

# ComParte – Maria Rosa Foundation Safeguarding Policy

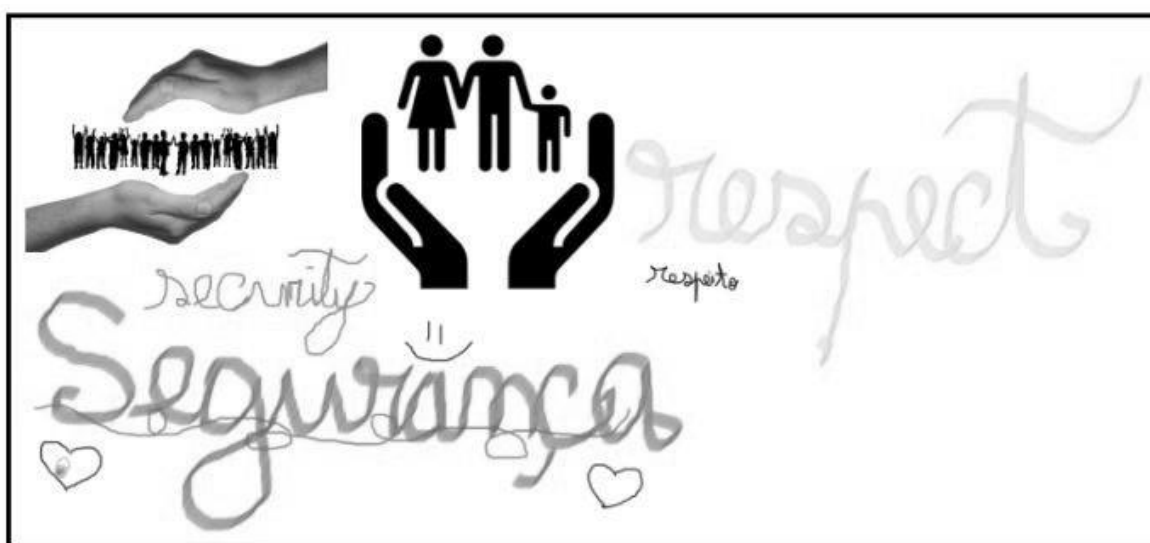


Image created by young people about "Safeguarding Policy".

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# ComParte - Maria Rosa Foundation Safeguarding Policy

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## Preliminary Note

This document is intended to be comprehensive and adapted to the cultural and social norms within which ComParte (a social initiative of the Maria Rosa Foundation) operates.

It is incumbent upon the Board of Directors of the Maria Rosa Foundation to ensure compliance with these policies and procedures or their modification, ensuring compliance with national laws and regulations applicable to non-governmental non-profit and public utility organizations, before they are adopted.

To be effective, the Policy must be properly communicated within the organization, be part of the ComParte's Code of Conduct, be communicated to the members of the ComParte team, and thus become part of the internal rules and regulations.

ComParte is committed to carrying out its activities responsibly. Thus, it seeks to ensure ethical conduct on the part of people in its team, promoting transparency and trust. In this sense, any conflict of interest must be avoided and managed, putting the interest of ComParte and its beneficiaries above the interest of oneself.

This Policy was written by the team and in collaboration with Pros. Thus, throughout it you will be able to find *phrases that are Pros' recommendations* (see definition of "Pros" on the next page of this document).

Please be informed that this Policy has a user-friendly version and an illustrative video, and these various documents have been shared on ComParte website and among the Pros.

## 1. Introduction

### 1.1. About ComParte

ComParte is a nationwide social project, part of the Maria Rosa Foundation. It is a project of civic engagement and social transformation, whose objective is to create non-formal spaces for participation, where young people and refugees are invited to share their experience and knowledge about the systems in which they participate. ComParte was inspired by the Norwegian organization ForandringsFabrikken.

### 1.2. Definitions

**Pros:** Young people and migrants and/or refugees who share with ComParte their experience as experts of what works and what can be transformed in the systems.

**Vulnerable people:** A person who, due to their condition, is more vulnerable to situations of stigmatization, marginalization, abuse or other forms of violence. The Pros with whom ComParte collaborates are considered vulnerable people, since:

(a) may be under 18 years of age,

and/or

(b) because of their social context, in particular because they may be asylum seekers or have refugee status.

**Responsible for the Safeguarding Policy:** The person responsible for handling reports and complaints will be Maria Coutinho Vilaça Carneiro (Member of the Board of Directors of the Maria Rosa Foundation), accompanied by Bruna Alves (member of the ComParte team).

**Abuse:** Violation of rights through acts or omissions that may amount to physical, psychological or sexual violence, neglect, mistreatment or exploitation.

**Risk:** A situation of vulnerability that, if not overcome or aggravated, can transition to a situation of danger (whether in terms of education, safety, health or integral development of the child/youth/adult).

