Föreningen Luckan Child Protection Policy

This document outlines how Föreningen Luckan rf (hereby Luckan) is committed to protecting children, and what practical measures its employees must take to keep children and young people safe in its work. Luckan operates in Finland and complies with Finnish and EU laws and regulations as applicable.

This Policy will be regularly reviewed:

- In accordance with changes in legislation or official guidance on child protection or following any changes within Luckan.
- Following any issues or concerns raised about the protection of children within Luckan.
- In all other circumstances, at least every three years.

This child protection policy is based upon UNCRC, the law of Finland, the Finnish Child Welfare Act, the Non-Discrimination Act, and GDPR.

This policy refers to a child, children, young person, young people, as persons aged 0-17, considered minors by Finnish legislation.

Members of staff refers to both paid and unpaid employees and workers. It includes apprentices, trainees, and volunteers, and generally, employees on temporary, fixed term and permanent work contracts.

This Child Protection Policy gives overarching guidance and direction on how any work involving children and young people is to be conducted by Luckan. It is to be used in conjunction with other guidelines for staff. The other guidelines for staff are explained in a separate internal document.

Föreningen Luckan ry. a non-profit organization, aims to support and improve conditions for immigrants in Finland regardless of country of origin or status. Luckan is fully committed to safeguarding the welfare of all children involved in or affected by its development activities. Luckan recognises its responsibility to promote safe practice and to protect children from harm, abuse, and exploitation.

Within Luckan's operations UngInfo and LillaLuckan, products and services are offered especially for children and young people. Within these aforementioned activities, it is required that the employees are trained or have qualifications to work with children and young people. In these affected businesses, mandatory background checks are carried out when recruiting staff. With the support of the Act on checking the criminal background of persons who work with children and the Criminal Records Act, staff whose duties consist of working with minors permanently and to a significant degree are checked.

Luckan Integration has a wide range of activities for immigrants and has an important networking role in the public, private and third sector. Luckan Integration's primary function is not to offer products and services particularly for children and young people, but it may occasionally participate in projects or other work where all, or part of the participants are underaged. Due to its target group primarily being adults, Luckan Integration does not require its employees to be trained or have qualifications in working with children and young people. It also does not undertake background checks like the two other teams of Föreningen Luckan ry (UngInfo and LillaLuckan working directly with children and young people have mandatory background checks) when recruiting members of staff, but it **may** do so if project(s) involve children. It also has other safeguards in place for employees working directly or remotely with underaged people.

These include:

- Training and guidance.

- A named Child Protection Representative

- Ensuring partners co-working on projects whose target groups may be underaged have relevant capacity to ensure safety and protection of children and young people. Details of procedures relating to safeguarding children are clarified with partner organizations at the start of each project.

In addition, Luckan may apply additional safeguards where it is deemed beneficial, to ensure safety and protection of children and young people as well as other participants in its events and other work.

The Head of Luckan is the named Child Protection Representative. Their responsibilities include the following:

- Ensuring Luckan staff who are going to be working with children and young people familiarize themselves with this document and procedures before the new project commences, or before new members of staff get involved in an ongoing project,

- Where there is a safeguarding concern involving a child or young person, investigating, and notifying the local authority where applicable,

- Informing Luckan board of any safeguarding concerns and alerts,

- Ensuring the Child Protection Policy is reviewed every three years, or when legislative or internal changes take place.

Luckan staff and volunteers will work together to be inclusive and to accept and respect diversity and different backgrounds. Luckan is committed to always respecting the rights of children and young people regardless of gender, skin color, sexual orientation, or official status.

Collaborators are required to abide by this policy whilst co-working with Luckan where children or young people are involved.

Where work takes place in the premises of a collaborator with children present, where Luckan is providing content such as a presentation or a workshop in person, Luckan would like staff with valid First Aid training and certification present. Where this is not possible, Luckan must be made aware of the procedures in cases of a personal injury.

Before the start of an event, Luckan staff must be shown nearest fire escapes and equipment as per standard procedure, either by the collaborator, or by the owner or landlord of the premises.

Collaborators are to be made aware of the above mentioned requirements at the planning stage of a project, and before the start of any individual event where children and young people are present, so that suitable arrangements can be made by the stakeholder.

Where external speakers or other visitors are invited, they are asked to follow the same processes and procedures as Luckan employees. Visitors are only invited to participate in events and other work with children present when it is relevant to the project.

Children and young people and / or their parents or carers are made aware if photo- and videographers or other such professionals are invited to events, and their permission to be pictured and / or videoed is requested in writing, and media material recorded only of individuals for whom a permission has been obtained.

Luckan will recruit, train, support and supervise staff to adopt best practices to safeguard and protect children from abuse and to reduce risk to themselves. Separate guidance and procedures have been developed for Luckan staff, to ensure they know what to do in emergencies and other situations causing concern, where children or young people are present. Luckan requires staff to adopt and abide by this Child Protection Policy and follow the guidelines given.

Föreningen Luckan will respond promptly to any allegations of misconduct or abuse of children in line with this Policy, Finnish legislation, and the UN Treaty on the Rights of the Child. Luckan will regularly monitor and evaluate the implementation of this policy and update internal policies, when necessary.

Complaints should be directed to the head at Föreningen Luckan, Child Protection Representative, whose contact details are available on Luckan's website:

https://helsingfors.luckan.fi/kontakt