

THE CHILD PROTECTION POLICY



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2020



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Table of Contents

INTRODUCTION	4
Policy Statement	4
Definitions	4
1. People	4
2. Child protection terms	5
3. Teaching definitions	6
Statement	7
Entitlement	7
Sources of information used	8
Associated policies	8
Policy review	8
Roles and responsibilities	8
Policy availability & formats	9
CHILD PROTECTION	10
Nominated personnel	10
When adults need to respond	10
Recognising symptoms of abuse	10
Alcohol, drugs and smoking	11
IT and social networks	12
Photographs	12
Milestone Student Life Events	13
First aid and medical	13
Fire safety and safe environment	14
Whistleblowing	14
Meeting with a student	14
How to report a concern	15
What happens when a concern is reported	15
RECEIVING DISCLOSURE	16
A child telling an adult	16
If an adult is accused	17
If a child is accused	18
Keeping records	18
CHILD SAFE RECRUITMENT	19
Overview	19
Tools	19



MILESTONE

INSTITUTE

<i>Police check</i>	19
<i>Declaration</i>	19
<i>Reference check</i>	19
TRAININGS	20
Responsibility	20
Important materials	20
How trainings are delivered	20
ANNEX - CODE OF CONDUCT	22



MILESTONE

INSTITUTE

INTRODUCTION

Policy Statement

Child abuse and neglect are of growing concern in institutions throughout the world. They are violations of a child's human right and pose obstacles not only to the child's education but also to their physical and emotional development.

The Milestone Institute recognises its moral and statutory responsibility to safeguard and promote the welfare of all students. We strive to provide a safe and welcoming environment where students are respected and valued. We educate our staff and faculty on how to be alert to the signs of different types of abuse and follow our procedures to ensure that students receive the support, protection and justice they need.

The Milestone Institute adheres to the Convention on the Rights of the Child, of which the host country, Hungary, is a signatory.

About us

Name of organisation: Milestone Institute – Milestone Consulting Kft.

Location: 1062 Budapest, Bajza utca 44.

Profile: Educational provider for high school age students (aged between 14 and 19).

Definitions

1. People

Students: Refers to children who are enrolled in the education programme of the Institute and regularly attend classes at the Institute. Enrolled students over the age of 18 are legally considered to be adults but are subject to this policy.

Core staff: Includes all permanent employees who work at the Institute, either full-time or part-time.

Faculty: Refers to any person who is formally engaged in actual teaching, mentoring or other educational service at the Institute but is not member of the core staff.

Staff: Includes all Core Staff and Faculty members.



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Guardian: Includes biological parents, step-parents, legal guardians, adoptive parents and the common law spouse or partner of the parent.

Visitors: Refers to any person who visits the Institute and has any official business with the Institute, and any person who does not have any official business but is found within the premises of the Institute.

2. Child protection terms

Safeguarding: Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Child protection: Refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination and violence.

Bullying: Bullying is defined as actions that are meant to be hurtful, and which happen on a regular basis. Bullying can be direct (either physical or verbal) or indirect (for example, being ignored or not spoken to). It is also understood to be the use of aggression or unkind behaviour with the intention of hurting another person once or on several occasions over a period of time.

Physical abuse: Actual or potential physical harm perpetrated by another person, adult or child. It involves, but not limited to hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent, guardian or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual abuse: Forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

Neglect and negligent treatment: Refers to a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide



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for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

3. Teaching definitions

Module teaching: Module teaching simultaneously offers orientation, immersion in a given field and space for the development of core skills in English. Module length is 8 weeks, each module session lasting for 50 mins in a group size of minimum 6, maximum 12 students.

Mentoring: Mentoring provides individual support for students' intellectual development, orientation, motivation and emotional welfare in each Year Group. Mentors are there as much to represent the students' interests as to guide them through important decisions.

Tutorials: Tutorials include small groups of students and are held by either their mentor or an assigned module leader. They are an excellent way of helping students to explore ideas together and compare perspectives on a given task, problem or issue through academic discussion, debate or collective problem solving.

Student Organisations: Milestone's Student Organisations are student-led and governed, but are supported by the Institute through the Student Life Coordinator.