**Danger:** A situation of chronic persistence of aggravated stress, with a probability of harm or occurrence of harm in the areas of education, safety, health or integral development of the child/youth/adult.

**Discrimination:** Any distinction, exclusion or preference directed at a person or group on the basis of his or her nationality, appearance or descent.

## 2. The importance of the Safeguard Policy

This Safeguarding Policy arises from the importance of defining rules that allow not only to create a safe space for the Pros with whom ComParte collaborates, but also to carry out an

appropriate intervention in the event of suspicions that threaten them. Since ComParte operates in two distinct areas (Education and Youth, and Integration), this policy will be divided into two sections, so that each takes into account the specificities of each context.

## **2.1. Objectives**

This document aims to explain a set of norms and standards that aim to ensure the protection and well-being of the Pros with whom ComParte collaborates – namely, children and young people, and migrants, asylum seekers or with refugee status.

It is a document that aims to prevent and address possible situations of violence or abuse that target the Pros, guiding the conduct of ComParte professionals. This document aims to create and maintain a safe environment in the ComParte activities, as well as to establish procedures and responsibilities to be followed in the event that ComParte becomes aware that any Participant is in a situation of risk or danger.

This safeguarding policy is established as an internal policy instrument under which ComParte and the Maria Rosa Foundation are governed, and was inspired by the Safeguarding Policy of ForandringsFabrikken, ComParte's partner organization.

## **2.2. Scopes**

This Safeguarding Policy applies to all individuals who are part of ComParte, who collaborate in its projects, on a permanent or temporary basis and in all collaboration forms, collaborators must necessarily know and respect this Safeguarding Policy in the exercise of their duties, signing a commitment of conduct (see Annex 1).

# **Education and Youth**

All those covered by this Policy must behave in accordance with the country's legal and professional standards of conduct, having a legal, professional and moral duty to act whenever there is a well-founded suspicion that a child may be at risk, as well as a duty to do everything possible to protect them from any harm. All notifications will be treated with seriousness and respect for the experience of the individuals involved. The child/young person will be informed of the procedures taken next.

### 3. Guiding principles of working with children and young people

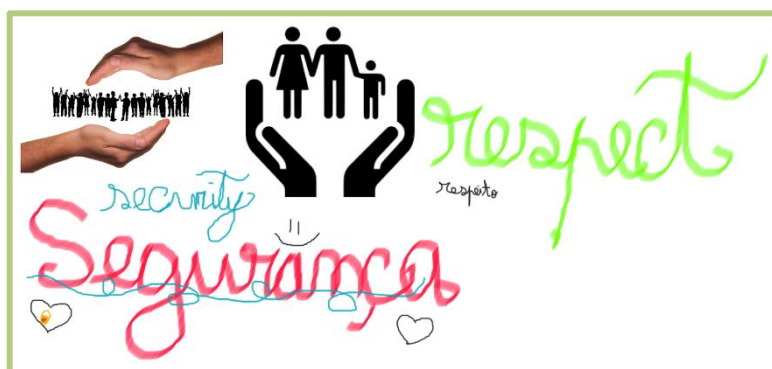
The activities and practices of ComParte should be guided by the following principles:

- The best interests of the child;
- The protection and promotion of the well-being of all children and young people;
- Equal opportunities;
- Respect for the rights and moral and physical integrity of children and young people;

*Pro: "If there's respect, there shouldn't be bad situations."*

- The involvement of the young person in the processes that involve him;
- Creation of a safe environment and an organizational culture open to sharing;
- Have a transparency policy with partner entities;
- Security: When Pros think of this Policy, they emphasize the importance of maintaining and promoting security.

*Pro: "This Policy is like a helping hand that holds."*



The words and images that come to mind when Pros think about the safeguarding policy.

## 4. Implementation and monitoring of measures

### 4.1. Organisational commitments

4.1.1. ComParte commits to a zero-tolerance approach to any kind of abuse, discrimination or violence.

4.1.2. In the selection and recruitment processes, the Comparte shall ensure the verification of criminal background or records, as well as letters of recommendation.

4.1.3. During recruitment interviews, Comparte informs the candidate of the existence of the Safeguarding Policy and undertakes to send them the link.

4.1.4. Comparte shall provide training on the safeguarding policy and adjacent procedures to all staff and volunteers at the time of integration of new members of the team.

4.1.5. The Safeguarding Policy is presented to all new team members and they must commit to following it. *In addition, in the recruitment processes, new members are made aware of the fact that as members of the ComParte team they may become aware of sensitive information, such as situations of abuse (Pro).* New members must return the signed code of conduct (see Appendix 1).

4.1.6. ComParte is committed to creating a safe environment for Pros.

4.1.7. ComParte commits to act in a manner that is non-harmful and does not put children and young people at risk.

4.1.8. Employees commit to reflect on their values, beliefs and perceptions, and team reflections are encouraged and taken into account.

