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1. The objective of the Child and Young Person's Protection Assurance Policy

The PI Vocational School "Sodžiaus meistrai" developing comprehensive vocational training based on holistic viewpoint, training and strengthening of social skills, developing the initiatives of the vocational guidance, strongly endeavours that all activities carried out in the institution would be safe for children and young people who become the students of the PI Vocational School "Sodžiaus meistrai" or otherwise engage in activities and initiatives organized by the institution.

In order to protect children and young people from any form of abuse, the institution implements the Child and Young Person's Protection Assurance Policy. This policy provides for the basic rules, tools and mechanisms which must be followed by each employee and volunteer of the institution or other person related to the PI Vocational School "Sodžiaus meistrai" in order to minimize the risk of any child or young person to experience the abuse in any form. This document provides what to do when dealing with any form of abuse against a child or young person.

In any case, this policy provides for that at the PI Vocational School "Sodžiaus meistrai" will not be tolerated any form of abuse against a child and young person.

The purpose of this document:

- Ensure the development of the environment where everybody would respect each other recognizing the rights of each person;
- Create a friendly and secure environment where would not be tolerated any form of abuse;
- Establish clear responsibilities that would ensure the child and young person protection, timely responding and dealing with incidents in which the real or potential risk would raise;
- Ensure that the child and young person's protection regulations would be respected in all activities and initiatives of the PI Vocational School "Sodžiaus meistrai".

The document of the Child and Young Person's Protection Assurance Policy is used together with these appendices:

- Appendix No. 1.* The Code of Conduct for employees and volunteers of the PI vocational school "Sodžiaus meistrai". The register of familiarizing with the Child and Young Person's Protection Assurance Policy and the Code of Conduct.
- Appendix No. 2.* Personal Statement
- Appendix No. 3.* The Code of Conduct for students of the PI Vocational School "Sodžiaus meistrai".
- Appendix No. 4.* The consent form for the child's filming, taking pictures and using the image (minor)
- Appendix No. 5.* The consent form for the child's filming, taking pictures and using the image (adult)
- Appendix No. 6.* The pledge to protect the confidentiality of personal data and/or other



- information related to a person which disclosure may enhance vulnerability or otherwise harm a person.
- Appendix No. 7* The report form on the potential or actual risk of abuse against children and young people
- Appendix No. 8* The evaluation form of the implementation of the Child and Young Person's Protection Assurance Policy

2. PI Vocational School "Sodžiaus meistrai"

The PI Vocational School "Sodžiaus meistrai" encourages young people to fulfil their dreams. All opportunities open up when young person choose the profession, which motivates, inspires to create and act. We strongly believe that choosing speciality it is very important to know about future profession and future perspectives as much as possible. This is proven by many years of school experience in training young people the trade and their successful integration into the labour market.

From other vocational schools, our school distinguishes for its focus on apprenticeship training method. According this methodology young people deepen their theoretical and practical aspects of the chosen trade at school for two weeks, and the other two weeks they have apprenticeship in company by their chosen field of study. Every young person has his/her own ambitions, wants to improve himself/herself, to be independent, and gain work experience that he/she could become professional worker straight after graduation. The apprenticeship training method applied at the PI Vocational School "Sodžiaus meistrai" provides for the opportunity to achieve these objectives. The training takes place in small groups (up to 15 young people), so we can adapt to their individual needs.

While establishing this school we were collaborating with the prestigious vocational training association Les Compagnons du Devoir et de Tour de France (France) which has the oldest traditions in Europe and which training is based on the apprenticeship training method.

Our values:

Politeness – it is a necessity to treat other person with respect, to consider him/her worthy of respect regardless of whether you agree with his/her views or not.

Courage – it is the strength not to give up when you face with a problem or an obstacle. Do not lose your desire, courage and energy; it will help you to overcome your specialty and life problems.

Discipline – without it the life in the group would become anarchy and it would be harmful for our lives, training and learning.

Respect - the respect for work begins with respect for tools and if you respect your work you will be respected as well. In order to be able to respect others, firstly you have to begin to respect yourself. There is no trust without respect.

Patience – it is the stronghold of the spirit. Patience is the clearest expression of the firm will. Staying calm and persistent, you will seek stability in your work and life.

Friendliness – it is the purest person's feeling to help other one in hard time.



