



The FJSL Child Safeguarding Policy

(Version of September 8th, 2021)

Definitions

Child : For the purpose of safeguarding at the Fondation Jeunes Scientifiques Luxembourg (hereafter : FJSL), a child, as defined in the Children's Act 1989, is anyone under the age of 18. The fact that a child has reached 16 years of age, is living independently or is in further education does not change their status or entitlements to services or protection.

Safeguarding : Safeguarding refers to the action taken to promote the welfare of children and protect them from harm (protecting children from maltreatment, preventing impairment of children's health and development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes). We are aware that harm can take a number of forms, including but not exclusively the following : physical abuse, sexual abuse, emotional abuse, bullying, neglect, financial (or material) abuse, exploitation. We will address some of these aspects as they may arise for children and young people in the context of their scientific research projects, while participating in competitions and science fairs, or during travel abroad.

Our guideline apply indistinctly to children and young people under FJSL.



Legal framework

This policy has been drawn up on the basis of the Luxembourg legislation and international provisions, and according to a guidance that seeks to protect children.

FJSL Missions

The core work we do as a philanthropic organisation entails that we come into contact with a wide range of children and young people from different sorts of backgrounds. FJSL offers self-administered programmes targeted towards children aged between 11 and 21 years :

Public events

The FJSL self-manages mainly the National Jonk Fuerscher Contest, the international Expo-Sciences Luxembourg fair and the Mobisciences programme. In addition, FJSL organises trainings in schools, career events (public conferences) and participates in occasional public events throughout the year.

Regarding the National Jonk Fuerscher Contest, the Expo-Sciences Luxembourg and the Mobisciences programme, FJSL offers young science enthusiasts the opportunity to present their work to the Luxembourg and international public during one weekend in an internationally recognised competition. Young people present their research projects in the fields of science, technology, engineering and maths (STEM) as well as humanities. The jury of the National Jonk Fuerscher Contest considers the precociousness of the candidates. Whenever possible, participants are given the opportunity to present their projects to an international audience at science fairs or competitions abroad, or to participate in a science-themed excursion.



At these events, FJSL typically recruits and coordinates the attendance of various parties, including FJSL staff members and FJSL non-employee volunteers, and sometimes participating partners.

In-classroom events

FJSL occasionally self-organises activities that involve the FJSL staff and FJSL volunteers engaging with children in secondary school classrooms. In such instances, FJSL is responsible for coordinating a presentation in order to promote the participation in the national contest, amongst other activities of FJSL.

Coaching

FJSL provides trainings that support participants in learning how to manage and present their projects in a timely manner. The participants may choose to be supported by a tutor for these projects, and they may even request FJSL's help in finding a tutor, a professional, or a laboratory. However, the latter are not allowed to be involved in the realisation of a project. The tutors and the FJSL staff are at the disposal of the applicants throughout the duration of their project's development in case they need help or equipment.

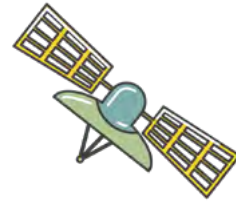


Science: next

Science:next is a hybrid activity also managed by the FJSL staff connecting children in order to find support for their research projects. This activity may be carried out in person, while the children can also access the FJSL website and participate from home.

Partner activity

FJSL works with many stakeholders across the STEM education and public engagement landscape. This can entail working with partners in a collaborative manner, rather than through a formal funded or contracted arrangement. This type of collaboration may consist of a participation of FJSL in a third-party programme, which in turn involves the coordination of volunteer interactions, site visits and workshops with children. In this case FJSL is not the provider of the service.



Application

This policy applies to all the FJSL staff, board members, volunteers, children and young people and anyone involved in FJSL's activities.

Preventing harm to children is a commitment the FJSL staff and board members make whilst at work and outside of work. They understand that they represent or are identified with FJSL. The FJSL staff, board members and volunteers are supported to adopt best practice to protect children from harm and to reduce risk to themselves.

The Purpose of this Policy statement



The purpose of this policy statement is to :

- protect children and young people who receive FJSL's services from harm
- convey to staff and volunteers, as well as children and young people and their families, the overarching principles that guide our approach to child protection.

Policy statement

We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

All members of our team are required to act professionally in all matters to promote and prioritise the safety and well-being of children.