4.1.9. ComParte strives to remain informed about the cultural context and the evolution of good practices by acting in accordance with non-discriminatory conduct.

4.1.10. ComParte commits to take measures to minimise the risks that may arise from its activities. Specifically:

a) In listening sessions, where sometimes Pros share personal and sensitive experiences and information, ComParte takes the following measures to minimize risks: the sessions are not recorded and the registry is made by writing and without identifying the name of the person, in order to protect anonymity. In the sessions held *online*, platforms that have data security are used and the *links* are created by ComParte.

b) The booklets published by ComParte do not identify the names of the persons who made the shares, in order to protect their anonymity.

c) In events where Pros are invited to share their experience with decision-makers, the Pros' identity is protected and no identifying information is provided.

d) On ComParte's online platforms, such as the *website* and social networks, where photos of Pros are sometimes published, as a way to minimize the risks, in the case of underage youth, ComParte undertakes to have the consent signed by the legal guardians, and regardless of age, asks for the Pros' consent. Added to this is the specificity of the population of unaccompanied minors, whom are not taken identifying photos. In online publications, it is guaranteed that



there is no way to identify the person, nor identifying their profile, full name or place where they live, and the photos are taken essentially in the context of ComParte.

e) For ComParte summer camps, since it is an activity outside the Pros' context, there is an Action and Contingency Plan that is reviewed annually and given training among the team before these moments for the alignment of procedures.

4.1.11. ComParte undertakes to respond to any situation that may have a negative impact on children and young people, and to ensure that situations are properly reported, in accordance with the procedures described in this document.

4.1.12. In the course of its activities, ComParte may have contact with sensitive information indicating that the child or young person (or other persons) is at risk. As mentioned above, in this eventuality, ComParte undertakes to refer the situation to the competent authorities (see Annex 5).

4.1.13. ComParte undertakes to treat all reports of abuse, violence, exploitation and neglect seriously and as a priority.

4.1.14. ComParte shall ensure confidentiality during the report process.

4.1.15. In any procedure taken after the complaint, ComParte commits to involve the person involved in the process, ensuring that the latter is informed and aligned with it.

*Pro: "We have to understand what's going to happen next, otherwise there's no point in complaining."*

4.1.16. The person or persons of the team involved in the complaint will be informed and involved in the process as soon as their involvement is considered relevant and necessary for the follow-up of the process. The Pro should be informed when the team member is involved in the process.

4.1.17. This document will be reviewed and adapted whenever is relevant, and it will be monitored annually, regardless of whether it has been necessary to revise or update. For this adaptation, the collaboration of the Pros will always be promoted.

4.1.18. As in the ComParte activities, the opinions and recommendations of the Pros are taken into account in the preparation, adaptation and updating of this document.

## **4.2. Procedures**

4.2.1. The communication of this Safeguard Policy will be made at the time of admission of new members of the Governing Bodies, employees and third parties.

4.2.2. *All new Pros are informed of the existence of this Policy and the procedures associated with it (Pro).*

4.2.3. ComParte activities shall take into account the completion of the Risk Assessment Template (Annex 2), which shall be reviewed by the person responsible for the Safeguarding Policy.

4.2.4. The participation of children and young people under 18 years old in ComParte activities implies the signing of an authorization by the legal guardians (see annex 3);

4.2.5. The Pro must be informed in advance, if image records are made in the ComParte activity in which he/she will participate, and the protection of the image of the child or young person must be safeguarded by informed consent (see annex 3).

4.2.6. In ComParte activities that involve a written registry of the Pros' shares, they must be informed that the information they are sharing will be written and what the purpose of this registration is.

4.2.7. The participation of children and young people in ComParte activities implies that they are covered by the activity insurance.

4.2.8. Reporting any type of abuse by a member of the ComParte Team can be made through the form ([link](#)) or by e-mail to the person responsible for the Safeguarding Policy ([mc@fundacaomariarosa.pt](mailto:mc@fundacaomariarosa.pt)). It can also be done through direct contact or phone with any member of the team. *Anyone in collaboration with ComParte can make a complaint, regardless of their age (Pro).*

4.2.9. If a child/young person shares abusive behaviour by a team member with another person from the team, the team member who became aware should talk to the Pro about the need and duty to report the information obtained to the Safeguarding Policy Responsible. The person on the team to whom the behavior was reported must also inform the Pro of the possibility of filling out the reporting form.

4.2.10. Any abusive conduct or conduct that puts the child/young person at risk or danger on the part of a team member must be reported to the Responsible of the Safeguarding Policy.

4.2.11. If the report constitutes a risk situation, ComParte shall take action within the following 24 hours. If it becomes a dangerous situation, ComParte acts immediately.