3. The basic terms of the Child and Young Person's Protection Assurance Policy:

1. **A child** is a person under the age of 18, unless otherwise provided by the law.
2. **A young person** is a person from 14 to 29 years old.
3. **A child abuse** – a child experiencing intentional action or inaction by another person which affects the child physically, emotionally, and sexually or a child neglect which may cause health and developmental disorders and humiliate him/her.
4. **Forms of child abuse:**
 - a) **Physical abuse** – another person's intentional, dangerous, unlawful acts committed against the will of the child, directed at the child's body and capable of causing the pain to the child, harm to his/her health, development, restraining freedom, causing helplessness and humiliation;
 - b) **Emotional abuse** – another person's permanent negative attitude regarding the child, his/her individuality, the disturbance of positive socialization, which can cause harm to the child's health, development and humiliate him/her. Emotional abuse is observed when it is shouted at a child; he/she is threatened or mocked in order to frighten and wishing to make him/her to feel worthless and loveless. A child can also experience much harm by observing violent relationships in an immediate environment between parents or other people.
 - c) **Sexual abuse** – another person's actions against the child by which the person seeks sexual satisfaction or to get profit from sexual or related to its services, and which can cause harm to the child's health, development and humiliate him/her. It includes the promotion of inappropriate touch, a child's involvement in watching pornographic material, or a child or young person, under the age of sexual content, enforcement into sexual intercourse.
 - d) **Neglect** – another person's persistent insufficient fulfilment or non-fulfilment of the basic child's physical, emotional, and social needs which endangers the child's health, development and/or dignity.
5. **A witness** – it can be any person, regardless of his/her age or connection with the participants in the investigation, who may be aware of any circumstances which are relevant to the investigation.
6. **Employees** - all persons employed in PI Vocational School "Sodžiaus meistrai" who have signed fixed-term, permanent or other type of employment contracts with the institution;
7. **Volunteers** - all persons who have voluntarily chosen to join the activities and/or initiatives carried out by the PI Voluntary School "Sodžiaus meistrai" without any payment;
8. **Partners** – it is natural and legal persons who, on an equal footing, co-operate with the PI Vocational School "Sodžiaus meistrai", co-operate together creating new initiatives and



activities, implement them and participate in them. The PI Vocational School “Sodžiaus meistrai” signs the cooperation/partnership agreements or makes verbal agreements with partners.

9. **Sponsors** – natural and legal persons, who grant any kind of support to the PI Vocational School “Sodžiaus meistrai”, or to the children via the institution. There are made sponsorship agreements with some sponsors.

10. **Other related persons** - all the remaining persons who are not listed in this document, but in one way or another relate to the activities and initiatives of the PI Vocational School “Sodžiaus meistrai”.

11. **The child and young person's rights protection** – in the PI Vocational School “Sodžiaus meistrai” the child and young person's rights are protected by establishing an appropriate school Committee of the child and young person's protection, performing verification of new employees at the time of recruitment, requiring employees, volunteers and other related to school persons to comply with the Child and Young Person's Protection Assurance Policy applying preventive educational measures and taking all possible measures under the authority of the school, that it would be ensured the child and young person's protection and well-being. There will not be tolerated any form of abuse against a child or young person in the PI Vocational School “Sodžiaus meistrai”.

12. **The Child and Young Person's Protection Assurance Policy is for:**

- The employees, school partners and volunteers of the PI Vocational School “Sodžiaus meistrai” as well as representatives of partner organizations, natural and legal persons who are related to the PI Vocational School “Sodžiaus meistrai” and may have direct contact with the students of the school. The connections may be determined on the basis of formal contracts or on the basis of verbal agreement.
- Sponsors, journalists, celebrities, politicians or other individuals who visit the PI Vocational School “Sodžiaus meistrai” and can have direct contact with the students of the school. This Child and Young Person's Protection Assurance Policy is effective as long as the above-mentioned persons have direct contact with the students of the PI Vocational School “Sodžiaus meistrai” while cooperating, liaising and/or visiting the PI Vocational School “Sodžiaus meistrai”.
- Partners, executives, employees and volunteers of the PI Vocational School “Sodžiaus meistrai” must always (24/7) comply with the Child and Young Person's Protection Assurance Policy both in the professional and personal spheres. For school sponsors, journalists, celebrities, politicians or other individuals who visit the PI Vocational



School "Sodžiaus meistrai" this policy is effective at a time when they have direct contact with the students of the school.

4. The Code of Conduct which ensures the child and young person's protection against any form of abuse

The PI Vocational School "Sodžiaus meistrai" provides for the guiding principles and aspirations of advisable and unadvisable behaviour which allows reducing the risk related to the potential risk of abuse against children and young people.

There are familiarized with these principles all existing and newly recruited employees, volunteers, school partners, sponsors and other related to the school persons who have direct contact with children and young people.

After the employees and volunteers get familiarized with this Code of Conduct, they have to sign in the Register of Familiarizing with the Code of Conduct (Appendix No. 1). Every employee and volunteer existing and newly recruited will have to sign the Personal Statement (Appendix No. 2), in which he/she will honestly confirm that he/she does not conceal any information about existing criminal proceedings, accusations or civil proceedings concerned with the children's exploitation or abuse against children or young people neither before starting work at the PI Vocational School "Sodžiaus meistrai" nor during their work in the institution and will never do it.