Societies: Societies at Milestone support the academic goals of the four Divisions of Arts, Literature and Humanities, Numerical Sciences, Natural Sciences and Social Sciences, while also providing an excellent opportunity for students to delve deeper into their fields of interest, broaden their horizons, participate in a professional network and create bonds with their like-minded peers.

Clubs: Milestone Clubs operate on the mutual interests of their members and are not tied to the academic focus of the four Divisions. Clubs provide a great way to get together with a wide variety of other Milestone students and pursue recreational activities. They also present opportunities for acquiring skills and, as they are often led by Milestone Alumni, they provide connections which are beneficial for future academic, career and personal development.



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Student Representative Council: The Student Representative Council (SRC) is put together by student representatives from each Year Group and are trusted three areas of responsibility: academic representation, student welfare and socials as well as student representation on social media.

Student Life events: Any events organised by the Institute for any student life bodies, or official events organised by student organisations approved by the Student Life Coordinator.

Statement

- I. The welfare of the child is paramount (Children Act 1989).
- II. Staff are responsible for their own actions and behavior and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- III. Staff should work and be seen to work, in an open and transparent way.
- IV. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.
- V. Records should be made of any such incident and of decisions made/further actions agreed in accordance with the school procedure for record-keeping.
- VI. Staff should apply the same professional standards with students regardless of gender or sexuality.
- VII. All staff should know the name of their designated person for child protection and understand their responsibilities to safeguard and protect children and young people. This will be explained in staff induction meetings.
- VIII. Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Entitlement

This policy aims to protect all students with contractual relation with the Milestone Institute, or visiting the Milestone Institute, regardless of their racial, social, sexual background or their gender.



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All adults associated with students have responsibilities to safeguard them. There must be a strong safeguarding ethos amongst everyone; they must be aware, vigilant and know to report any concerns or allegations; who to contact within the organisation and also outside the organization.

Sources of information used

The current policy has been written with reference to the following main sources:

- a [collection of guidelines and supporting material](#) relating to child protection issued by Accreditation UK, a quality assurance scheme for UK providers of courses in English as a foreign language (EFL) which the British Council runs in partnership with English UK;
- [child protection guidelines](#) issued by UNICEF Hungary;
- child protection guidelines issued by [Hintalovon Gyermekjogi Alapítvány](#);
- consultations with various internal and external stakeholders of the Institute.

Associated policies

The Child Protection policy of the Institute is strongly associated with the following policies:

- Milestone Institute Data Handling Policy;
- Milestone Institute Health and Safety Policy;
- Module Teaching Guidelines;
- Mentor Job Description;
- Academic Handbook for Students.

Policy review

This policy shall be reviewed on a yearly basis, signed off by the CEO of the Institute and published on the Institute's website. All comments from Staff and Faculty, as well as findings based on cases shall be incorporated.



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Roles and responsibilities

All Faculty and Core Staff must be clear about their own role and that of others in providing a caring and safe environment for all students. All Core Staff must know how they should respond to any concerns about an individual child that may arise.

It is the responsibility of the designated persons, the Child Protection Officer and the CEO to:

- Ensure the Policy is implemented and promoted;
- Acting as a first point of contact both internally externally;
- Receive and act upon any reported concerns;
- Support staff to carry out their safeguarding duties.

Policy availability & formats

The full policy is available on the Institute's website in English.

A shortened, user friendly version with the key parts of the policy is also available on the Institute's website, both in English and in Hungarian. Please note, this is not an official policy, but a simplified version of the full document.



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CHILD PROTECTION

Nominated personnel

All staff must be clear about their own role and that of others in providing a caring and safe environment for all students. All staff must know how they should respond to any concerns about an individual child that may arise. To this end Milestone will ensure that all staff (whether permanent or temporary), know who is the member of Milestone Core Staff who has been given overall responsibility for child protection and safeguarding (the “Child Protection Officer”).

Milestone Institute’s Child Protection Officer (CPO) is Andor Kelenhegyi, the Head of Junior Year, while the Deputy Child Protection Officer (DCPO) is Tünde Szabó, the Academic Operations Manager.