4.2.12. Any procedure carried out after the complaint, including reporting Responsible of the Safeguarding Policy, must take into account the involvement of the Pro concerned, which must be aligned with the process. Although, if it is considered a serious abuse or crime, the process must follow its legal course. *The team will accompany the Pro at every stage of the process (Pro).*

4.2.13. *Both during and after the process, the team must accompany and emotionally support the Pro, "check on you from time to time" (Pro).*

4.2.14. When dealing with the complaint, the Responsible of the Safeguarding Policy must write a report with the essential information (name of the informer, name of the person concerned, name of the employee involved, date and place of the event, brief description of the facts and forms of contact).

4.2.15. Given the possibility of legal proceedings, the report is not anonymous, but the entire process will be treated with the utmost confidentiality.

4.2.16. After the report has been reviewed, and if there is evidence of abuse or misconduct, the person responsible for the Safeguarding Policy must report it to the competent authorities.

4.2.17. If the perpetrator of the reported acts is the person responsible for the Safeguarding Policy, the latter must be replaced by another employee of the Maria Rosa Foundation with responsibility assigned to this function (Bruna Alves, member of the ComParte team).

4.2.18. The consequences that arise from a report depend on the assessment of the gravity of the incident, and it is up to the management to assess the need for a contractual review of the person(s) of the team involved.

4.2.19. If the abuse or aggression takes place between Pros: *The person from the team who becomes aware should talk to the Pro who felt attacked and ask how they want the team to proceed and accompany them during the process, and if they are aligned, talk to the Pro who attacked them afterwards. In these situations, it is proposed the development of activities (such as group dynamics) with the aim of working on these themes (Pro).*

4.2.20. *Regardless of the follow-up and outcome of the process, the Pro concerned may continue to participate in the activities of the Party, without any repercussion (Pro).*

4.2.21. *In the event that the Pro in question is under 18 years of age, the involvement of the parents and the moment in which this involvement takes place must be discussed with the Pro, involving him in the process (Pro).*

4.2.22. When a member of the Comparte is informed or suspects of a situation that puts the pro or other person at risk, at least 2 members of the ComParte team and the Policy and Safeguarding Officer (Maria Coutinho Vilaça Carneiro) should meet as a way to understand

if Comparte is able to respond to the situation. In the event that the situation does not fall within its field of action, ComParte should contact the competent authorities (see Annex 5).

## **Integration Area**



The purpose of this section of the Safeguarding Policy is to provide guidelines to any ComParte professional who suspects violence/abuse against any vulnerable person, whether the alleged perpetrator is a member of the team or external to the team.

### **3. Guiding principles for working with Vulnerable People**

The activities and practices of ComParte should be guided by the following principles:

- Respect for human rights and moral and physical integrity;
- Equal opportunities;
- The involvement of the pro in the processes that involve him;
- Respect for the principle of autonomy and will;
- Creation of a safe environment and an organizational culture open to sharing;
- Have a transparency policy with partner entities;
- Respect for consent.

### **4. Implementation and monitoring of measures**

#### **4.1. Organisational commitments**

4.1.1. ComParte commits to a zero-tolerance approach to any kind of abuse, discrimination or violence.

4.1.2. In the selection and recruitment processes, ComParte shall ensure the verification of criminal background or records, as well as letters of recommendation.

4.1.3. During recruitment interviews, ComParte informs the candidate of the existence of the Safeguarding Policy and undertakes to send them the link.

4.1.4. ComParte shall provide training on the safeguarding policy and adjacent procedures to all staff and volunteers at the time of integration of new members of the team.

4.1.5. The Safeguarding Policy is presented to all new team members and they must commit to following it. *In addition, in the recruitment processes, new members are made aware of the fact that as members of the ComParte team they may become aware of sensitive information, such as situations of abuse (Pro).* New members must return the signed code of conduct (see Appendix 1).

4.1.6. ComParte is committed to creating a safe environment for Pros.

4.1.7. ComParte undertakes to act in a non-harmful manner, so as not to place the pros in a situation of discrimination, vulnerability or danger.

4.1.8. Employees commit to reflect on their values, beliefs and perceptions, and team reflections are encouraged and taken into account.

4.1.9. ComParte strives to remain informed about the cultural context and the evolution of good practices by acting in accordance with non-discriminatory conduct.