THE GUIDING PRINCIPLES AND ASPIRATIONS

- Communicate and behave with all children and young people with equal respect regardless of their race, skin colour, sex, language, disability, religion, political views or another opinion and creeds, nationality, ethnic or social origin, birth or other status.
- Ensure a safe, friendly and welcoming environment for all children, young people, their parents, employees and volunteers of the PI Vocational School "Sodžiaus meistrai".
- Follow local, national and international child protection laws and other legislation.
- Understand that any sexual activities with children (under the age of 18) are prohibited, even in those cases, when there is a child's consent. The inaccurate estimation of the child's age is not an excuse.
- Give every child and young person the possibility to talk about the problems and issues which concern him/her.
- Avoid inappropriate physical or verbal contact with others.
- Understand that any form of abuse or sexual exploitation at school is prohibited in any case.
- Get children and young people's consent before posting their photos or video footage, in which they are filmed, on social networks.

IN NO CASE:

- Do not participate and do not behave in a way which humiliates, shames, or belittles a child or young person, or cripples him/her psychologically.
- Do not act as it would violate the Child and Young Person's Protection Assurance Policy and its procedures of the PI Vocational School "Sodžiaus meistrai" or could increase the vulnerability of children and young people or cause harm to children.
- Do not conceal any information about existing criminal proceedings, accusations or civil proceedings concerned with the children's exploitation or abuse against children neither before starting to work at the PI Vocational School "Sodžiaus meistrai" nor during my work for the institution.



- Do not engage in sexual intercourse with a person under the age of 18, in any way, and not abuse the children.
- Do not discriminate any child/young person and do not discriminate in favour of others by giving him/her more privileges.

A separate Code of Conduct for students of the school is made at the PI Vocational School “Sodžiaus meistrai” (Appendix No. 3). The students are familiarized with this Code of Conduct at the beginning of the school year when they start attending school. Each student must comply with this Code of Conduct for the whole period while he/she is a student of the PI Vocational School “Sodžiaus meistrai”. In case if there is a suspicion of actual or potential violating of the rules of the Code of Conduct, there is an additional report (Appendix No. 7) and it is necessary to act in accordance with the procedure described in the section 8.1 “The procedure in the face of potential or actual risk of abuse”.

5. Child and young person's protection procedures for using a child's image for filming, photographs and similar activities

The child and young person's safety must be ensured in all cases when photographs, speeches, and other personal information is used for the information material, success stories, publications, filming or in other means used in activities with mass media by the PI Vocational School “Sodžiaus meistrai”.

The main representative of the PI Vocational School “Sodžiaus meistrai” for mass media is the Principal of the school. Any employee, volunteer or other related to the PI Vocational School “Sodžiaus meistrai” person cannot comment on cases concerning the Child and Young Person's Protection Assurance Policy or other topics unless, in exceptional circumstances, he/she is authorized by the Principle of the school.

The representatives of mass media, as well as employees, volunteers, consultants, sponsors or other related persons of the PI Vocational School “Sodžiaus meistrai” must comply with the following recommendations for photographing or filming children and young people:

- Before taking photographs and filming a child or young person, it must be obtained the consent of the child's parents/guardians, if the student is a minor; if the student reached age of majority, it is sufficient to get his/her consent (Appendices 4 and 5). Children and parents should be explained for what purposes photographs are taken, the child is filmed or child's story is used, where this information will be published;
- In all cases, it must be ensured that the images, photographs, and video footage of the child or young person would not violate the Child and Young Person's Protection Assurance Policy while respecting the dignity of the child and young person;
- In any case the child or young person cannot be exposed in a way in which it would be revealed the social, psychological or other vulnerability of a child or young person or it would be able to suspect that a child or young person has become a victim of abuse;



- In all cases confidentiality of the child, young person and their relatives must be ensured; there should not be provided any personal information, except the name, age and specialty which he/she is trained at the PI Vocational School “Sodžiaus meistrai”;
- If a child (his/her parents/guardians) or a young person does not give consent for publication of his/her photographs or other related to the child or young person information in the mass media, the photographs and other information cannot be prepared for the mass media. A child or a young person is ensured that his/her refusal will not have any effect on him/her.

6. Verification Procedures

6.1. The procedures related to the Child and Young Person's Protection Assurance Policy for the recruitment of new employees, volunteers,

The head's duty before each interview with a potential volunteer or a potential employee is to familiarize each of them with the Code of Conduct for employees and volunteers and with the Child and Young Person's Protection Assurance Policy at the PI Vocational School “Sodžiaus meistrai”.

Every new volunteer or employee must sign in the Register before he/she starts working at school, confirming with his/her signature that he/she has read, understood and agrees with the Child and Young Person's Protection Assurance Policy and the Code of Conduct of the PI Vocational School “Sodžiaus meistrai” and undertakes to comply with it.

Every employee and volunteer must submit the completed and signed Personal Statement that he/she did not have any criminal proceedings, accusations or civil proceedings concerned with the children's exploitation or abuse against children or young people neither before starting work at the PI Vocational School “Sodžiaus meistrai” nor during their work in the institution.

According to paragraphs 4 and 5 of the Article 57¹ “Limitations of Work for Persons Convicted for Criminal Acts” of the Law on Fundamentals of Protection of the Rights of the Child of the Republic of Lithuania, all future employees and volunteers who intend to work or volunteer at the PI Vocational School “Sodžiaus meistrai” must submit the certificates from the Register of Suspected, Accused and Convicted Persons.

