, potrdilo ni obvezno, vedno pa je z njimi prisotna preverjena oseba Združenja za MOČ. Potrdila obnovimo vsaka tri leta.

Kodeks ravnanja

Vedno:

- ravnaj spoštljivo, prijazno in pravično do vseh mladih,
- spoštuj osebne meje, tudi pri telesnem stiku in igrah,
- za komunikacijo z mladimi uporabljaj uradne kanale Združenja za MOČ,
- takoj povej skrbniku_ci, če te karkoli skrbi, tudi če nisi prepričan_a,
- bodi vzor pri vedenju, jeziku in odnosu do spolov.

Nikoli:

- ne udari, ne ponižuj, ne zmerjaj in ne zastrašuj otroka,
- ne vzpostavljaj romantičnih ali spolnih odnosov z mladoletnimi,
- ne kaži, ne piši in ne deli spolnih ali neprimernih vsebin z mladimi,
- ne ponujaj alkohola, tobaka ali drog in jih ne uporabljaj med aktivnostmi z mladoletnimi,
- ne vabi otrok k sebi domov in ne prevzemaj zasebnih prevozov brez dogovora s starši in Združenjem za MOČ,
- ne obljubljaj otroku, da boš ohranil_a skrivnost, če gre za njegovo varnost,
- ne dopuščaj nasilja med mladimi in ga ne zanemarjaj.

Usposabljanje

- Vsak nov zaposleni ali prostovoljec opravi uvajalno usposabljanje o tem pravilniku, preden začne delati z otroki.
- Vsi zaposleni in redni prostovoljci se enkrat letno udeležijo osvežitvenega usposabljanja.
- Skrbnik_ca za zaščito otrok se dodatno usposablja pri strokovnih organizacijah.

5. Standard 3 – Postopki

Vsako aktivnost z mladoletnimi načrtujemo tako, da tveganja prepoznamo vnaprej, in vemo, kaj storiti, če se kljub temu kaj zgodi.

Ocena tveganj

Pred vsako večdnevno aktivnostjo vodja aktivnosti skupaj s skrbnikom_co preveri:

- kdo bo sodeloval, koliko je mladoletnih in ali ima kdo posebne potrebe,
- kje bo aktivnost potekala, kje bodo mladi spali in kdo bo z njimi,
- katere teme bodo obravnavane in ali lahko sprožijo stisko ali razkritje,
- kako bodo mladi v stiku z mentorji in kam se lahko obrnejo (priloga ,
- kaj naredimo v nujnem primeru.

Za redne tedenske aktivnosti v svetovalnicah Združenja za MOČ zadošča ocena, ki jo pregledamo enkrat letno.

Varne prakse po vrstah aktivnosti

Aktivnost	Pravila
Psihosocialno svetovanje mladoletnim osebam	Za osebe med 12 – 18 let pridobimo soglasje vsaj enega od staršev, v kolikor niso zlorabljajoča oseba. Svetovalno delo opravljajo strokovne delavke Združenja za MOČ.
Delo v šolah	Upoštevamo tudi pravila šole. Šola je obveščena o tem, kdo iz Združenja za MOČ izvaja aktivnost.
Prevozi	Otroka ne prevažamo sami brez soglasja staršev in vednosti Združenja za MOČ.
Festivali in javni dogodki	Držimo se strokovnih smernic pri delu z mladimi.
Aktivnosti o občutljivih temah (nasilje, odnosi, spolnost)	Vodijo jih usposobljene osebe. Mladi so vnaprej obveščeni o temi in se lahko umaknejo. Ob aktivnosti je znana pot napotitve k strokovni pomoči.

Splet in komunikacija

- Z mladimi komuniciramo prek uradnih profilov in skupin Združenja za MOČ, v katerih sta vsaj dve odrasli osebi.
- Zasebnih sporočil z mladoletnimi se izogibamo. Če so nujna, so kratka, vsebinska in shranjena.
- Z mladimi ne komuniciramo pozno zvečer in ponoči.
- Osebne podatke mladih hranimo varno in jih ne delimo brez soglasja.