4.1.10. The Sharer undertakes to take measures to minimise the risks that may arise from its activities. Specifically:

a) In listening sessions, where sometimes Pros share personal and sensitive experiences and information, ComParte takes the following measures to minimize risks: the sessions are not recorded and the registry are made in writing and without identifying the name of the person, in order to protect anonymity. In the sessions held *online*, platforms that have data security are used and the *links* are created by ComParte;

b) The names of the persons who made the shares are not identified in the booklets published by ComParte in order to protect their anonymity;

c) In events where Pros are invited to share their experience with decision-makers, the Pro's identity is protected and no identifying information is provided;

d) On ComParte's online platforms, such as the *website* and social networks, where photos of Pros are sometimes published, as a way to minimize the risks, in the case of underage youth, ComParte undertakes to have the consent signed by the legal guardians, and regardless of age, asks for the consent of the Pros. In online publications, it is guaranteed that there is no way to identify the person, not identifying their profile, full name or place where they live, and the photos are taken essentially in the context of ComParte;

e) For ComParte summer camps, since it is an activity outside the context of the Pros, there is an Action and Contingency Plan that is reviewed annually, giving training among the team before these moments for the alignment of procedures.

4.1.11. ComParte undertakes to respond to any situation that may have a negative impact on the pros, and to ensure that situations are properly reported, in accordance with the procedures described in this document.

4.1.12. In the course of its tasks, ComParte may have contact with sensitive information indicating that the person (or persons) is at risk. As mentioned above, in this eventuality, ComParte undertakes to refer the situation to the competent authorities (see Annexes 5 and 6).

4.1.13. ComParte undertakes to treat all reports of abuse, violence, exploitation and neglect seriously and as a priority.

4.1.14. ComParte shall ensure confidentiality during the report process.

4.1.15. In any procedure taken after the complaint, ComParte undertakes to involve the person involved in the process, ensuring that the latter is informed and aligned with it.

*Pro: "We have to understand what's going to happen next, otherwise there's no point in complaining."*

4.1.16. The person or persons of the team involved in the complaint will be informed and involved in the process as soon as their involvement is considered relevant and necessary for the follow-up of the process. The Pro should be informed when the team person is involved in the process.

4.1.17. This document will be reviewed and adapted whenever is relevant, and it will be monitored annually, regardless of whether it has been necessary to revise or update.

4.1.18. As in the ComParte activities, the opinions and recommendations of the Pros are taken into account in the preparation, adaptation and updating of this document.

## **4.2. Procedures**

4.2.1. The transmission of this Safeguard Policy is ensured to all members of the Governing Bodies, employees and third parties.

*4.2.2. All new Pros are informed of the existence of this Policy and the procedures associated with it (Pro).*

4.2.3. The participation of the pros in ComParte activities implies that they are covered by the activity insurance.

4.2.4. The Pro must be informed in advance if photographic records are made in the ComParte activity in which he/she is going to participate, and the protection of his/her image must be safeguarded by informed consent (see annex 4).

4.2.5. In ComParte activities that involve a written record of the Pros' shares, they must be informed that the information they are sharing will be written and what is the purpose of this record.

4.2.6. The report of any type of abuse by a member of the ComParte Team can be made through the form ([link](#)) or by an email to the person responsible for the Safeguarding Policy ([mc@fundacaomariarosa.pt](mailto:mc@fundacaomariarosa.pt)). It can also be done through direct contact or phone with anyone else in the team. *Anyone in collaboration with ComParte can make a complaint, regardless of their age (Pro).*

4.2.7. In the event that an integration Pro shares with a team member an abusive behaviour perpetuated by another team member, the team member who became aware of this information should talk to the Pro about the need and duty to report the information obtained to the



Safeguarding Policy Responsible. The person on the team to whom the behavior was reported must also inform the Pro of the possibility of filling out the reporting form.

4.2.8. Any abusive conduct or conduct that puts the pro at risk, danger or situation of vulnerability on the part of a person of the ComParte team, must be reported to the person in charge of the Safeguarding Policy.

4.2.9. If the report constitutes a risk situation, ComParte takes action within the following 24 hours. If it becomes a dangerous situation, ComParte acts immediately.

4.2.10. Any procedure carried out after the complaint, including reporting to the person in charge of the Safeguarding Policy, must take into account the involvement of the person concerned, which must be aligned with the process. Although, if it is considered a serious abuse or crime, the process must follow its legal course. *The team will accompany the Pro at every stage of the process (Pro).*

4.2.11. *Both during and after the process, the team must accompany and emotionally support the Pro, "check on you from time to time" (Pro).*

4.2.12. When dealing with the complaint, the Responsible of the Safeguarding Policy must write a report with the essential information (name of the informer, name of the person concerned, name of the employee involved, date and place of the event, brief description of the facts and forms of contact).

4.2.13. Given the possibility of legal action, the report is not anonymous, but the entire process will be treated with the utmost confidentiality.

4.2.14. After the complaint has been reviewed, and if there is evidence of abuse or misconduct, the person responsible for the Safeguarding Policy shall report it to the competent authorities.

4.2.15. After the report has been reviewed, and if there is evidence of abuse or misconduct, the person responsible for the Safeguarding Policy must report it to the competent authorities.

