

Safeguarding Policy (Child & Vulnerable Persons)

Approved by: Board of "Všļ Kultūros Alējos/Cultural Alleys"

Date: October 11, 2025

Review cycle: Annually (full review every 3 years)

"Všļ Kultūros Alējos/Cultural Alleys" aims to create spaces those are, vibrant, accessible, and kind to all. We take responsibility to protect children (any person under 18) and any participant who may be vulnerable because of age, health, disability, legal status, economic situation, or lived experience while participating or engaging with us.

Scope and who this applies to:

This policy applies to everyone representing or working with "Všļ Kultūros Alējos/Cultural Alleys": - Board members, staff and paid contractors - Volunteers, interns and trainees - Event partners, freelancers, artists, and subcontractors - Visitors and guests at our events and programmes

It covers all activities we run, fund, host, or promote online or offline, one-off events, festivals, residencies, workshops and research or communications involving participants.

Principles (On how we act):

- Welfare first. The wellbeing of children and vulnerable people is paramount.
- Do no harm. Prevention is as important as response.
- Participation. Where appropriate, we listen to children and vulnerable people and respect their views.
- Confidentiality and dignity. Information is shared on a need-to-know basis.
- Non-discrimination. We actively remove barriers and avoid paternalism.

Roles & responsibilities

Board: Adopts the policy, ensures resources and accountability.

Director: Ensures implementation, appoints Safeguarding Officer.

Safeguarding Officer: Single point of contact for safeguarding matters (including children);

Duties include: - Receive, record and manage reports confidentially.

- Coordinate immediate safety steps and referrals.

- Keep the Director informed.

- Maintain incident records and ensure secure storage.
- Arrange training and policy reviews.

Project leads/Event organisers: complete risk assessments, identify safeguarding officers at events, ensure safer recruitment for their teams.

All staff, volunteers, partners: required to read and sign the Code of Conduct and report concerns promptly.

Safer recruitment & checks

- All roles working directly with children or vulnerable people must include safer recruitment steps: role description with safeguarding responsibilities, reference checks, identity verification and where applicable under Lithuanian law background checks or certificates.
- Volunteers and short-term contractors must complete a self-declaration and be supervised until vetted.
- Safeguarding clauses are included in contracts with partners and service providers.

Code of Conduct

- Treat everyone with respect and preserve dignity.
- Never be alone with a child in a private space unless unavoidable for safety; if this happens, document and inform a manager.
- Do not use physical contact except when necessary for safety or first aid and with consent where possible.
- Do not share alcohol, drugs, or medication with children.
- Keep professional boundaries i.e., do not invite children to private accommodation or form private relationships with vulnerable participants that conflict with your role.
- Follow data protection rules; do not post identifying images of children without explicit consent.

Participation, consent & communication

- Obtain informed consent from a child's parent/guardian for participation in programmes where required.
- Where appropriate, use child-friendly information and ask for the child's assent in addition to guardian consent.
- Provide accessible options for participation and application (audio, video, simplified forms) and reasonable adjustments for neurodivergent participants and people with disabilities.

Media, photography and digital safety

- Do not publish photos, video or personal data of children or vulnerable people without written informed consent from the person or their guardian.
- When consent is given, minimise identifying metadata and avoid captions or tags that reveal location or contact details.
- Train communications staff and ensure content respects dignity and avoids sensationalism.

Risk assessment & event practice

- Run a safeguarding risk assessment for every project, event, residency or research activity. Document mitigation measures.
- For any public event where participants include children or vulnerable people, appoint at least two visible safeguarding contacts and display how to reach them.
- Ensure first-aid trained staff and accessible emergency plans.
- For travel or overnight stays, never place minors in shared rooms with unrelated adults; provide alternatives.

Reporting concerns

If someone is at immediate risk, call emergency services (112 in Lithuania) and ensure safety first.

If not an immediate emergency:

1. Listen calmly to the person disclosing. Do not interrogate or promise confidentiality.
2. Note facts (dates, times, what was said) as soon as possible.
3. Report to the Safeguarding Officer using the incident form and email/phone line provided.
4. The Safeguarding Officer assesses risk, takes immediate safety actions, and decides on referrals to statutory authorities (State Child Rights Protection Service, police, social services) as required.
5. Keep a confidential record of actions taken. Share information only on a need-to-know basis.

Whistleblower protection: anyone who reports in good faith will be supported and will not face retaliation.