We believe children have the right to :

- express views on all matters which affect them, should they wish to do so ;
- be considered as agents of their own development ;
- be therefore encouraged to and assisted in participating in decisions that affect them ;
- have their personalities, talents and abilities developed to the fullest extent of their potential ;
- be valued, respected and understood without distinction of any kind, including but not limited to race, skin colour, gender identity, sexual orientation, language, religion, political or other opinion, national or social background, wealth, birth and health status.

We believe that children and young people should never experience abuse of any kind.

We recognise that:

- the welfare of children is paramount in all the work we do ; working in partnership with children and young people, their parents, tutors is essential in promoting young people's welfare ;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



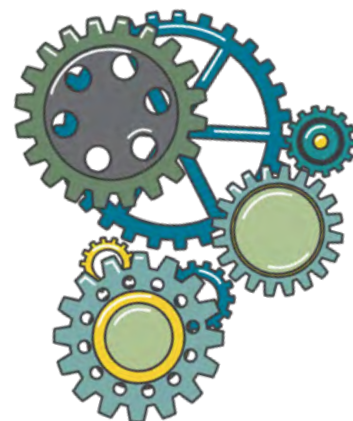
We will seek to keep children and young people safe by:

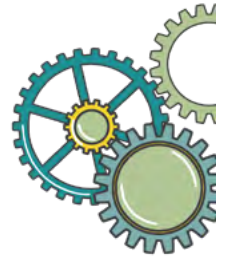
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers ;
- appointing a nominated child protection lead and a deputy child protection lead for children and young people, as well as a lead board member for safeguarding ;
- providing effective management for staff and volunteers through support and supervision, so that all staff and volunteers know about and follow our behaviour codes competently ;
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance ;
- valuing, listening to and respecting children and young people ;
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns of whatever kind or nature.

The FJSL team will:

- promote the health and welfare of children by providing opportunities for them to take part in research activities safely ;
- ensure that all members of the team are aware of this policy and that it is implemented throughout the FJSL activities ;
- ensure staff are confident in recognising safeguarding risks and in the appropriate reporting of such risks ;
- ensure everyone understands and is fully trained in their roles and responsibilities in respect of safeguarding ;
- ensure that any accompanying individuals are aware of their own responsibilities in relation to safeguarding ;
- ensure appropriate risk assessment measures are taken ;
- ensure appropriate action is taken in the event of incidents and support staff who are reporting any safeguarding concerns.

Any concerns shall be discussed with the Child Protection Lead for decision.





To realise this aim, people acting on our behalf undertake to:

- treat children with care, respect and dignity.
- ensure communication with children is open and clear.
- assess the risks posed to children when undertaking activities.
- recognise that all children have a right to protection from harm or abuse.
- provide guidance for staff and volunteers, who may have grounds for concern about the welfare of children involved.
- fully cooperate with the relevant statutory authorities in relation to child protection and welfare matters.
- fully adhere to the requirements of the GDPR.
- fully respect confidentiality requirements in dealing with child protection matters.

Consent

Consent by a parent or legal guardian provides FJSL with permission to invite a child to participate in a project. The children must make their own choice regarding whether or not they want to take part in a FJSL activity. Tutors will make every reasonable effort to verify that the young person understands the purpose of a challenge and implications of participation.





Responsibility



FJSL is committed to safeguarding all children under its care.

We recognise that types of risk may vary according to the child and that the means of addressing risks may also vary.

Having a child safeguarding policy does not mean that all harm to children is eliminated. It means that FJSL does everything possible to minimise risk and address concerns and incidents appropriately when they arise.

We have an appropriate ratio of chaperones to young people, to guarantee that the numbers of chaperones is sufficient to ensure the safety and support for all participants. We ensure that all participants know how to get help if required, for example from mentors, support teachers, their peers, their families or others.

We hold regular team meetings with time and space for stakeholders to talk openly about an activity or event and any concerns they may have. Meetings may take place online, and support and supervision can be provided remotely.

We make time for evaluation and reflection: this is crucial so that all involved can learn from the experience and adapt concepts for future activities.

Parents or responsible adults and young people must be informed of the nature and value of any incentives being offered to the child at the time consent is being sought. Any incentives should be suitable and acceptable for the age of the child or young person and fitting for the task required.