4.2.16. If the person responsible for the reported acts is the person responsible for the Safeguarding Policy, this must be replaced by another employee of the Maria Rosa Foundation with responsibility assigned to this function (Bruna Alves, member of the ComParte team).

4.2.17. The consequences that arise from a report depend on the assessment of the gravity of the incident, and it is up to the management to assess the need for a contractual review of the person(s) of the team involved.

4.2.18. If the abuse or aggression takes place between Pros: *The person from the team who becomes aware should talk to the Pro who felt attacked and ask how they want*

*the team to proceed and accompany them during the process, and if they are aligned, talk to the Pro who attacked them afterwards. In these situations, it is proposed the development of activities (such as group dynamics) with the aim of working on these themes (Pro).*

*4.2.19. Regardless of the follow-up and outcome of the process, the Pro in question may continue to participate in the activities of the Party, without any repercussion (Pro).*

4.2.20. When a member of the Comparte is informed of a situation that puts the pro or other person at risk, at least 2 members of the ComParte team and the Policy and Safeguarding Officer (Maria Coutinho Vilaça Carneiro) should meet as a way of understanding if Comparte is able to respond to the situation. In the event that the situation does not fall within its field of action, ComParte should contact the competent authorities (see Annex 6).

## **Appendix 1**

### **Code of Conduct**

All persons covered by this Policy must behave in accordance with the legal and professional standards of conduct of the country, having a legal, professional and moral duty to act whenever there is a well-founded suspicion that a child or vulnerable person may be at risk, as well as a duty to do everything possible to protect them from any harm.

As a member of the ComParte team, I commit to:

- Act in a non-harmful way and in a way that does not put children and young people at risk.
- Treat all Pros with respect and without discrimination, regardless of gender, culture, ethnicity, age, religion, sexual orientation or condition;
- Treat all notifications seriously and with respect for the experience of the persons involved.
- Report to the Safeguarding Policy Responsible any abusive conduct or conduct that puts the child/young person at risk or danger on the part of a person on the ComParte team.

I declare that I have read, understood and undertake to act in accordance with the Safeguarding Policy.

(name)

(type of collaboration)

(signature)

(date)

**Annex 2**  
**Risk Assessment Template**

It must be completed before any activity with children.

<b>Area</b>	
<b>Activity Name</b>	
<b>Date</b>	

<b>Characteristics of the Activity</b>	<b>Risks of the Activity</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li>● Is the activity face-to-face or online?</li> <li>● Will children/young people be covered by the insurance?</li> <li>● How many team members will be present?</li> <li>● Will the children/young people be photographed/filmed?</li> <li>● Will the children/young people share personal experiences?</li> <li>● Can sensitive topics be addressed in the activity?</li> <li>● Will there be audiovisual or written records of the children's/young people's sharing?</li> </ul>	<ul style="list-style-type: none"> <li>● What physical or psychological consequences can emerge from the activity?</li> <li>● What risks are anticipated in relation to the environment or space?</li> <li>● In the case of audio or written recordings of shares, what will be the procedures to maintain confidentiality?</li> </ul>	<ul style="list-style-type: none"> <li>● What support will be available for children?</li> <li>● What mechanisms or procedures can be anticipated/prepared?</li> <li>● What information on protection and safeguarding will those involved receive?</li> <li>● What resources does the team have to deal with risks?</li> <li>● In case of need, is there the possibility of physical and psychological first aid?</li> </ul>

## Annex 3

### Authorizations to Participate in ComParte Activities



O ComParte é uma iniciativa da Fundação Maria Rosa, que trabalha com metodologias criativas e inovadoras de participação. Criamos contextos não-formais e inclusivos para que jovens e pessoas refugiadas (Prós) possam contribuir para o desenho e melhoria de serviços, programas e políticas que lhes dizem respeito.

No ComParte & Educação criamos contextos para ouvir, num ambiente seguro, as experiências dos jovens enquanto alunos e proporcionamos momentos para divulgar este conhecimento único em Encontros, Conferências, Workshops e Reuniões. Nestes espaços os alunos partilham a sua experiência com profissionais e decisores, co-construindo uma Educação que potencia o pleno desenvolvimento e o bem-estar de todos. Daqui resultam ferramentas muito úteis para todos os profissionais que trabalham nas áreas de Educação e Juventude.

Conheça-nos melhor através do nosso site: [www.comparte.pt](http://www.comparte.pt)

#### Autorização de participação

Eu, \_\_\_\_\_, Encarregado(a) de Educação de:  
\_\_\_\_\_ (nome completo), \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(data de nascimento), autorizo o meu/minha educando/a participar  
em \_\_\_\_\_.

Esta atividade decorrerá \_\_\_\_\_ (data e local).

A deslocação dos jovens até ao ponto de encontro realiza-se de forma autónoma. A sua participação na atividade será coberta pelo seguro da Fundação Maria Rosa.