Investigation & outcomes

- The organisation will follow transparent procedures, balancing confidentiality, fairness to the accused, and child safety.

- Alleged perpetrators who are staff or volunteers may be suspended pending investigation.
- Where criminal behaviour is suspected, the Safeguarding Officer will involve police and statutory agencies.

Support & referrals

- Offer prompt support to affected individuals (medical, psychological, legal guidance) and signpost to specialist services.
- Maintain a local referral list (children's helplines, mental health services, State Child Rights Protection Service and emergency numbers).

Data handling & GDPR

- Treat safeguarding records as special category data: store securely, limit access, and retain only while necessary for legal or safeguarding reasons.
- For participants under the GDPR consent age, obtain parental consent for data processing and verify where practicable.

Working with partners and contractors

- Partners must sign and follow this policy or provide an equivalent safeguarding policy.
- We will not subcontract activities involving children to organisations without adequate safeguarding measures.

Training & awareness

- Provide safeguarding induction for all staff and volunteers within their first 3 months and refresher training annually.
- Specialised training for Safeguarding Officer(s) and event safeguarding contacts.

Inclusion, participation and accessibility

- Adopt language that is person-centred and non-stigmatising.
- Use accessible, plain-language versions of this policy for participants and children.
- Offer multiple ways to report concerns (email, hotline, face-to-face) and ensure materials are available in Lithuanian and other languages commonly used by our participants.

Monitoring, review & governance

- The Board will receive an annual safeguarding report.

- Policy review: annual operational review and full Board review every three years or sooner if legislation or best-practice changes.

Immediate contacts

- Safeguarding Officer: Martina Vyšniauskaitė ,
martina.vysniauskaite@culturalalleys.org
- Director: Abhishek Chauhan, abhishek.chauhan@culturalalleys.org
- Emergency: 112 (Lithuania)

End of policy document

Appendices (templates included)

Incident Report Form / Įvykio pranešimo forma

English

Use this form to record any safeguarding concern or incident.

Keep it factual and confidential. Submit to the Safeguarding Lead as soon as possible.

Date of report: _____

Name of person completing form: _____

Role / position: _____

Contact details: _____

Name(s) of person(s) affected: _____

Age (if relevant): _____

Date/time of incident or concern: _____

Location: _____

Description of concern / incident (facts only):

Actions taken (who was informed, when, and what happened next):

Is anyone still at risk? ☐ Yes ☐ No

Reported to Safeguarding Lead: ☐ Yes ☐ No

Date/time reported: _____

Signature: _____ Date: _____

Lietuvių kalba

Naudokite šią formą bet kokiam įvykiui ar susirūpinimui susijusiu su vaikų ar pažeidžiamų asmenų saugumu užregistruoti.

Informaciją pateikite aiškiai ir konfidencialiai. Užpildytą formą nedelsdami perduokite atsakingam Etikos koordinatoriui (Safeguarding Officer).

Ataskaitos pildymo data: _____

Formą pildančio asmens vardas, pavardė: _____

Pareigos: _____

Kontaktiniai duomenys: _____

Asmens (-ų), susijusių su įvykiu, vardas (-ai), pavardė (-ės): _____

Amžius (jei aktualu): _____

Įvykio / susirūpinimo data ir laikas: _____

Vieta: _____

Įvykio ar susirūpinimo aprašymas (tik faktinės aplinkybės):

Kokių veiksmų buvo imtasi (kas ir kada buvo informuotas, kas nutiko toliau):

Ar kas nors vis dar yra pavojuje? ☐ Taip ☐ Ne

Ar buvo pranešta atsakingam Etikos koordinatoriui: ☐ Taip ☐ Ne

Data ir laikas kada buvo pranešta Etikos koordinatoriui: _____

Parašas: _____ Data: _____

Safer Recruitment Checklist / Etiškos atrankos kontrolinis sąrašas

English

For all roles involving contact with children or vulnerable persons.

- ☐ Role description includes safeguarding responsibilities
- ☐ Candidate identity verified
- ☐ Criminal record/background check completed (if required)
- ☐ Safeguarding training completed before starting
- ☐ Signed Code of Conduct on file
- ☐ Supervision plan confirmed (for volunteers)

Lietuvių kalba

Taikoma visiems, dirbantiems ar turintiems kontaktą su vaikais ar pažeidžiamais asmenimis.