Activities must be conducted in a safe and appropriate environment. A child or young person must never be asked or encouraged nevereither directly or indirectly, to engage in any risky, inappropriate or illegal behaviour.

A child or young people need to know that they are supported when they take part in international projects. International activities are designed to thrust young people into challenging situations where they can learn from their experiences. Supports need to be tailored to meet the requirements of the participants, the environment where the activity takes place, and the nature of the project.

Tutors shall ensure that the language and content of all research materials and interactions be sensitive to the language, needs and feelings of the age group involved in the research, without being patronising.





Media & Communication

The participant owns and retains all intellectual property rights arising from their work. If necessary, FJSL may advise the participant to patent their project, upon proposal of the jury. FJSL is authorized to publish the project of a participant or a group of young scientists, either in full or in excerpts, citing its project holder. The participant waives their image rights with regard to its dissemination by the media (photos, videos, press articles, interviews, etc.).

As part of the promotion of FJSL in the media and across other associated social media channels, photographs/video footage of children can be used if parental consent has been obtained. Where a child's image or footage of a child is taken, children will be identified by their full name.

We ensure that consent of a responsible adult must be obtained before interviewing a child.



Reporting

FJSL team members receive safeguarding training to help them identify and report concerns.

Child Protection Lead

Sousana EANG (Managing Director) will take lead responsibility for dealing with safeguarding/child protection issues that arise during an activity. This includes providing advice and support to other staff, liaising with other staff, and working with external agencies. In her absence she designates another staff member or a senior accompanist.

If an adult and/or Safeguarding Lead has reasonable cause to suspect that a child they have come into contact with during an activity, either directly or indirectly, is suffering or is likely to suffer significant harm, a referral must be made to the appropriate authority without delay and in order for the child to be protected if necessary.

Implementation

A set of more detailed policies and procedures explain the steps adults within FJSL are committed to take to keep children safe :

- Appendix 1 : Code of Conduct
- Appendix 2 : Safeguarding for Mobility
- Appendix 3 : Safeguarding Checklist
- Appendix 4 : Parental Consent Form.

Publication

The policy is published on FJSL's website and available to the public, service users, staff and volunteers. A poster presents the FJSL commitments in the office reception.





Review

This policy will be reviewed on at least a biennial basis and in light of experience, any legislative changes which arise in the area of child protection, or any changes to FJSL's services. The first review will be operated at the end of 2022.

Contact details

Nominated Child Protection Lead
Sousana EANG : +352 621 653 158, sousana@fjssl.lu
Deputy Child Protection Leads
Lara PEIFFER : +352 661 562 732, lara@fjssl.lu
Natalie von LAUFENBERG : +352 621 280 488, natalie@fjssl.lu
Trustee lead for safeguarding and child protection
Emmanuel SERVAIS : +352 691 880 328, manou.servais@gmail.com
FJSL Helpline
+352 661 562 732



This policy was signed on September 8, 2021.

Carlo HANSEN
FJSL President

p.o.

Sousana EANG
Managing Director
Child Protection Lead

Emmanuel Servais
Trustee Child Protection Lead



Appendix 1 : Code of Conduct

FJSL considers all forms of harm towards children to be unacceptable, and recognises that it has a duty to safeguard children – that is to keep them safe, promote their wellbeing and protect them from harm.

As part of our Child Safeguarding Policy, it is a requirement that all staff and volunteers, whether full or part time, agree to abide by the Child Safeguarding Policy and work in accordance with this Code of Conduct which sets out responsibilities for safeguarding children and expected behaviour.

Any form of unacceptable behaviour which breaches this Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, FJSL expects its representatives to apply common sense whilst focusing on the “child’s best interests”.

Children have the right to have their best interests assessed and taken into account as a primary consideration in all actions or decisions that concern them. The term ‘best interests of the child’ broadly describes the well-being of a child. Such well-being is determined by a variety of individual circumstances (such as their gender, age, level of maturity and experiences) and other factors (such as the presence or absence of parents, quality of the relationships between the child and family/ caregiver, and other risks or capacities).

There are three aspects to the best interests concept :

- A child’s basic right: children have a right to have their best interests assessed and taken as a primary consideration;
- A legal principle: if a legal provision is open to more than one interpretation, the interpretation which most effectively serves the child’s best interests should be chosen;
- A rule of procedure: whenever a decision will affect a child, a group of children or children in general, the decision-making process must (a) evaluate the possible impact of the decision on the child(ren) concerned and (b) show that the right of children to have their best interests assessed and taken as a primary consideration has been explicitly taken into account.