The CPO and the DCPO work closely with the Academic Core Staff, more specifically the House Heads, in ensuring the safeguarding of students and other underage visitors of the Institute.

The CPO and the House Heads form the Child Protection Board and are responsible for investigating all child protection related allegations.

When adults need to respond

The signs of child abuse might not always be obvious and a student might not tell anyone what is happening to them. Therefore, all Core Staff and Faculty members should question behaviours and respond if they suspect or receive information regarding child abuse or neglect. If at any point there is a risk of immediate serious harm to a child e.g. students fighting, action should be made immediately and the incident should be reported as soon as possible to any of the nominated personnel.



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Recognising symptoms of abuse

Signs of abuse include (but are not limited to):

Emotional abuse

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents, guardians or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents, guardians or carers blaming their problems on their child;
- Parents, guardians or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Neglect and negligent treatment

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are often angry, aggressive or self-harm;
- Parents who fail to seek medical treatment when their children are ill or are injured.

Physical abuse

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones;
- Children with unexplained: bruises or cuts; burns or scalds; or bite marks.

Sexual abuse

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games;
- Children with physical sexual health problems, including soreness in the genital;
- and anal areas, sexually transmitted infections or underage pregnancy;
- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from changes in emotional well-being.



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Alcohol, drugs and smoking

The alcohol, smoking and drugs policy of the Institute is consistent with Hungarian law. Apart from the prohibition of all illegal substances, all underage persons are prohibited from consuming alcohol or tobacco on the premises. Beyond that, the Institute also maintains a general non-smoking policy. Students of legal age, guardian, staff and faculty members may consume alcohol on the premises during special events. Even in such cases, the Institute strongly advises to consume responsibly, as the abuse of alcohol may be detrimental to health as much as to reputation. Violation of these rules may lead to immediate exclusion from the programme. No drug consumption is allowed.

IT and social networks

Core Staff and Faculty should be careful not to access inappropriate content in front of students. Whether at work or at home, accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

When communicating online:

- Always use age-appropriate language in your communications and make sure all your communications are relevant to the work of the project you're involved in;
- Use Canvas, email or phone to communicate with students;
- Do not befriend or follow students on social media accounts (for example but not limited to Facebook, Instagram, Snapchat, etc);
- Do not behave in a way that goes beyond a professional working relationship and providing pastoral care;
- Never post any content that could be deemed defamatory, obscene or libellous;
- Do not post comments that exhibit or appear to endorse grossly irresponsible behaviour or law breaking of any kind.

Photographs

Photographs or film of students may appear in the Institute's materials, prospectus, brochures, websites, advertisements or press releases, according to the following rules:



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INSTITUTE

- Photographs always must be taken in a courteous manner, giving due respect to the subject photographed ;
- Photographs should be used in context and should be a true representation of events;
- People (especially children) should be adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive;
- Photographs or films of children and/or information related to children that could compromise their care and protection through any form of communication media are not allowed to be used.

Milestone Student Life Events

The Institute ensures that its safeguards for child protection are employable for student life events as well. All events that are organised within the Institute are supervised by one of the Core Staff and Faculty members.

In certain cases, the Institute also provides supervision for external events (for example gallery visit with a Faculty member to a museum, attending conferences in the name of a Milestone Student Organisation, etc.). The appointment of responsible accompanying Core Staff or Faculty member serves as a way to ensure that the policies described in this document are in place during external events.

All events that are not organised by the Institute or there is no Core Staff or Faculty member appointed cannot be considered as Milestone Student Life events, as such the Institute cannot ensure that all relevant child protection safeguards are met.

First aid and medical

In case of emergency situations students are required to inform the reception and the reception is required to take the necessary steps to eliminate the danger. There must be always at least one member of staff who has attended specific first aid training on duty.