- ☐ Pareigų aprašyme nurodytos atsakomybės už saugumą ir etiką
- ☐ Patvirtinta kandidato tapatybė
- ☐ Atliktas teistumo / patikimumo patikrinimas (jei reikia)
- ☐ Išklausyti saugumo ir etikos mokymai prieš pradedant darbą
- ☐ Pasirašytas elgesio kodeksas
- ☐ Patvirtintas kuratorystės planas (savanoriams)

Media & Photo Consent Form / Leidimo naudoti nuotraukas ir vaizdo įrašus forma

English

MEDIA & PHOTO CONSENT FORM (Guardian and Participant)

Participant name: _____

Age: _____

Parent/Guardian name (if under 18): _____

☐ I consent to Kultūros Alėjos taking and using photos/video of me / my child for cultural, educational, or communication purposes.

☐ I do not consent.

Purpose and use explained: ☐ Yes ☐ No

Signature (participant or guardian): _____

Date: _____

Lietuvių kalba

LEIDIMO NAUDOTI NUOTRAUKAS IR VAIZDO ĮRAŠUS FORMA (Tėvų / globėjų ir dalyvio)

Dalyvio vardas, pavardė: _____

Amžius: _____

Tėvo / motinos / globėjo vardas, pavardė (jei nepilnametis): _____

☐ Aš sutinku leisti VšĮ Kultūros Alėjos fotografuoti ar filmuoti mane / mano vaiką kultūros, švietimo ar komunikacijos tikslais.

☐ Aš nesutinku.

Naudojimo tikslas paaiškintas: ☐ Taip ☐ Ne

Dalyvio ar globėjo parašas: _____

Data: _____

Event Safeguarding Checklist & Risk Assessment / Renginio saugos kontrolinis sąrašas ir rizikos vertinimas

English

Event name: _____

Date: _____

- ☐ Safeguarding Lead assigned
- ☐ Emergency contacts visible
- ☐ First aid kit available
- ☐ Staff briefed on reporting procedures
- ☐ Consent forms collected (if required)
- ☐ Space accessibility checked
- ☐ Photography policy confirmed

RISK ASSESSMENT

- Main risks identified: _____
- Actions to reduce risk: _____
- Responsible person: _____

Lietuvių kalba

Renginio pavadinimas: _____

Data: _____

- ☐ Paskirtas atsakingas asmuo už saugą
- ☐ Skubios pagalbos kontaktai yra matomi ir žinomi
- ☐ Pirmosios pagalbos rinkinys prieinamas
- ☐ Darbuotojai supažindinti su pranešimo apie įvykius tvarka
- ☐ Surinkti sutikimo dokumentai (jei reikia)
- ☐ Patikrintas patalpų prieinamumas
- ☐ Patvirtinti fotografavimo nuostatai

RIZIKOS VERTINIMAS

- Pagrindinės rizikos: _____
- Prevenciniai veiksmai: _____
- Atsakingas asmuo: _____

Code of Conduct (Signature Page) / Elgesio kodeksas (pasirašymo lapas)

English

I agree to uphold the safeguarding values of VŠĮ Kultūros Alėjos and to follow its Child & Vulnerable Persons Safeguarding Policy.

I will treat all participants with respect, ensure their safety and dignity, and report any concerns immediately.

Name: _____

Role: _____

Signature: _____

Date: _____

Lietuvių kalba

Aš sutinku laikytis VŠĮ Kultūros Alėjos vaikų ir pažeidžiamų asmenų apsaugos nuostatų bei vertybių.

Elgsiuosi pagarbiai, užtikrinsiu dalyvių saugumą ir orumą, bei nedelsdamas pranešiu apie bet kokius susirūpinimus.

Vardas, pavardė: _____

Pareigos: _____

Parašas: _____

Data: _____

Child-Friendly Policy Summary / Vaikams pritaikyta politikos santrauka

English

We want every child and young person to feel safe, respected, and welcome at Kultūros Alėjos events.

You have the right to be safe.

If something worries you, tell a staff member or the safeguarding contact.

We will listen, help, and make sure you are protected.

Lietuvių kalba

Norime, kad kiekvienas vaikas ir jaunuolis jaustųsi saugus, gerbiamas ir laukiamas VŠĮ Kultūros Alėjos renginiuose.

Tu turi teisę jaustis saugus.

Jei kas nors Tau kelia nerimą - pasakyk darbuotojui arba kreipkis į mūsų atsakingą Etikos koordinatorių.

Mes iš klausysime, padėsime ir pasirūpinsime, kad būtum apsaugotas.