Whatever the mechanism and wherever possible, children should be active participants in defining their best interests. Key strategies to include children are:

- providing children with information ;
- encouraging children to express their concerns ; and
- giving due weight to children’s and parents or caregivers’ views in decision-making.

FJSL ensures that risks are identified and minimised from the planning stage through to the implementation stage of activities.

The successful implementation of the Child Safeguarding Policy is based on the individual and shared responsibility of all FJSL representatives including staff.

FJSL will seek to ensure that partner organisations’ programmes also comply with international safeguarding standards.



BY SIGNING THE CODE OF CONDUCT, I explicitly agree that :

I will always:

- Treat children with respect and equally, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
- Help children to take part in decisions which concern them according to their age and their level of maturity.
- Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organisations so any concerns may be shared and discussed.
- Use positive behaviour methods when supervising children.
- Encourage children and communities to speak openly about their interactions with adults and with each other.
- Inform children and communities of their right to report any worrying situations.
- Empower children so that they are in a position to better protect themselves.
- Try to preserve the child's autonomy and make sure that I do not do things that a child can do for herself/himself.
- Plan activities in such a way so as to minimise the risk of harm taking into account the age and development of the child.
- Ensure that information concerning children, families and communities remains confidential
- Behave in a way that sets a good example (avoid smoking, showing disrespect towards colleagues, etc.).
- Obtain permission from the child and their parents before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
- Raise any concerns and queries with manager or supervisor or the Child Safeguarding Focal Point.



Appendix 2 : Safeguarding for Mobility - Proceedings

Planning Phase

- There is a wide range of actions available to find the right partner(s). Investing time in finding the right partners will reap many benefits at later stages of the project.
- Be prepared to withdraw if the partnership is not suitable. It is more important to get the partnership right than to proceed with an unsuitable relationship.
- Check out the legitimacy of the partner to ensure they are a credible organisation.
- Try to match interests and ethos of the participating organisations.
- Develop and implement a contract agreement between all partner organisations include the aims, objectives, activities, role of leaders, etc. in the agreement.
- All partner agreements should include a commitment to the safety and welfare of the participants. This should also include the criteria for recruiting staff and volunteers to work on the project, such as vetting and police checks.
- Have a 'risk assessment' checklist for the project planning visit (including accommodation, activities, leaders, legal requirements etc.).

Planning Emergency Procedures

- Have a clear emergency plan, including: 24/7 contact details for host and home country; emergency procedures if an evacuation is needed; an emergency fund; and knowing where participants and leaders are at all times.
- Have a back-up plan if the programme needs to change for any reason.
- Agree the first aid protocols in advance of any activities or events.
- Make sure there is a lead person appointed for health and safety procedures.
- Anticipate an emergency – this is one of the best ways to manage it. The planning phase provides a platform to ensure participants are safeguarded even during emergencies.

Implementing a Support System

- Have a clear system of support for participants so they know who they can turn to if they have any difficulty day or night.
- Have a support system for leaders so at they can request help if needed.
- Sending and hosting organisations must each have a designated contact person in case of emergency. All participants and leaders should have contact details for this person.
- Funding agency contact details if necessary.



Risk evaluation and management

FJSL considers to :

1. have an accident prevention policy and plan ;
2. ensure that its policy allows for a balance of risk and benefits to activities under consideration
3. have an up-to-date risk assessment of the venue where the group meets
4. carry out risk assessments in advance of outings and special events
5. demonstrate on risk assessments that they have taken action to manage the risks that they identify
6. discuss with children and young people why safeguards are in place.

Equipment safety checks

FJSL's team carries out regular checks on equipment used by children and young people, staff and volunteers in their organisation.

Information and consent

FJSL's team

- gains consent to activities from parents and children and young people as appropriate
- ensures that the registration form for each member of their group asks for details about the child or young person's needs (like medical, dietary, allergies, care and support needs)
- keeps details of information that might be needed in an emergency in an accessible but secure place.

In case of an incident

FJSL's team

- makes sure everyone has access to first aid
- checks and refills its first aid boxes regularly
- has a simple procedure for reporting accidents and 'near misses'
- has an accident book or standard accident forms kept securely in a file
- puts in place and clearly display adequate insurance arrangements.