If one guardian of a student consents to or approves a course of action, both guardians will be deemed to have given such consent or approval, and the Institute shall not be obliged to obtain the consent of both guardians. Where the need arises, the Institute may authorise the taking of such action as the Institute deems necessary or desirable in the circumstances, including obtaining medical examination or treatment of a student, calling for further medical or specialist advice or the removal



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of the student to a hospital or other location, all expenses thereby incurred being for the guardian's account. The Institute will try to contact at least one guardian and endeavour to obtain their consent but where neither guardian can be reasonably contacted or if the Institute deems that the circumstances do not reasonably allow for such contact to be made, the Institute is hereby authorised to take such action.

More detailed information may be found in the Health and Safety Handbook.

Fire safety and safe environment

All individuals entering the Institute premises are expected to maintain a safe environment and respect both community property and the property of others. Theft, the possession or use of stolen property, vandalism, destruction, or abuse of personal or community property, are considered violations of this standard. Examples of violations of this standard are: possessing or using fireworks, firearms or other dangerous weapons, items, or substances, using the fire extinguishers or setting off fire alarms (except in an actual emergency). As a possible fire exposes so many students, staff and faculty members to extreme danger, the burning of anything or the use of an open flame indoors (candles, matches, lighters, incense, tobacco products, etc.) is also considered a violation of this policy.

More detailed information may be found in the Health and Safety Handbook.

Whistleblowing

Core Staff and Faculty are required to report any concern or allegations about practices or the behaviour of colleagues that are likely to put students at risk of abuse or other serious harm as well as more general concerns which may not immediately seem "serious" enough to constitute a formal "allegation". There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith and their report will remain confidential.

Meeting with a student

All teaching sessions, let them be module teaching or mentoring shall happen at the premises of the Institute, within the opening hours.

It is the Faculty / Core Staff member's responsibility to ensure that no one-on-one meetings with an adult and a student happens in a closed room. Mentoring sessions



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INSTITUTE

are advised to be held at any of the mentoring spots of the Institute, which could be found in open spaces, such as the common room. If the mentoring session has to happen in a teaching room, the door shall never be closed and another Milestone Core Staff or Faculty member should be informed.

How to report a concern

Any person who believes that a child is in need of protection must immediately contact either of the House Heads, the DCPO or the CPO and share their concerns with them either orally or in writing.

It is the responsibility of the House Heads, the DCPO and the CPO to create an environment in which reporting such concerns is handled with the utmost serenity and trust. Those who wish to report a concern should feel entitled to use any form of communication they deem suitable (e-mail, telephone, private discussion, etc.).

What happens when a concern is reported

The Institute takes all concerns reported seriously and follows the steps below.

- Once a concern is reported, the Child Protection Board (i.e. the CPO and the House Heads) convenes for an initial evaluation at the earliest possible opportunity but no later than 48 hours after the reporting.
- As part of the initial evaluation, the Board discusses the information received, decides if there is an imminent risk of serious harm to the child and decides if collating further information is necessary.
- If the result of the initial evaluation is that there is an imminent risk of danger to the child, the Board makes a recommendation to contact the responsible Child Protection Services Office based on the child's home address (*'a gyermek lakóhelye szerint illetékes gyámügyi hivatal'*). The CPO makes a decision as to contacting the authority within 72 hours of the initial reporting.
- If the result of the initial evaluation is that there is no imminent risk of serious harm to the child:
 - If necessary, the Child Protection Board collates further information, which process may include the involvement of other staff or faculty members, on a strictly need-to-know basis.
 - Once all information deemed necessary has been collated, the Child Protection Board reconvenes and makes a recommendation as to whether contacting the responsible Child Protection Services Office



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INSTITUTE

based on the child's home address (*a gyermek lakóhelye szerint illetékes gyámügyi hivatal*) is necessary.

- The CPO makes a decision as to contacting the authority within 8 days of the reporting.
- If the decision made by the CPO is to not contact the authority, the Child Protection Board reconvenes and decides what internal measures, if any, may be needed.



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INSTITUTE

RECEIVING DISCLOSURE

A child telling an adult

If a child approaches a Core Staff member or a Faculty about a child protection related matter, follow the step by step guide below. It is important to understand that it is not the approached Core Staff or Faculty member's responsibility to fix the issue on his or her own, they rather have to pass it to a designated personnel who was trained to solve these matters.