Before recruitment or admitting to volunteering a new person, the Head must fulfil all the above mentioned procedures and follow the recommended questions below to discuss with the potential employee or volunteer which would maximally disclose an employee's behaviour and attitude and ensure that the latter are not in conflict with the Child and Young Person's Protection Assurance Policy of our institution.

Recommended questions:

1. What is your attitude towards the rights of the child and the child himself/herself and what do you know about the protection of the rights of the child?
2. Tell, what kind of activities have you performed with children, what specific situations can you tell about and what decisions you have made?
3. How do you think what kind of behaviour is it important working with children?
4. Did you face the actual situations or suspicions of abuse against children or children exploitation in your previous activities/work? Did you participate in making decisions



- regarding the situation, if so, how did you solve the situation? If not, how do you think you would react and deal with such situation?
5. In your opinion, what does the involvement of children mean? How would you ensure the involvement of children in organizing activities for them?
 6. If you became aware that your colleague had caused risk to child's safety or violated the provisions of the Code of Conduct for the Protection of the Child and Young Person in his/her job, how would you react and what would you do?
 7. If an employee or volunteer has worked or volunteered before coming to the Institution, it is necessary to contact the former employer and ask about the behaviour, responsibility and intercourse of the potential employee or volunteer with children and young people.

6.2. Person's to undertake the Principal's position at PI Vocational School "Sodžiaus meistrai" employment procedures in relation with Code of Conduct for the Protection of the Child and Young Person

When the school chooses a new Principal, all policies related to the Code of Conduct for the Protection of the Child and Young Person at PI Vocational School "Sodžiaus meistrai" are carried out in the same way as it applies to other employees and volunteers, however, regarding the selection procedure of the new Principal - the shareholder are responsible for it.

It is the responsibility of the school's shareholders before each interview with a potential person to take up the position of the school's Principal, to familiarize each of them with the Code of Conduct for the Protection of the Child and Young Person at the PI Vocational School "Sodžiaus meistrai".

As the school's shareholders change, a shareholder who is currently a member of the Code of Conduct for the Protection of the Child and Young Person Safety Assurance Committee at the school must introduce the new school partners to the Code of Conduct for the Protection of the Child and Young Person program, that is carried out at PI Vocational School "Sodžiaus meistrai".

6.3. Partner and sponsor verification procedures related to the Code of Conduct for the Protection of the Child and Young Person

Methodology for training of the PI Vocational School "Sodžiaus meistrai" is that students attending specialty curriculums spend two weeks per month in school and spend two weeks studying in business enterprises according to the chosen specialty. In this way, business enterprises that bring school pupils into practice have a direct relationship with children (from 16 years of age) and young people. In order to ensure the full safety of children and young people, the school administration carefully selects partner companies where pupils will practice. The recommendations and feedback from trusted people are always taken into account, business reviews on web pages and social networks are read and analyzed.

Before the pupil starts his practice in a business enterprise, the school's Principal or the school's employee authorized by the Principal always comes to interviews with company executives and future students' placement supervisors in the business enterprise. Taking into account the fact that the school is developing a policy for ensuring the safety of children and young people, all business



partners will be introduced to the "Code of Conduct for the Protection of the Child and Young Person" and the "Code of behaviour".

Most of our school's sponsors are long-term school's partners who have been recommended by trusted individuals or organizations with which the school works. It is always taken into account about the trusted people's recommendations and their feedback about potential and actual school's sponsors, reviews on them on webpages and social networks are always checked. Prior to the sponsor meeting with school's pupils, the school's Principal or his authorized school representative first meets the potential sponsor. Taking into account the fact that the school is developing a policy for ensuring the safety of the child and young people, all sponsors will be introduced to the "Code of Conduct for the Protection of the Child and Young Person" and "Code of behaviour".

7. Personal and related data storing

Every employee of PI Vocational School "Sodžiaus meistrai", who has direct access to personal data, must sign the pledge provided for in the Annexes regarding the storage of personal data (Annex No. 6). This promise must be signed by the school's Principal, Deputy Director for education, Deputy Director for social development, Project Manager and members of the Committee on the Protection of the Child and Young Person.

It is important to emphasize that this promise is valid in all cases where the confidentiality of personal data and/or other person-related information must be protected, disclosure of which may enhance or otherwise endangers a person's vulnerability (e.g. the potential or actual risk of violence against children and young persons).

8. Actions to deal with the potential or actual risk of exploitation of violence against children and young people

8.1. The sequence of actions when faced with the potential or actual risk of violence.

Sequence of actions for violation notification

Violation	Sequence of actions	Information transfer
Use of alcohol or psychotropic substances	Parents/Guardians If the guardians or parents are not responding to phone calls/disagree/are unable to pick up a student from the school/dormitory - the Emergency Response Centre (hereinafter referred to as ERC) should be called on telephone number 112 to determine the degree of intoxication, dizziness from psychotropic substances and pass the person on to parents/guardians.	Prior to calling the ERC, inform the school's administration representative (Head of the establishment at that time).