Assinatura do(a) Encarregado(a) de Educação

\_\_\_\_\_  
Data \_\_\_\_/\_\_\_\_/\_\_\_\_\_

#### Consentimento para tratamento de dados

Eu \_\_\_\_\_  
em nome de \_\_\_\_\_, consinto, de forma livre,  
consciente e informada, que o ComParte- Fundação Maria Rosa proceda, no decorrer das atividades do projeto, à captação, ao registo e  
ao tratamento de imagens e som deste jovem, independentemente do suporte e utilize tais imagens e som para a transmissão,  
reprodução, publicação, promoção, adaptação, nos meios que achar por bem, no sentido de promover o projeto.

Assinatura do Encarregado(a) de Educação

\_\_\_\_\_  
Data \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**Contactos:** [equipa@comparte.pt](mailto:equipa@comparte.pt)  
**Casa ComParte:** Largo de Andaluz, nº28, 1º andar, 1050-004 Lisboa

 FUNDACÃO  
MARIA ROSA





O ComParte é uma iniciativa da Fundação Maria Rosa, que trabalha com metodologias criativas e inovadoras de participação. Criamos contextos não-formais e inclusivos para que jovens e pessoas refugiadas (Prós) possam contribuir para o desenho e melhoria de serviços, programas e políticas que lhes dizem respeito.

No ComParte & Educação criamos contextos para ouvir, num ambiente seguro, as experiências dos jovens enquanto alunos e proporcionamos momentos para divulgar este conhecimento único em Encontros, Conferências, Workshops e Reuniões. Nestes espaços os alunos partilham a sua experiência com profissionais e decisores, co-construindo uma Educação que potencia o pleno desenvolvimento e o bem-estar de todos. Daqui resultam ferramentas muito úteis para todos os profissionais que trabalham nas áreas de Educação e Juventude.

Conheça-nos melhor através do nosso site: [www.comparte.pt](http://www.comparte.pt)

### Autorização de participação

Eu, \_\_\_\_\_, Encarregado(a) de Educação de: \_\_\_\_\_ (nome), \_\_\_\_/\_\_\_\_/\_\_\_\_ (data de nascimento), autorizo o meu/minha educando/a:

**(Assinale com um X as opções que autoriza)**

A frequentar a **Casa ComParte** (Largo de Andaluz, nº28, 1º andar)

A participar em **ComPrós da Educação** (convívios entre jovens e equipa ComParte)

A participar em **Sessões, Reuniões, Encontros e Conferências** (momentos de auscultação dos jovens e de partilha do conhecimento com decisores e profissionais)

Autorizo também a participação, caso estas atividades **decorramonline**

Autorizo que o meu/minha educando/a ceda contacto para que seja informado (via email, telefone, Sms, WhatsApp) sobre as atividades ComParte em que poderá participar: \_\_\_\_\_ **(telemóvel e/ou email para contactar jovem)**

Todos estes momentos decorrem com a dinamização da equipa ComParte.

A deslocação dos jovens até ao ponto de encontro realiza-se de forma autónoma.

O seu educando estará abrangido por seguro de acidentes pessoais, a cargo da Fundação, durante os convívios mensais e outras atividades dinamizadas na casa ComParte.

Assinatura do Encarregado(a) de Educação

\_\_\_\_\_  
Data \_\_\_\_/\_\_\_\_/\_\_\_\_

### Consentimento para tratamento de dados

Eu, \_\_\_\_\_, em nome de \_\_\_\_\_, consinto, de forma livre, consciente e informada, que o ComParte proceda, no decorrer das atividades do projeto, à captação, ao registo e ao tratamento de imagens e som deste jovem, independentemente do suporte e utilize tais imagens e som para a transmissão, reprodução, publicação, promoção, adaptação, nos meios que achar por bem, no sentido de promover o projeto.

Assinatura do Encarregado(a) de Educação

\_\_\_\_\_  
Data \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contactos:** [equipa@comparte.pt](mailto:equipa@comparte.pt)  
**Casa ComParte:** Largo de Andaluz, nº28, 1º andar, 1050-004 Lisboa

 **FUNDAÇÃO  
MARIA ROSA**





## **Appendix 5**

### **Children and Youth at Risk - Internal Procedures**

#### **Definitions**

**Abuse:** violation of rights through acts or omissions that may amount to physical, psychological or sexual violence, neglect, mistreatment or exploitation.

**Risk:** a situation of vulnerability that, if not overcome or aggravated, can transition to a situation of danger (whether in terms of education, safety, health or integral development of the child/young person/adult).

**Danger:** a situation of chronic persistence of aggravated stress, where there is a probability of harm or the occurrence of harm in the areas of education, safety, health or integral development of the child/youth/adult.