RECEIVE THE INFORMATION: If a child at risk asks if they can tell you something or you feel that they are about to disclose:

- It is important to be ready to listen;
- Never promise you can keep anything secret, however it is important to assure them that the matter will only be disclosed to people who need to know about it;
- If they then decide not to tell you, don't pressure them - just go and tell the CPO what has happened or what you might suspect and follow this up in writing;
- If the child or adult at risk accepts that you may have to pass on information they give you, it may be appropriate to suggest that both of you go to CPO. Don't pressure them to do this if you sense a reluctance that may impact on them continuing with the details of their disclosure;
- Listen to what is being said, trying not to display shock or disbelief;
- Accept what is being said, be empathetic, but do not comment upon it or ask questions;
- Open questions may be asked, but only if considered necessary to establish the facts of what is being reported;
- Do not ask 'leading' or suggestive questions, for example, "What did s/he do next?" (This assumes s/he did!), or, "Did s/he touch your private parts?" Such questions may invalidate your evidence (and the young person's) in any later prosecution in court or family proceedings;
- Questions should not be intrusive nor make the person feel uncomfortable.

REASSURE: Always stay calm and be reassuring. In the most appropriate way possible, try to convey that:

- You are glad they told you;
- You have heard what they have said to you;



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- It is not their fault;
- You will do your best to protect and support them;
- Reassure them but only so far as is honest and reliable. Don't make promises you may not be able to keep, such as, "I'll stay with you", or, "Everything will be all right now";
- Do not criticise the alleged perpetrator.

MAKE SAFE: The immediate priority in all instances of any allegation or suspicion of unacceptable behaviour is to keep the suspected victim safe from further immediate harm or distress.

REFER: Once immediate danger is removed, at the earliest opportunity you **MUST**:

- Promptly pass a verbal account to the CPO / DCPO;
- If the CPO / DCPO is not available, make contact with another designated personnel (i.e. either of the House Heads).

RECORD: Record the nature of the allegation, including as much detail as possible on what was actually said by the young person.

- Write down what you heard;
- Clearly separate facts (things you were told) from personal judgement or assumptions;
- Include names, address, and contact information;
- Note any observations on behaviour/emotional state or injuries and bruising;
- Note time, location and date of disclosure and sign the notes;
- Do not investigate the matter yourself.

If an adult is accused

The Institute has procedures for dealing with concerns and allegations against Core Staff and Faculty who work with children. These aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations.

Where an allegation is made against a Core Staff, Faculty or Guardian, the CPO /DCPO must be informed either verbally or in writing.

In a situation wherein the Institute considers that the behaviour of a staff member could possibly place a child at risk of harm, they reserve the right to suspend that member of staff pending an investigation.



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INSTITUTE

If there are Allegations against the CPO, concerns need to be reported to House Heads or the DCPO, who will involve the CEO to deal with the allegations based on the relevant procedure.

If there are Allegations against the DCPO, concerns need to be reported to the House Heads or directly to the CPO, who will involve the CEO to deal with the allegations based on the relevant procedure.

If a child is accused

Allegations against students should be reported immediately to the CPO / DCPO and the same procedure should be followed as in case of an adult followed.

Keeping records

Reported matters

No one person within a school can be expected to have the full picture of a child's circumstances. To overcome this, the Institute has a single, comprehensive, detailed, accurate and secure system of reported matters, which is maintained and monitored by the CPO to enable patterns to be spotted. Reported matters will be stored for 5 years.

Student information records

Milestone Institute recognises the importance of keeping up-to-date and accurate information about students and so will regularly ask all parents and carers to provide the following information and to notify the school of any changes that occur. This information is treated as confidential, although shared (as appropriate) with relevant staff:

- Names and contact details of persons with whom the student normally lives;
- Names and contact details of all persons with parental responsibility;
- Details of emergency contacts;
- Any relevant court orders in place including those that affect any person's access to the child, such as Residence Order, Contact Order, Care Order, Injunctions (if applicable);
- Medical and other needs (if applicable).



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CHILD SAFE RECRUITMENT

Overview

The Institute is committed to child safe recruitment, selection and screening practices and has a child safe recruitment policy in place. The aim of this policy is to minimize the risk of employing any Core Staff or Faculty with the slightest doubt of child protection issues.