Violence:	Physical violence Sexual Violence Emotional violence	Parents/Guardians. State Child Rights Protection and Adoption Service (hereinafter referred to as the "SCRPAS"). ERC. When you notice physical violence in the school/dormitory area call the ERC at 112. In suspicion of sexual or emotional violence against children outside school's/dormitory's area, call ERC at 112. In suspicion of sexual or emotional violence against children (possibly by parents/guardians at home, teachers at school, practitioners at school or pupils) - to inform the school's administration and the Committee on the Protection of the Rights of the Child and Young Person.	Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus. Upon notification of possible physical, emotional or sexual abuse of a child, the school's administration informs the parents/guardians, Child Rights Department and the ERC.
Bullying		School's administration. Pre-emptive interview with victim and offender. If bullying recurs, invite the offender/victim's parents/guardians.	Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus.
Theft		Parents/Guardians. In case of stolen property is not returned and the thief is not identified, contact the ERC at 112.	Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus.
Intentional destruction of property		School's administration. A written warning is issued and damage amount is calculated. If a destructor of property is a minor, the property losses incurred are covered by the parents/guardians - in other cases, the loss is reimbursed personally. Preventive conversation with the destructor.	Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus.
Use/possession of explosive materials		Confiscation. Transfer of confiscated explosives to the school's administration. The administration invites parents/guardians. Preventive interview with student takes place.	Transfer confiscated explosives to the school administration within 24 hours of confiscation. Inform the school's administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event.



		School administrations, together with the Committee on the Protection of the Rights of the Child and Young Person, who decide and take further actions by consensus.
Use/possession of cold weapons	Confiscation. Transfer of confiscated cold weapons to the school's administration. The administration invites parents/guardians. Preventive interview with student takes place.	Transfer confiscated cold weapons to the school administration within 24 hours of confiscation. Inform the school's administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School administrations, together with the Committee on the Protection of the Rights of the Child and Young Person, who decide and take further actions by consensus.
Leaving without notice/not returning to school's dormitory	Parents/Guardians. If the parents/guardians do not react or respond to phone calls, call the Emergency Response Centre (ERC) at 112.	Prior to calling the ERC, inform the school's administration representative (Head of the establishment at that time). Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus.
Other (specify)	Necessary actions are undertaken.	Inform the school's administration representative (Head of the establishment at that time). Inform the school administration and the Committee on the Protection of the Rights of the Child and Young Person within 24 hours of the event. School's administrations, together with the Committee on the Protection of the Rights of the Child and Young Person will therefore take further action by consensus.
<p>Students can report violence, bullying and other violations by:</p> <p>E-mail: rastine@sodziausmeisterai.lt</p> <p>Mobile telephone number: +37061518620</p> <p>Or by leaving an anonymous message in a box at a school or dormitory that is taken care of by the Committee for the Safety of the Child and Young Person.</p>		



8.2. Report form. Cases which we report

The form of report of potential or actual risk of violence against children and young persons (Appendix No. 7) is to be completed in the following cases:

- Use of alcohol, psychotropic substances (students, employees, volunteers, employees/volunteers with juveniles, etc.), assistance for minors in acquiring the substances;
- Violence (emotional, physical, sexual) that occurs from employees, volunteers, other students, or in others ways;
- Bullying that comes from employees, volunteers, other students, or in others ways;
- Theft that occurs from employees, volunteers, other students, or in others ways;
- Intentional destruction of property that occurs from employees, volunteers, other students, or in others ways;
- Use/possession of explosives that occurs from employees, volunteers, other students, or in others ways;
- Use/possession of cold weapons that occurs from employees, volunteers, other students, or in others ways;
- Leaving without notice/not returning to school's dormitory;
- Other cases when the "Code of Conduct for the Protection of the Child and Young Person" or "Code of behavior" are grossly violated, a specific case is described in the report form.

The report form is filled in by a school's employee or a volunteer who has either directly witnessed the event, or has learned about the incident from the victim or other witnesses of the event. The report form may be filled in by the child's parents, guardians or other persons that have witnessed the event. The report form must be completed no later than 24 hours after the event.

The report forms are forwarded to the school's Principal and copied to the Committee on the Protection of the Child and Young Person. All possible actions are taken to ensure the protection of the victim as described in 8.1. section.

Committee on the Protection of the Child and Young Person and the school's administration must ensure that information about any violations or sexual offenses committed against students is passed on to the Police or the Rights of the Child within 24 hours from the receipt of information.

9. Committee on the Protection of the Child and Young Person at school

The Committee on the Protection of the Child and Young Person is elected to ensure the full safety of the children and young people who study at our school and to reduce the potential risk of violence. This Committee is elected annually and consists of one person from the school community, a representative of the administration, one representative of the teaching staff - a teacher and one representative who works at the dormitory.

