

## CODE OF CONDUCT FOR THE SAFEGUARDING OF MINORS

### OUR ORGANISATION

The ISMU Foundation is an independent scientific research body. Since 1993 it has been engaged in studying and understanding migratory phenomena in collaboration with institutions, schools, universities, research centres, and third-sector and international organisations.

ISMU Foundation researchers are active in seven sectors: statistics; law; education; economics and labour; health and welfare; family and minors; and religion.

With the support of national and international funding, the Foundation conducts various projects that involve minors, including in collaboration with partners.

### PRINCIPLES

The Foundation respects the principles of the *United Nations Charter*<sup>1</sup> and the *UN Convention on the Rights of the Child*<sup>2</sup> in its statutory values, as also in its projects involving minors, from children to adolescents. In pursuing its social objectives, ISMU contributes to promoting and protecting the rights of all minors.

### SCOPE OF THIS DOCUMENT

This document applies to all those working with the Foundation, as employees or collaborators, on projects and/or activities that directly involve minors. Its purpose is to ensure the protection of all children and adolescents involved in these activities from abuse of any kind.

### DEFINITIONS

**Child:** By “child” we mean all people under the age of 18, unless, under applicable legislation, a person is legally considered an adult before the age of 18.

**Child abuse:** Any act that causes real or potential harm to a child of either gender, in the form of physical abuse, psychological violence, sexual abuse, abandonment (or neglect), or exploitation for commercial gain or any other purpose.

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<sup>1</sup> Entered into force on 24 October 1945, ratified by Italy under law no. 848 of 17 August 1957.

<sup>2</sup> Approved by the United Nations General Assembly on 20 November 1989, ratified by Italy under law no. 176 of 27 May 1991.

**Child maltreatment:** Child maltreatment is defined by the World Health Organisation as follows: all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence as well as sexual or other exploitation which result in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

### **THE FOUNDATION'S CHILD PROTECTION COMMITMENTS AND POLICIES**

The ISMU Foundation adopts a high degree of vigilance when selecting collaborators. In particular, staff whose projects involve minors undergo awareness raising and training on the specific issues related to the rights and appropriate behaviour that apply when working in contact with children and adolescents.

The Foundation's commitment to child protection is such that it also extends to:

- raising awareness of the issues related to abuse and sexual exploitation, and of the risks facing children affected by them;
- minimising the risks in order to prevent potential harm to minors, creating an environment where their rights are always protected and potential abuses prevented;
- taking effective action to report any abuse cases to the relevant authorities.

### **THE CODE OF CONDUCT**

In order to perform activities related to projects that involve minors, the Foundation requires all its collaborators and employees to comply with the following code of conduct:

#### **Foundation staff**

##### **Must:**

- maintain upright moral and professional conduct;
- recognise the equal dignity of all children and interact with them accordingly, regardless of sex, race, language, religion, political opinion or personal and social situation;
- take part to an initial training program that illustrates, clearly and in detail, the protocol for the protection of the child adopted by the Foundation;
- take part to refresher courses, to be carried out on a regular basis, on any new procedures to be adopted for the protection of the child; encourage the child to participate to a way that also helps them develop their capacity for self-protection;
- recognise and conform to the implicit codes of various cultures in terms of family privacy and dignity;

- dress appropriately;
- report all cases of abuse, in compliance with the internal procedures and with those laid down by existing legislation.

**Must not:**

- exhibit behaviours that set a bad example to minors;
- act in ways that may place minors at risk of exploitation, maltreatment or abuse;
- tolerate illegal or abusive behaviour towards minors, or behaviour that puts their safety at risk;
- behave towards minors in a discriminatory, humiliating or offensive way;
- behave towards minors in a way that is ambiguous or provocative, also in the sexual sphere;
- behave towards minors in a way that might in any way impede their healthy personal and socio-relational development;
- conduct relationships with children that can be interpreted as constituting exploitation, maltreatment or abuse;
- use inappropriate, offensive or discriminatory language in the presence of minors;
- use personal online communication (email, chat, social networks etc.) for the purpose of exploiting or molesting minors;
- give a minor money or any other item outside the parameters and scope of the project-based activities, or without the knowledge of one's own supervisor.

ISMU ensures that all collaborators and employees who will be working in direct contact with minors/adolescents are presented with this Code of Conduct for safeguarding minors upon signing their employment contract.

The project leaders ensure that all staff working on said projects respect the regulations and principles of this Code of Conduct, and must report any non-compliant behaviour.

**RECRUITMENT**

At the time of the recruitment of potential collaborators, ISMU ensures that all those who come into contact with the children are highly qualified persons, also through the careful check of the references, indicated in the curriculum vitae, relating to the positions previously held by the candidate, in areas related to projects and / or activities with the children.

## **MONITORING**

ISMU is committed to appoint a specific figure, with the necessary skills - the Child Protection Officer -, who oversees the application of the protection protocol by all collaborators and employees of the foundation, who work in direct contact with children / youths under the age of 18 and to monitor the application of the policy itself. The Child Protection Officer also provides for the implementation of the established procedures over time, in view of any new necessity. The Child Protection Officer is also the one who collects the warnings about any possible abuse and promptly reports them to the competent authorities, according to the procedure provided in the document *Guidelines in cases of mistreatment or child abuse*.

## **CONFIDENTIALITY AND PRIVACY**

All the Foundation's activities are carried out in full respect of the principles of confidentiality and the protection of data and information regarding children.

The Foundation has adopted the requisite, adequate and proper measures for best protecting minors' data in accordance with Reg. 2016/679 on privacy. All persons that are subject to this Code of Conduct are required to respect in full the directives issues by the Foundation with regard to the processing of personal data.

Any confidential information of which persons subject to this Code of Conduct become aware in the process of undertaking their respective activities must neither be shared outside the Foundation nor used to serve any personal ends, such as achieving a privileged position or obtaining benefits.

## **USE OF IMAGES**

As established in the United Nations Convention on the Rights of the Child, all children have the right to privacy and dignity, including in relation to images of themselves.

The Foundation adopts an image-use policy for children that ensures they are respected as individuals. The policy is based on the following rules:

- before any images of a minor may be used, permission must always be requested from the parents or legal guardians, who must also be informed of the intended use of the image;
- should permission be denied, the decision of the parents or legal guardians must be respected;
- any photo taken of a minor must respect their dignity and privacy;

- images of children in sexually suggestive poses, or that are in any way detrimental to their dignity and privacy are unacceptable;
- the uploading onto the Internet of any data related to a minor that may compromise their safety is not permitted.

### **ACTION**

In cases of non-compliance to this Code of Conduct, ISMU will take suitable action with regard to the employee or collaborator, and, if necessary, report the transgression in question to the appropriate authorities.

### **AGREEMENT AND ADHERENCE TO THE CODE OF CONDUCT**

Name and surname of the collaborator \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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