Fotografije, posnetki in mediji

- Za objavo fotografij in posnetkov z dogodkov pridobimo soglasje. Za mlajše od 15 let soglasje dajo starši.

- Mladi lahko kadar koli zahtevajo odstranitev objave.
- Ne objavljamo fotografij, z obrazi mladih, mladih v neprimernih oblekah ali situacijah, in ob fotografijah ne navajamo polnih imen ter krajev bivanja mladoletnih.

Ravnanje ob sumu ali razkritju na dogodkih in aktivnostih Združenja za MOČ

Če otrok med delavnicami ali drugimi dogodki razkrije nasilje ali imaš sum, ravnaj po teh korakih:

- **Če je otrok v neposredni nevarnosti,** najprej zaščiti otroka pred nadaljnim stikom. Če je potrebno**,** pokliči 113 (policija) ali 112 (nujna pomoč).
- **Poslušaj mirno in brez obsojanja.** Otroku povej, da je prav, da je povedal, in da ni sam kriv. Ne sprašuj podrobnosti in ne vodi pogovora.
- **Ne obljubljaj skrivnosti.** Pojasni, da moraš za njegovo varnost povedati osebi, ki mu lahko pomaga.
- **Zapiši** čim prej, kaj si videl_a ali slišal_a, z otrokovimi besedami, datumom in uro (Priloga C). Ne dodajaj svojih razlag.
- **Obvesti skrbnika_co za zaščito otrok še isti dan**, najkasneje pa naslednji dan. Če je vpleten_a skrbnik_ca, obvesti namestnika_co ali predsednika_co.
- **Skrbnik_ca presodi in ukrepa.** V skladu z Zakonom o preprečevanju nasilja v družini sum nasilja nad otrokom prijavimo pristojnemu centru za socialno delo ali policiji. Pri tem ne odlaga zaradi dvoma. Notranje obveščanje ne sme odložiti zakonsko zahtevanega obveščanja pristojnih organov.
- **Varuj zaupnost.** O primeru govoriš le s skrbnikom_co in pristojnimi službami.
- **Poskrbi za otroka in zase.** Skrbnik_ca poskrbi, da otrok dobi podporo, in ponudi pogovor tudi osebi, ki je sprejela razkritje.

Sum zoper osebo iz Združenja za MOČ

Kadar se sum nanaša na zaposlenega, prostovoljca ali drugo osebo, ki dela v imenu Združenja za MOČ, ta oseba do razjasnitve ne dela z otroki. Primer vodi oseba, ki ni vpletena, in ga prijavi pristojnim organom. Začasna odstranitev ni kazen, temveč varovalni ukrep za otroke in za osebo samo.

Pritožbe in pripombe

Mladi, starši ali kdor koli drug lahko pritožbo ali pripombo sporoči osebno, po e-pošti ali anonimno skrbniku_ci. Vsako pritožbo ali pripombo obravnavamo in pobudniku sporočimo, kaj smo naredili, kolikor to dopušča zaupnost.

Evidenca

Zapise o sumih in razkritjih hranimo tako kot druge zaupne dokumente.

6. Standard 4 – Odgovornost

Združenje za MOČ preverja, ali pravilnik v praksi deluje, in ga izboljšuje na podlagi izkušenj.

Spremljanje in pregled

- Skrbnik_ca enkrat letno poroča pristojnemu organu Združenja o številu in vrsti obravnavanih primerov (brez osebnih podatkov), izvedenih usposabljanjih in morebitnih težavah.
- Pravilnik pregledamo vsaki dve leti ter po vsakem resnejšem primeru ali spremembi zakonodaje.
- Pri pregledu upoštevamo mnenja mladih, na primer prek pogovora z mentorji mladih ali kratke ankete.
- Po vsaki večdnevni aktivnosti ali izmenjavi v evalvaciji preverimo tudi, ali so se mladi počutili varne.

Partnerji in skupni projekti

Pri skupnih projektih s partnerji, kjer sodelujejo mladoletni, preverimo, ali ima partner svoj pravilnik oziroma politiko zaščite otrok, in se dogovorimo čigava pravila veljajo med aktivnostmi, v kolikor se pravila razlikujejo.

