



Institut Terežínské iniciativy

Safeguarding policy Terezín Initiative Institute

Safe to Learn. Safe to Speak. Safe to Remember.

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1. Introduction

The Terežín Initiative Institute is committed to providing a safe, respectful and inclusive environment for everyone involved in its work. This Safeguarding Policy is based on the principles and standards of the UNICEF Policy on Safeguarding and the UNICEF Child Safeguarding Framework. It also reflects the principles of the United Nations Convention on the Rights of the Child.

The policy has been adapted to the specific activities and needs of the Terežín Initiative Institute. Safeguarding means preventing and responding to harm that may occur through contact with the Institute or its activities. The Terežín Initiative Institute recognises that safeguarding is the responsibility of everyone. The policy applies to our staff, volunteers, interns, students, researchers, educators, partners and other people working with or representing the Terežín Initiative Institute.

2. Purpose

The purpose of this policy is to help prevent harm.

It provides clear standards for appropriate behaviour.

It explains how safeguarding risks should be identified and managed.

It also explains how concerns should be reported and addressed.

The Terežín Initiative Institute aims to create an environment where people feel safe to speak about concerns.

All safeguarding concerns will be taken seriously.

3. Who We Protect

The Terežín Initiative Institute is committed to protecting everyone who comes into contact with its work. Particular attention is given to children and young people. This includes students, school pupils, young volunteers and interns.

The Institute also recognises that some adults may be particularly vulnerable because of their circumstances. Vulnerability may be temporary or situational. Everyone should therefore be treated with care, dignity and respect.

4. Our Safeguarding Principles

The Terežín Initiative Institute follows the principle of do no harm.

Our activities should not expose people to unnecessary risks.

Safeguarding should be considered when activities are planned.

The best interests of the child are a primary consideration when working with children.

Children and young people should be listened to and treated with respect.

Everyone has the right to dignity and fair treatment.

The Terežín Initiative Institute does not tolerate abuse, exploitation, harassment, bullying or discrimination.

Safeguarding is a shared responsibility.

Everyone working with the Institute must follow this policy.

The Institute encourages people to report concerns.

A person does not need to prove that harm has occurred before raising a concern.

When a concern is reported, the safety and dignity of the person affected will be prioritised.

5. Unacceptable Behaviour

The Terezín Initiative Institute does not tolerate physical or psychological abuse.

Sexual exploitation and sexual abuse are prohibited.

Sexual activity with a child is strictly prohibited.

Grooming and other inappropriate relationships with children are prohibited.

Bullying, intimidation and harassment are not acceptable.

Discrimination and degrading treatment are not acceptable.

No one may use their position of authority to exploit another person.

No one may use a professional relationship for personal, financial or sexual benefit.

Inappropriate sexual communication or content is prohibited.

6. Professional Boundaries

Staff and volunteers must maintain appropriate professional boundaries. This is particularly important when working with children and young people. There must be no sexual or romantic relationships between staff or volunteers and children. Communication with young people must remain appropriate and professional. Staff should avoid unnecessary physical contact. Staff should not place themselves or young people in situations that could create a safeguarding risk. Professional relationships must never be used for personal advantage.

7. Recruitment and Volunteers

The Terezín Initiative Institute will take reasonable steps to ensure that people working with children and young people are suitable for their roles. The recruitment process may include checking qualifications, experience and references. Background checks may be required where appropriate. Staff, volunteers and interns will be informed about their safeguarding responsibilities. People working with young people will receive appropriate guidance and supervision. Volunteers and interns will not be expected to undertake responsibilities for which they are not trained or prepared.



8. Risk Assessment

Safeguarding risks should be considered before activities begin. The Terežín Initiative Institute will consider who may be at risk and how harm could occur. Additional attention will be given to activities involving children and vulnerable people. Risks may arise during travel, excursions, accommodation, educational programmes or online activities. The Institute will take reasonable measures to reduce identified risks.