This Committee is responsible for:

- Every year, together with the school principal, to review and evaluate the implementation of a child and young person safety policy at school;



- Every half year, according to the order of the school's Principal, to draw up and update a questionnaire for schoolchildren and young people in which they can anonymously express their views on the school's environment, the learning system, speak about teachers and other school's staff. To evaluate the results of the survey and submit suggestions to the school's Principal.
- Provide conditions for students to anonymously report the potential or actual risk of violence they have encountered. An anonymous mailbox will be used for this purpose, which will be reviewed weekly.
- Examination of messages from school employees, volunteers, parents/guardians or other witnesses of the event regarding the potential or actual risk of violence. The report may also be completed by the victim itself; in any case, the school's administration and the Committee on the Protection of the Child and Young Person take all steps necessary to identify the potential or actual risk of violence against children and protect victims by taking steps to avoid the risk of violence.

10. Assessment of the implementation of the policy of ensuring the safety of children and young persons

In order to ensure the effective implementation of the policy of ensuring the safety of the child and young persons, PI Vocational School “Sodžiaus meistrai” constantly carries out assessments of the security policy. The frequency of evaluation is determined by the Director of the PI Vocational School “Sodžiaus meistrai”, however not less than once a year.

The implementation of the policy on ensuring the safety of children and young persons is assessed at the meeting of the members of the school's childrens and young persons protection committee and the school's Principal. Assessment of the implementation of security policy is carried out in accordance with the assessment questionnaire provided for in the annexes (Annex No. 8). This assessment is based on the results of an anonymous student survey every half year. An anonymous student survey is conducted to ensure the full protection of the child and young person's safety and to assess how the students feel in the school's activities and environment. Anonymous student questionnaires are completed/filled in by the members of the Committee on the Protection of the Child and Young Person each time before the survey.

In the assessment, it is important to take into account those evaluation criteria that have been assessed negatively or not satisfactorily, in which case an immediate action plan is needed that will improve the effectiveness of the child and young person safety at school. When drawing up an action plan, it is necessary to indicate the specific responsible persons and the specific dates for the school to make certain changes regarding the policy of ensuring the child and young person's safety at school.



11. Appendices

Appendix No. 1

PUBLIC INSTITUTION VOCATIONAL SCHOOL “SODŽIAUS MEISTRAI” CODE OF BEHAVIOR FOR EMPLOYEES AND VOLUNTEERS

BASIC PRINCIPLES AND OBJECTIVES

- To communicate with all children and young persons equally with respect regardless of race, sex, language, disability, religion, political opinion or other opinions, nationality, ethnic or social origin, birth or other statuses.
- To ensure a safe, friendly, welcoming environment for all children, young persons, their parents, employees and volunteers of PI Vocational School “Sodžiaus meistrai”.
- To comply with local, national and international child protection laws and regulations.
- To understand that any sexual activity relating contact with children (under 18 years of age) is prohibited, even in cases where there is a child's consent. The mistake of estimating a child's age is not an excuse.
- To give every child and young person the opportunity to talk about issues and problems of his/her's concerns.
- To avoid improper physical or verbal contact with all other persons.
- To understand that any form of violence or sexual exploitation at school is prohibited in all cases.
- To get the consent of children and young persons before posting their photos or video material they are filming on social networks.
- I undertake to report, in all appropriate ways and channels, on any potential or actual cases of violations of this Code of behavior.

IN ANY CASE ONE SHALL:

- Not participate and do not behave in a way that degrades or shames a child or young person, or psychologically damages the person.
- Not act as it would violate the policy and procedures for protecting children and young person's safety at PI Vocational School “Sodžiaus meistrai”, or could increase the vulnerability of children and young persons or cause harm to children.
- Not hide any information about the criminal cases, accusations or civil cases that have been raised to me with respect to the exploitation of children or violence against children prior to the start of work at PI Vocational School “Sodžiaus meistrai” nor during my time at the organization.
- Not engage in sexual intercourse with a person under the age of 18 in any way and not to abuse children.
- I undertake not to discriminate against any child/young person by separating him/her from others by giving him/her more privileges.



PUBLIC INSTITUTION VOCATIONAL SCHOOL “SODŽIAUS MEISTRAI”

Journal of Acquaintance with the Code of Conduct for the Protection of the Child and Young Person

1. I, the below undersigned, certify that I have read the entire Code of Conduct for the Protection of the Child and Young Person of the School of PI Vocational School “Sodžiaus meistrai”, fully understand everything written in it and I commit myself to comply with all the principles of this Code of behavior throughout the whole period of my work in this institution, or otherwise am related to it or I represent it in any other way.
2. I understand that violations of this Code of behavior may, for me, as an employee or volunteer, be the result of disciplinary sanctions or result in dismissal from duty or volunteering work.
3. I undertake to report, in all appropriate ways and channels, on any potential or actual cases of violations of this Code of behavior.
4. I agree to the stated terms and am ready to take part in child protection training organized by the institution.

	Name, Surname	Position	Date	Signature
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Appendix No. 2 Personal declaration

PERSONAL DECLARATION

I,

Position at institution,

Residing

Phone number,

Honestly certify that I will not hide or conceal any information about the criminal cases, accusations or civil cases that I have been brought against me relating to the exploitation of children or violence against children or young persons before I start working at PI Vocational School "Sodžiaus meistrai" nor during my time at the organization.