Kadar partner nima lastnega pravilnika, med skupnimi aktivnostmi velja ta pravilnik.

Posledice kršitev

Kršitev tega pravilnika ali kodeksa ravnanja lahko pomeni prekinitev sodelovanja, disciplinske ukrepe ali prijavo pristojnim organom, odvisno od resnosti kršitve.

7. Priloge

Priloga A – Pomembni kontakti

Služba	Kontakt	Kdaj
Policija	113	Neposredna nevarnost, prijava kaznivega dejanja
Nujna medicinska pomoč	112	Poškodbe, nujna stanja
Center za socialno delo – glede na stalno bivališče otroka		Prijava suma nasilja nad otrokom
Policijska postaja Ljubljana, policijska postaja Maribor	gp.policija@policija.si 01 428 40 00, 02 222 12 00, pumb@policija.si	Prijava, posvet
TOM telefon za otroke in mladostnike	116 111 (brezplačno)	Pogovor za mlade v stiski
SOS telefon za ženske in otroke – žrtve nasilja	080 11 55 (brezplačno)	Podpora žrtvam nasilja
Spletno oko	spletno-oko.si	Prijava spolnih zlorab otrok in sovražnega govora na spletu
Skrbnik_ca za zaščito otrok v Združenju za MOČ	Lara Velkavrh, lara.velkavrh@zamoc.si	Vsak pomislek, sum ali razkritje

Priloga B – Izjava o seznanitvi s pravilnikom

Ime in priimek: _____

Vloga v Združenju za MOČ: ☐ zaposleni_a ☐ prostovoljec_ka ☐ zunanji_a izvajalec_ka ☐ spremljevalec_ka ☐ drugo: _____

S podpisom potrjujem, da:

- sem prebral_a Pravilnik o zaščiti otrok Združenja za MOČ in ga razumem,
- bom ravnal_a v skladu s kodeksom ravnanja,
- bom vsak sum ali razkritje nasilja takoj sporočil_a skrbniku_ci za zaščito otrok,
- nisem bil_a obsojen_a za kaznivo dejanje zoper spolno nedotakljivost ali drugo kaznivo dejanje, ki bi me onemogočalo pri delu z otroki, in bom Združenje za MOČ obvestil_a o vsaki spremembi.

Kraj in datum: _____ Podpis: _____

Priloga C – Obrazec za zapis suma ali razkritja

Izpolni oseba, ki je opazila sum ali sprejela razkritje. Obrazec izroči samo skrbniku/ci za zaščito otrok.

Podatek	Vpis
Datum in ura zapisa	
Ime osebe, ki piše zapis, in njena vloga	
Ime in starost otroka	
Datum, ura in kraj dogodka ali razkritja	
Kaj se je zgodilo ali kaj je otrok povedal (čim bolj dobesedno, z otrokovimi besedami)	
Kaj ste videli (poškodbe, vedenje)	
Kdo je še prisoten ali vpleten	
Kaj ste storili in kaj ste otroku povedali	
Komu ste sporočili in kdaj	
Podpis	

Ukrepe skrbnika_ce (prijava CSD ali policiji, obveščanje staršev, podpora otroku) skrbnik/ca zapiše ločeno in hrani skupaj s tem obrazcem.

Child Protection Policy – Združenje za MOČ

30 September 2026

1. Introduction, purpose and scope

Združenje za MOČ is committed to ensuring that every child who participates in our activities is safe from all forms of violence, abuse, exploitation and neglect. This Policy sets out how we ensure this in practice. It has been prepared in accordance with the international Keeping Children Safe standards, which cover four areas: policy, people, procedures and accountability.

Why we need this Policy

Združenje za MOČ works with adults and young people aged 12 to 30, including minors. We meet them through individual counselling, workshops and events, Prava zveza events and training sessions, discussion groups and school workshops, at our stands at the Volunteer Festival, the LUPA Festival of Non-Governmental Organisations, the Plata Festival, and online. Each of these settings presents different risks.

Who it applies to

This Policy applies to everyone who comes into contact with children on behalf of Združenje za MOČ or has access to their data:

- employees, including those employed through public works programmes;
- volunteers;
- members of the governing bodies of our organisation;
- students on placement, and trainees;
- external workshop facilitators, mentors and guests.