9. Working with Children and Young People

The Terežín Initiative Institute will take additional care when working with children and young people. Appropriate supervision will be provided. Adults working with young people will have clear responsibilities. Young people will be informed about how they can raise a concern. They will be encouraged to speak if they feel unsafe. Their concerns will be listened to seriously and respectfully.

10. Digital Safeguarding

Safeguarding also applies to online communication. Staff should use appropriate professional channels when communicating with young people. Communication should have a clear educational or professional purpose. Personal and private communication should be avoided where it is not necessary. All digital communication must respect privacy and personal boundaries. The Terežín Initiative Institute will take reasonable steps to prevent online abuse and inappropriate communication.

11. Photography and Personal Information

The Terežín Initiative Institute respects the privacy of children, young people and other participants. Photographs and recordings must be handled responsibly. Appropriate consent must be obtained where required. Personal information must be handled in accordance with applicable data-protection legislation. Images or information must not be used in a way that could place someone at risk.

12. Reporting a Concern

Everyone has the right to report a safeguarding concern. A concern may relate to something a person has experienced or witnessed. It may also relate to something disclosed by another person. A person does not need to investigate a concern. They do not need to decide whether abuse has occurred. They should report the concern to the Designated Safeguarding Person. A person receiving a disclosure should listen calmly. They should take the concern seriously. They should avoid unnecessary or leading questions. They should record the relevant information accurately.

13. Designated Safeguarding Person

The Terežín Initiative Institute will appoint a Designated Safeguarding Person. This person will be the main contact for safeguarding concerns. The Designated Safeguarding Person will provide guidance to staff and volunteers. They will coordinate the response to safeguarding concerns. They will maintain appropriate confidential records. They will make referrals to relevant professionals or authorities when necessary. The Designated Safeguarding Person does not carry the responsibility alone. Safeguarding remains the responsibility of the whole organisation.

Designated Safeguarding Person: Jana Korábová

Contact details: Jana.korabova@terezinstudies.cz, 00420731251185

14. Responding to Concerns

Safeguarding concerns will be addressed promptly. The immediate safety of the person concerned will be considered first. The Terežín Initiative Institute will consider the seriousness and nature of the concern. The wishes and wellbeing of the person affected will be respected wherever possible. Relevant professionals or authorities may be contacted when necessary. The Institute will not carry out an internal investigation where this could interfere with an official investigation.

15. Immediate Danger

Immediate action must be taken when someone is in serious or immediate danger. Emergency services or other relevant authorities should be contacted when necessary. The protection of the person at risk must always take priority.

16. Confidentiality

Safeguarding information will be treated sensitively. Information will only be shared with people who need it to respond appropriately. Confidentiality cannot be guaranteed where information must be shared to protect someone from serious harm. Information may also need to be shared where required by law. Safeguarding records will be stored securely.

17. Protection from Retaliation

The Terežín Initiative Institute will protect people who raise safeguarding concerns in good faith. No one should be disadvantaged for reporting a concern. People should be able to speak openly without fear of intimidation or retaliation. A concern does not have to be proven to be reported. Knowingly making a false allegation is not acceptable. However, a person will not be penalised simply because a concern they reported is not substantiated.

18. Training and Awareness

Staff, volunteers and interns will be made aware of this policy. People working directly with children and young people will receive appropriate safeguarding information. Training will cover the recognition of safeguarding risks. It will also explain professional boundaries and reporting procedures. Safeguarding awareness will be treated as an ongoing responsibility.

19. Declaration

All employees, volunteers, interns and other relevant representatives of the Terežín Initiative Institute are expected to read and follow this policy.

Everyone working with the Terežín Initiative Institute has a responsibility to contribute to a safe environment. Everyone has a responsibility to report safeguarding concerns appropriately.

Name: Tomáš Kraus

Signature:

Date:

Effective from: September 1st 2026

Approved by: Tomáš Kraus

Policy owner: Terežín Initiative Institute

Review cycle: The Safeguarding Policy will be formally reviewed annually and updated whenever significant changes in legislation, organisational activities, safeguarding risks or relevant standards require it.