.....
Name, surname, signature



Appendix No. 3

CODE OF CONDUCT FOR STUDENTS OF PI VOCATIONAL SCHOOL "SODŽIAUS MEISTRAI"

I, _____ the student of PI Vocational School "Sodžiaus
Student's name, surname
meistrai", by participating in the school's organized activities and projects

HEREBY PROMISE, THAT:

- I will behave in accordance to PI Vocational School "Sodžiaus meistrai" internal community rules and shall be a good example to other children and young persons;
- I will interact with and treat all children and young persons equally with respect regardless of race, sex, language, disability, religion, political opinion or other opinions, nationality, ethnic or social origin, birth or other statuses;
- I will immediately report the school's administration or other persons who supervise activities in any cases of concern that are a threat in my opinion or are inappropriate or dangerous to my or other children, or young persons;
- I will respect the privacy of another child, young person or adult, and therefore I will always get the consent of other people before sharing their photos or videos on which they are photographed or filmed, on social networks, on the Internet or elsewhere. If I get the consent to publish their photos or footage, I will not disclose any other private personal data.

IN NO CASE SHALL I:

- use words that are inappropriate, offensive or otherwise humiliating;
- behave in such a way as to humiliate or otherwise upset a child, a young person or an adult;
- use violence, aggressively interact with children, young persons or adults;
- ever use another person's social networks, e-mail accesses, even if they are left accessible;
- I will always avoid any physical contact with a child, a young person or an adult if it makes them feel uncomfortable.

Date _____

Signature _____

Appendix No. 4 The consent form for the child's filming, taking photographs and using the image (minor)

I,, personal code



I grant you the full right to publish photographs (and/or footage) with my child's image in which he/she is shown wholly or in part. I also grant the full right to use the photos with my child's image in the press, exhibitions, and websites or for other purposes which are not in conflict with the laws of the Republic of Lithuania. I allow making photo correction, retouching and other image changes used during the preparation of the final photo.

I consent that photographs (and / or video footage) with my child's image would be used:

- providing reports to the sponsors of the PI Vocational School "Sodžiaus meistrai";
- in annual reports;;
- on the website of the school, social networking accounts, promoting school activities;
- promoting school activities in print and video advertising;
- in the presentations of the school activities;

Together would be used:

☐ real child's name; ☐ child's age; specialty subject which the child studies

The PI Vocational School "Sodžiaus meistrai" confirms that in all cases it will be ensured that the child's images, photographs, and footage will not be violate the Child and Young Person's Protection Policy and will respect the dignity of the child and young person.

Person's name, surname, signature _____

This consent was signed with the participation:

The head of the institution name, surname, signature _____ Date _____



Appendix No. 5 The consent form for the child's filming, taking photographs and using the image (adult)

I,, personal code

I grant you the full right to publish photographs (and/or footage) with my image in which I am shown wholly or in part. I also grant the full right to use the photos with my image in the press, exhibitions, and websites or for other purposes which are not in conflict with the laws of the Republic of Lithuania. I allow making photo correction, retouching and other image changes used during the preparation of the final photo.

I consent that photographs (and / or video footage) with my image would be used:

- providing reports to the sponsors of the PI Vocational School "Sodžiaus meistrai";
- in annual reports;;
- on the website of the school, social networking accounts, promoting school activities;
- promoting school activities in print and video advertising;
- in the presentations of the school activities;

Together would be used:

☐ my real name; ☐ age; ☐ specialty subject which I study

The PI Vocational School "Sodžiaus meistrai" confirms that in all cases it will be ensured that the person's images, photographs, and footage will not be violate the Child and Young Person's Protection Policy and will respect the dignity of the child and young person.

Person's name, surname, signature _____

This consent was signed with the participation:

The head of the institution name, surname, signature _____ Date _____



Appendix No.6 The pledge to protect the confidentiality of personal data and/or other information related to a person which disclosure may enhance vulnerability or otherwise harm a person

I understand that:

- in my work I will manage personal data that can be disclosed or communicated to the persons and institutions only with the authorization by the law and only to authorized persons and institutions;
- it is prohibited to pass unauthorized persons inside or outside the institution passwords and other data enabling the use of software and technical means to obtain personal data or to otherwise make access to personal data;
- inappropriate processing of personal data may lead to liability under the law of the Republic of Lithuania.

I promise to:

- protect the privacy of personal data;
- protect all information that is relevant to the potential or actual violence against a child (or risk to a young person) and to report only those persons who are listed in the Policy for the Protection of Children and Young Person;
- process personal data in accordance with the laws and other legal acts of the Republic of Lithuania governing the functions entrusted to me for the processing of such personal data;
- not to divulge or transfer the processed information to any person who is not authorized to use this information both inside the institution and outside it;
- inform my supervisor and the Data Protection Officer of any suspected situation that may endanger the security of personal data (or any other person-related information disclosure which may harm a person).