All Milestone Core Staff and Faculty members are required to provide the documents listed below and read this policy and comply with its requirements. All documents are kept in accordance with the relevant data protection regulations.

The Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

Tools

Police check

All Milestone Core Staff and Faculty members must provide a valid police check from their country of residence the latest until the first day of their employment. We do not employ anyone without police checks.

Declaration

All Milestone Core Staff and Faculty member must provide a written declaration (see template in Annex) that they have never had any case related to child protection latest until the first day of their employment.

Reference check

All new joiner Milestone Core Staff and Faculty members must provide reference details. Among the different HR related reference question, there is one relating to the knowledge of the referee of any disciplinary procedures related to the referent.



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INSTITUTE

TRAININGS

Responsibility

The Institute is committed to on-going safeguarding training and development opportunities for all employees, developing a culture of awareness of safeguarding issues to help protect everyone. All our Core Staff and Faculty members will receive induction training and undertake safeguarding training on a regular basis, appropriate to their role and the department they work in, in order to:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse;
- Respond to concerns expressed by a child or young person;
- Work safely and effectively with children;
- Ensure their practice is not likely to result in allegations being made.

The CPO and Head of Service Centre are responsible for organising the following training:

- All Core Staff and Faculty shall participate in basic level training;
- The designated personnel shall participate in advanced level training.

Important materials

All staff are made aware, during their induction period (and regularly thereafter), of Milestone's systems within which support safeguarding, including:

- Milestone Institute's Child Protection Policy (this document);
- Staff code of conduct (appendix to this document);
- What to do if you're worried a child is being abused Advice for practitioners ([LINK](#)).

All staff are required to sign a document confirming that they have been made aware of, have read, and that they understand the above information.

How trainings are delivered

All Milestone Core Staff and Faculty Members are required to participate in relevant training session. During the first week of their employment, they must successfully



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pass an online test prescribed by the CPO. Before the start of the Academic Year, all Milestone Faculty have to attend group trainings. All Milestone Core Staff members must attend a personal training during the induction process.



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ANNEX - CODE OF CONDUCT

I, [NAME, PLACE AND DATE OF BIRTH, MOTHER'S MAIDEN NAME], agree that I will comply with Milestone Institute's Child Protection Policy and I will:

Social Contact

Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;

Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;

Not establish or seek to establish social contact with pupils that goes beyond a professional working relationship and providing pastoral care;

Not organise meetings with students outside of the Institute's premises without prior approval from a Milestone Core Staff member.

Physical Contact

Avoid physical contact with students. However, if contact becomes necessary, this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background;

Not engage children in any form of sexual activity or acts, including paying for sexual services or acts. I understand that mistaken belief of the age of the child is not a defence;

Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;

Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my manager's permission, and ensure that another adult is present if possible;

Refrain from physical punishment or discipline of children.

Photographs

Use any computers, mobile phone, or video and digital cameras appropriately;

Never exploit or harass children or to access child pornography through any medium.



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General provisions

Comply with all relevant legislation, including labour laws in relation to child labour;

Immediately report concerns or allegations of child abuse in accordance with appropriate procedures outlined in this Child Protection Policy.

I understand that the onus is on me to use common sense and avoid actions or behaviours that could be construed as child abuse when undertaking project activities.

Date _____

Name _____

Signature



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SELF-DECLARATION

I [NAME, PLACE AND DATE OF BIRTH, MOTHER'S MAIDEN NAME] declare that I have never been convicted of any offence involving any type of harm to a child or children, nor have I ever been warned or cautioned in relation to such a matter. I also declare that there are no civil or criminal proceedings of any nature pending against me at the date of this declaration relating to any allegation concerning any type of harm to a child or children.

I authorise the Milestone Institute (Milestone Consulting Kft., 1062 Budapest, Bajza utca 44.) to seek references or approach previous employers for information to verify information on disciplinary offences relating to children.

I understand that if I withhold any relevant information, or present false or inaccurate information, that the contract for services for the above mentioned project will be terminated with immediate effect.

Date _____

Name _____

Signature