This Policy applies to partner organisations when they deliver activities jointly with us (see Section 6).

Public availability

The Policy is published on www.zamoc.si and is available at the premises of Združenje za MOČ. We provide the Policy upon request to young people, parents, partners and funders. We also have a short, accessible version for young people.

2. Definitions and core principles

Definitions

Term	Meaning in this Policy
Child	Any person under the age of 18, in accordance with the UN Convention on the Rights of the Child.
Physical violence	The use of physical force that causes a child pain, injury or fear.
Psychological violence	Humiliation, threats, intimidation, insults, isolation or control that causes a child fear or distress.
Sexual violence and abuse	Any sexual act or content involving a child, including harassment, grooming for sexual purposes and exposure to sexual content.
Neglect	Failure to provide for a child's basic needs and safety, including during activities for which we are responsible.
Online violence	Online harassment, ridicule, threats, blackmail, or the non-consensual sharing of intimate or manipulated images.
Peer violence	Violence between children or young people, including cyberbullying.
Exploitation	Using a child for another person's benefit, for example for work, money or sexual purposes.
Disclosure	When a child says that they have experienced or are experiencing violence.
Concern or suspicion	When observations or information from others lead an adult to believe that a child may be at risk.

Core principles

- All decisions are made in the child's best interests.
- All children have an equal right to protection, regardless of gender, age, origin, religion, sexual orientation, disability or status.
- Child protection is the responsibility of everyone who works on behalf of Združenje za MOČ, not only the designated person.
- We listen to children and take them seriously. In every interaction, we consider the impact of trauma and the child's age, maturity and developmental capacity.
- Understanding trauma, respecting the child's autonomy and preventing revictimisation: we enable the child to participate and make choices, and we respect their boundaries. We conduct procedures in a way that prevents additional distress and revictimisation.

- No concern is overlooked. Every concern or disclosure is addressed in accordance with the procedure set out in this Policy and Article 6 of the Domestic Violence Prevention Act (ZPND).
- Confidentiality protects the child, not adults. We share information only with those who need it to protect the child.

3. Standard 1 – Policy

Združenje za MOČ has a written, formally adopted and publicly available Child Protection Policy with clearly assigned responsibilities.

Organisational commitment

The Policy is adopted by the General Assembly of Združenje za MOČ. By adopting it, Združenje za MOČ commits to:

- providing the resources and time required to implement the Policy;
- informing and training everyone to whom the Policy applies;
- addressing every concern or disclosure in accordance with the prescribed procedures;
- reviewing and updating the Policy regularly.

Designated persons

Role	Person	Responsibilities
Child Protection Advocate	Lara Velkavrh lara.velkavrh@zamoc.si	First point of contact for all questions, concerns and disclosures; maintains case records; organises training; notifies the competent authorities.
Deputy	Adriana Kocbek adriana.kocbek@zamoc.si	Acts in place of the Child Protection Advocate when the Officer is absent or personally involved in the case.
Association President	Jerneja Munc jerneja.munc@zamoc.si	Responsible for overall implementation of the Policy; decides on measures concerning employees and volunteers.

The names and contact details of the designated persons are published on the website, displayed at the premises of Združenje za MOČ and included in participant guidance for every exchange or multi-day activity.

Rights of children and parents

Young people and their parents or guardians have the right to:

- be informed about this Policy and whom they can contact if they have a concern;
- raise a concern or complaint without fear of repercussions;
- have their concern taken seriously and handled confidentially.

4. Standard 2 – People

Only individuals who know the required standards of conduct and are trained for this work may work with children at Združenje za MOČ.

Selection and vetting

For every new employee, volunteer or collaborator whose role involves contact with children, we:

1. conduct an interview that openly addresses child safeguarding and the person's motivation for working with young people;
2. check references with previous employers or organisations where the person worked with young people;
3. obtain a criminal record certificate issued by the Ministry of Justice. Without this certificate, the person may not work with children unsupervised;
4. require the person to sign a declaration confirming that they have read this Policy and the Code of Conduct (Annex B).