I understand that:

- non-compliance with this promise and the violation of the Law on Legal Protection of Personal Data of the Republic of Lithuania will make me liable in accordance with the laws of the Republic of Lithuania;
- a person who has suffered harm due to unlawful processing of personal data or other actions of the controller or processor of data, as well as other actions or omissions of the person, has the right to demand compensation for material and non-material damage caused to him (in accordance with Paragraph 1 of Article 34 of the Law on Legal Protection of Personal Data of the Republic of Lithuania);
- this promise will be valid for all my working time at this institution, having withdrawn from the civil service, when I switch from to other work or after the termination of employment or contractual relations (in accordance with Paragraph 5 of Article 24 of the Law on Legal Protection of Personal Data of the Republic of Lithuania).

Name, surname, signature _____ Date _____

Position _____

This pledge was signed with the participation:

The head of the institution name, surname, signature _____ Date _____



Appendix No.7 The report form of the potential or actual risk of abuse against children and young people

The Child and Young Person's Protection Incident Report Form		
Fill in within 24 hours of making a verbal report		
Date of report:	Place of report:	
Reported by (underline)		
Name, surname:	Parents/guardians; school staff; teacher; student; practice supervisor; others (specify) _____	
Person being protected (the victim)		
Name:	Surname:	Date of birth:
Address, contact details:		
The offender		
Name:	Surname:	Date of birth:
Relationship with the victim (please specify):		
Address, contact details:		
If there are two or more people who caused the problem, please add details at the end of this report		
Information about the incident/violation		
Date of the incident:	Time:	Place:
How did you become aware of the incident/violation? <input type="checkbox"/> Another person told me <input type="checkbox"/> I witnessed it <input type="checkbox"/> The victim told me <input type="checkbox"/> I noticed personally <input type="checkbox"/> Other		
Violation:		
<input type="checkbox"/>	Usage of alcohol, psychotropic substances	
<input type="checkbox"/>	Abuse (specify) <input type="checkbox"/> sexual <input type="checkbox"/> physical <input type="checkbox"/> emotional	
<input type="checkbox"/>	Public bullying	
<input type="checkbox"/>	Theft	
<input type="checkbox"/>	Intentional destruction of property	
<input type="checkbox"/>	Usage/possession of explosives	
<input type="checkbox"/>	Usage/possession of cold weapons	
<input type="checkbox"/>	Disappearance/leaving/not returning to the school dormitory	
<input type="checkbox"/>	Other (specify)	
Were there any other witnesses to the incident/violation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please, provide contact details: _____		



Please, describe the case of the
incident/violation

What protection/information measures have been taken?

☐

Police was
informed

☐

Parents were
informed

☐

Guardians were informed

☐

Doctors were
informed

Please,
describe



Appendix No.8 The evaluation form of the implementation of the Child and Young Person Protection Policy

No.	Evaluation Criteria	Evaluation (Briefly describe the current situation with examples)
1.	All employees and volunteers have received a printed or electronic version of the Child and Young Person's Protection Assurance Policy	
2.	All partners and sponsors have received a printed or electronic version of the Child and Young Person's Protection Assurance Policy	
3.	All students of the school are familiarized with the Child and Young Person's Protection Assurance Policy	
4.	All employees, volunteers are familiarized and have signed the Code of Conduct which protects a child and young person against any form of abuse	
5.	All employees and volunteers have signed Personal Statement	
6.	All students are familiarized and have signed the Code of Conduct which protects a child and young person against any form of abuse (student version)	
7.	All students and their parents/guardians are familiarized and have signed the consent form for the child's filming, taking pictures and using the image	
8.	The publicity organizations which the school interact with are familiarized with the Child and Young Person's Protection Assurance Policy and knows the Child and Young Person's Protection Procedures for using the child's image for filming, photographs and similar activities.	
9.	It is carried out the recruitment procedures for new employees and volunteers related to the Child and Young Person's Protection Assurance Policy	
10.	There are carried out verification procedures of partners and sponsors related to the Child and Young Person's Protection Assurance Policy in the school	
11.	All employees who have access to personal data or other relevant person-related information (such as reports of potential or actual risk of abuse) are aware of and have signed the agreement of the protection of personal data secrecy	
12.	Employees, volunteers, students and other related to the school people are familiar with and clearly know the actions which should be taken dealing with the potential or actual risk of exploitation or abuse against children and young people.	



13.	Employees, volunteers, students and other related to the school people know to whom, in which ways and when they can report in the face of the potential or actual risk of abuse against children and young people	
14.	There is a Committee of the child and young person's protection which actively perform responsibilities provided for in the protection policy	
15.	The school is constantly evaluating the protection policy, there are assigned relevant people and provided for the evaluation criteria	

After the evaluation it is important to take into consideration those evaluation criteria which have been evaluated negatively or unsatisfactorily, in that case it is immediately necessary to make action plan which will improve the effectiveness of the Child and Young Person's Protection Assurance Policy in the school. Making action plan it is necessary to indicate the specific responsible persons and the specific dates until when there should be made certain changes regarding the Child and Young Person's Protection Assurance Policy in the school.