Training and supervision

FJSL

- provides guidance to staff, volunteers and service users on the safe use of equipment ;
- supervises participants if they are using equipment that could be dangerous ;
- provides training on accident prevention and health and safety.



Appendix 3 : Safeguarding for Mobility - Checklist

Ensure that:

- All group members/project participants are adequately briefed about their responsibilities during the activities, that they fully understand their role within the group and are equipped to deal with emergencies.
- Accompanying persons, staff or volunteers have the knowledge and skills to ensure the safety of the young people in their care.
- All group members have completed the necessary documentation for travel abroad.
- All group members have copies of their passports and visas (if necessary), kept separately from their original documents.
- Details of the nominated person(s) who will be available 24 hours a day in case of emergency have been passed to all group members, and a copy of emergency procedures has been lodged with the sending organisation.
- A list of participant names, together with their host location address and telephone number, has been given to the nominated person(s).
- Original copies of all parental consent forms have been given to the nominated person(s).
- Copies of the parental consent forms have been circulated to the relevant people.
- Host delegations are made aware that impromptu or 'spot' checks may be carried out during the visit and that the partner/contact abroad has fully met the requirements to ensure the safety and welfare of the young people.
- All staff, relevant suppliers and volunteers within the sending or hosting delegation have been properly vetted in line with local policies and jurisdictional requirements.
- Emergency procedures have been clearly communicated and shared by everyone involved.
- A 24-hour contact number for a senior member of staff in the sending country is available
- There are sufficient funds to deal with an emergency.
- There is a list of contact details for all parents/guardians.
- The insurance cover and process for dealing with emergencies are understood.
- Group members understand and agree to the FJSL Code of Conduct during the visit.
- Group members are aware of road safety issues (for example, side of the road cars travel on).
- Arrangements have been made to ensure that children and young people do not carry large sums of money with them.



Appendix 4 : Parental Consent Form

FJSL is a Luxembourg organisation that exists to support young scientists aged from 11 to 21. We are proposing different activities involving your child. Before starting this collaboration, we need your consent, and also some important information from you to ensure that your child can participate safely and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events a child is defined as anyone who is under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

Activity Consent (Please tick as appropriate) :

I/we give my/our consent for my/our child (name of child) to travel to and participate in FJSL activities.

I/we authorize FJSL to be responsible for my/our child during these activities and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.

I/we affirm that I/we have full authority to give the consent provided for in this document.

Media Consent (Please tick as appropriate) :

I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes, audiotapes, interviews or other forms of recording and which may appear in print (such as newspapers) or online.

I/we DO NOT give my/our consent for my/our child to take part in media activities.

I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child

Date at

Name and Signature (names of parent(s)/Legal guardian(s)



Medical History

The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.

Name of child (including nicknames) :

Date of Birth :

Identity Number :

Any known allergies (e.g. to food, conditions, insect bites, medication) :

Currently on medication :

No

Yes

If yes, please state which type/dosage :

Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time.

Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/fainting/dizziness, depression/anxiety) :

Any previous surgeries and hospitalisations :

Please provide details of any medical insurance (Name of insurance company) :

Insurance policy number :

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, well cared for able to participate fully :

This information must be completed before the child leaves for the trip/event. It will be kept by FJSL and/or the accompanying adult (delete if not appropriate).

Emergency contact details

Name:

Contact Number:

Address:

Alternative Contact

Name:

Contact Number:

Address:



If at any time you are concerned about the safety or protection of your child, please contact the FJSL Child Protection Lead : +352 621 653 158

Permission to Administer Common Drugs (Please tick as appropriate) :

No
Yes

Please indicate below if you give your consent to your child being administered common drugs such as Advil, Tylenol, and Aspirin etc. for common ailments (headaches, stomach aches etc.). For more serious illness, your child will be taken to a qualified doctor.

No
Yes

I/we give my/our consent for my/our child to take common drugs such as Advil, Tylenol, Aspirin etc. if in need for common ailments.

I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.



Declaration of commitment *

I, the undersigned

.....
Declare I have received, read and understood the FJSL Child Safeguarding Policy and I commit to know and agree to act in accordance with it.

at

.....

Read and approved on:

Signature :

.....

.....

**To be sign by the FJSL team (volunteers and board members)*