We obtain a criminal record certificate for all employees, volunteers, regular external contractors and persons accompanying participants on exchanges. A certificate is not mandatory for one-off guests and facilitators who are never alone with children, but a vetted representative of Združenje za MOČ must always be present. Certificates are renewed every three years.

Code of Conduct

Always:

- treat all young people with respect, kindness and fairness;
- respect personal boundaries, including during physical contact and games;
- use only the official Združenje za MOČ channels to communicate with young people;
- report any concern immediately to the Child Protection Advocate, even if you are unsure;
- be a role model in your behaviour, language and attitudes towards gender.

Never:

- hit, humiliate, insult or intimidate a child;
- enter into a romantic or sexual relationship with a minor;
- show, write or share sexual or otherwise inappropriate content with young people;
- offer alcohol, tobacco or drugs, or use them during activities with minors;
- invite children to your home or provide private transport without the agreement of their parents and Združenje za MOČ;
- promise a child that you will keep a secret when their safety is at stake;
- allow or ignore violence between young people.

Training

- Every new employee or volunteer completes a training on this Policy before beginning work with children.
- All employees and regular volunteers attend refresher training once a year.
- The Child Safeguarding Officer undertakes additional training provided by specialist organisations.

5. Standard 3 – Procedures

We plan every activity involving minors so that risks are identified in advance and we know how to proceed if an incident nevertheless occurs.

Risk assessment

Before every multi-day activity, the activity lead and the Child Safeguarding Officer jointly check:

- who will participate, how many participants are minors and whether anyone has any additional needs;
- where the activity will take place, where the young people will sleep and who will be with them;
- which topics will be addressed and whether they may trigger distress or a disclosure;
- how young people will contact mentors and where they can seek help (see Annex A);
- what to do in an emergency.

For regular weekly activities at the Združenje za MOČ counselling centres, an assessment reviewed once a year is sufficient.

Safe practices by type of activity

Activity	Rules
Psychosocial counselling for minors	For persons aged 12–18, we obtain consent from at least one parent, provided that parent is not the person committing the abuse. Counselling is provided by qualified professionals from Združenje za MOČ.
Work in schools	We follow the school's rules. The school is informed who from Združenje za MOČ will deliver the activity.
Transport	We do not transport a child alone without parental consent and the knowledge of Združenje za MOČ.
Festivals and public events	We follow professional guidelines for working with young people.
Activities on sensitive topics (violence, relationships, sexuality)	These activities are led by trained persons. Young people are informed of the topic in advance and may withdraw. A referral pathway to professional support is established for the activity.

Online activity and communication

- We communicate with young people through official Združenje za MOČ profiles and groups in which at least two adults are present.
- We avoid private messages with minors. If they are necessary, they must be brief, relevant and retained.

- We do not communicate with young people late in the evening or at night.
- We store young people's personal data securely and do not share it without consent.

Photographs, recordings and media

- We obtain consent before publishing photographs and recordings from events. For children under the age of 15, consent is provided by a parent or guardian.
- Young people may request the removal of published material at any time.
- We do not publish photographs showing young people's faces or depicting young people in inappropriate clothing or situations. We do not include minors' full names or places of residence alongside photographs.

Responding to a concern or disclosure at Združenje za MOČ events and activities

If a child discloses violence during a workshop or other event, or if you have a concern, follow these steps:

1. If the child is in immediate danger, first protect them from further contact. If necessary, call 113 (police) or 112 (emergency assistance).
2. Listen calmly and without judgement. Tell the child that they did the right thing by speaking up and that it is not their fault. Do not ask for details or conduct an interview.
3. Do not promise confidentiality. Explain that, to keep the child safe, you must tell someone who can help.
4. As soon as possible, record what you saw or heard, using the child's own words and noting the date and time (Annex C). Do not add your own interpretation.
5. Notify the Child Protection Advocate on the same day or, at the latest, the following day. If the Officer is involved, notify the Deputy or the Association President.
6. The Child Protection Advocate assesses the situation and takes action. In accordance with the Domestic Violence Prevention Act, suspected violence against a child is reported to the competent Centre for Social Work or the police. Reporting must not be delayed because of doubt. Internal reporting must not delay any notification to the competent authorities required by law.
7. Protect confidentiality. Discuss the case only with the Child Protection Advocate and the competent services.
8. Arrange support for the child and for yourself. The Child Protection Advocate ensures that the child receives support and also offers a debriefing to the person who received the disclosure.