#### **Concrete examples of dangerous situations:**

- a) The child/young person suffers from physical, sexual or psychological abuse.
- b) The child/young person is abandoned.
- c) The child/young person carries out actions that jeopardize their safety and development, without the legal guardians acting appropriately.

#### **Procedures**

Within the scope of their duties, any member of the ComParte team may come into contact with sensitive information that makes it known that a child/young person (whether pro, or friend/acquaintance of the pro) may be in a situation of risk or danger. In this sense, when a member of the ComParte is informed of a situation that puts the pro or another person at risk or danger, **at least 3 members of the ComParte team must meet**, calling for a moment of reflection and intervision among the team, as a way to understand if the ComParte, as an entity, can respond to the situation. In the event that the situation does not fall within its field of action, Comparte must contact the competent authorities in order to forward the case. Respecting the principle of autonomy and consent, the pro must be informed and involved in the entire process.



Network of competent entities at risk and danger to children and young people:

- **National Commission for the Protection of the Rights and Protection of Children and Adolescents**

Link: <https://www.cnpdpcj.gov.pt/comunicar-situacao-de-perigo>

Phone: 961 231 111

- **UNICEF**

Address: Avenida Barbosa du Bocage 87, 6º andar 1050-030 Lisboa

Phone: 213 177 500

Email: [info@unicef.pt](mailto:info@unicef.pt)

- **Linha da Criança da Provedoria da Justiça**

Phone: 800 206 656

- **ACNUR**

Phone: 21 350 25 30

Email: [geral@pacnur.org](mailto:geral@pacnur.org)

- **APAV CARE NETWORK**

Phone: 116 006

Email: [care@apav.pt](mailto:care@apav.pt)

- **National Social Emergency Line (LNES)**

Phone: 144

## Annex 6

### Vulnerable People in Situations of Risk and Danger - Internal Procedures

**Abuse:** violation of rights through acts or omissions that may amount to physical, psychological or sexual violence, neglect, mistreatment or exploitation.

**Risk:** a situation of vulnerability that, if not overcome or aggravated, can transition to a situation of danger (whether in terms of education, safety, health or integral development of the child/young person/adult).

**Danger:** a situation of chronic persistence of aggravated stress, where there is a probability of harm or the occurrence of harm in the areas of education, safety, health or integral development of the child/youth/adult.

**Discrimination:** any distinction, exclusion or preference directed at a person or group, motivated by his or her nationality, appearance or descent.

#### Concrete examples of situations of discrimination:

- a) Refusal to supply goods or services.
- b) Refusal of access to public places.
- c) Constitution, of classes or other organizational measures according to criteria of racial discrimination.

Discrimination and hate crimes are public crimes and, therefore, anyone can report them to the authorities (PSP or Public Prosecutor's Office).

#### Procedures

Within the scope of their duties, any member of the ComParte team may come into contact with sensitive information that makes it known that a person in a vulnerable situation (whether pro, or friend/acquaintance of the pro) may be in a situation of risk, danger or in a situation of discrimination. In this sense, when a member of the ComParte team is informed of a situation that puts the pro or another person in one of these situations, **at least 3 members of the ComParte team must meet**, calling for a moment of reflection and intervision among the team, as a way to understand if ComParte, as an entity, can respond to the situation. In the event that the situation does not fall within its field of action, the Comparte must contact the competent authorities in order to forward the case. Respecting the principle of autonomy and consent, the Pro must be informed and involved in the entire process.

Network of Competent Entities:

- **High Commissioner for Migration**

Business Phone: 218106100

Email: [acm@acm.gov.pt](mailto:acm@acm.gov.pt)

Migrant helpline: 808 257 257 / 218 106 191

- **Commission for Equality and Against Racial Discrimination**

Online complaint: <https://www.cicdr.pt/queixa>

Phone: 21 810 61 00

Email: [cicdr@acm.gov.pt](mailto:cicdr@acm.gov.pt)

- **ACNUR**

Phone: 21 350 25 30

Email: [geral@pacnur.org](mailto:geral@pacnur.org)

- **Provedor de justiça**

Online complaint: <https://servicos.provedor-jus.pt:7777/odfrontend/publico/formulario/1>

- **Electronic complaint (GNR or PSP)**

<https://queixaselectronicas.mai.gov.pt/>

- **MIGRANT AND DISCRIMINATION VICTIM SUPPORT UNIT**

Business Phone: 2135814

Email: [uavmd@apav.pt](mailto:uavmd@apav.pt)

- **Santa Casa da Misericórdia Lisboa**

Phone: 213 220 860

- **National Social Emergency Line (LNES)**

Phone: 144

*Other sources on which Comparte has relied in developing this Policy:*

- *Safeguarding Policy of the National Commission for the Protection of Children and Young People*
- *UNICEF Safeguarding Policy*