Concern relating to a person employed by Združenje za MOČ

Where a concern relates to an employee, volunteer or another person working on behalf of Združenje za MOČ, that person must not work with children until the matter has been clarified. The case is managed by a person who is not involved and is reported to the competent authorities. Temporary removal is not a punishment, but a protective measure for both the children and the person concerned.

Complaints and concerns

Young people, parents or anyone else may report a concern to the Child Protection Advocate in person, by email or anonymously. Every concern is addressed, and the person who raised it is informed of the action taken to the extent permitted by confidentiality requirements.

Records

Records of concerns and disclosures are stored in the same manner as other confidential documents.

6. Standard 4 – Accountability

Združenje za MOČ reviews whether the Policy is working in practice and improves it on the basis of experience.

Monitoring and review

- Once a year, the Child Protection Advocate reports to the Združenje's General Assembly on the number and type of cases handled (without personal data), training delivered and any difficulties encountered.
- The Policy is reviewed every two years and after every serious case or change in legislation.
- The review takes in account young people's views, for example through discussions with youth leaders or a short survey.
- After every multi-day activity or exchange, young people involved evaluate whether they felt safe.

Partners and joint projects

- For joint projects with partners involving minors, we check whether the partner has its own child safeguarding policy and agree which rules apply during activities if the policies differ.
- If a partner does not have its own policy, this Policy applies during joint activities.

Consequences of breaches

A breach of this Policy or the Code of Conduct may result in termination of the working relationship, disciplinary action or a report to the competent authorities, depending on the seriousness of the breach.

Adoption

The Policy was adopted by General Assembly on 7. 7. 2026. It enters into force on the date of its adoption.

Next review: April, 2028

7. Annexes

Annex A – Important contacts

Service	Contact	When to contact
Police	113	Immediate danger; reporting a criminal offence
Emergency medical assistance	112	Injuries; medical emergencies

Service	Contact	When to contact
Centre for Social Work – according to the child's permanent residence	[telephone, email – to be verified]	Reporting suspected violence against a child
Ljubljana Police Station, Maribor Police Station	[telephone – to be verified]	Report; consultation
TOM helpline for children and young people	116 111 (free of charge)	Supportive conversation for young people in distress
SOS helpline for women and children experiencing violence	080 11 55 (free of charge)	Support for survivors of violence
Spletno oko	spletno-oko.si	Reporting child sexual abuse and online hate speech
Child Protection Advocate at Združenje za MOČ	Lara Velkavrh, lara.velkavrh@zamoc.si	Any complaint, concern or disclosure

Annex B – Declaration of acknowledgement of the Policy

Full name: _____

Role at Združenje za MOČ: ☐ employee ☐ volunteer ☐ external contractor ☐ accompanying person ☐ other: _____

By signing, I confirm that:

- I have read and understood the Združenje za MOČ Child Protection Policy;
- I will comply with the Code of Conduct;
- I will immediately report every concern or disclosure of violence to the Child Protection Advocate;
- I have not been convicted of an offence against sexual integrity or any other criminal offence that would disqualify me from working with children, and I will inform Združenje za MOČ of any change.

Place and date: _____ Signature: _____

Annex C – Form for recording a concern or disclosure

To be completed by the person who observed the concern or received the disclosure. The form must be given only to the Child Safeguarding Officer.

Information	Entry
Date and time of record	
Name and role of the person making the record	
Child's name and age	
Date, time and place of the incident or disclosure	
What happened or what the child said (as verbatim as possible, using the child's own words)	
What you observed (injuries, behaviour)	
Who else was present or involved	
What you did and what you told the child	
Whom you informed and when	
Signature	

The Child Protection Advocate records any measures taken (report to the Centre for Social Work or police, notification of parents, support for the child) separately and stores the record together with this form.