Child Protection & Safeguarding Policy

Mise HERo s.r.o. — Version 1.2, 20 October 2026

Safeguarding contacts — who to contact about a child's safety

If you have any concern about the safety or wellbeing of a child in any Mise HERo activity, contact the Designated Safeguarding Lead directly (or the Deputy DSL in their absence). In an emergency call 112.

	Name	Role in organisation	E-mail	Phone
Designated Safeguarding Lead (DSL)	Mgr. Martina Kolářová, Ph.D.	Learning & Development Designer, Trainer and Facilitator	martina.kolarova@misehero.cz	+420 723 265 676
Deputy DSL	Antonín Vacek	Managing Director (jednatel)	antonin.vacek@misehero.cz	+420 603 889 187

1. Introduction

This policy is issued by Mise HERo s.r.o., Company ID (IČO): 03750876, registered office Vlčická 127, 190 12 Praha 9, Czech Republic ("Mise HERo"). Mise HERo is an organisation that designs and delivers experiential learning, gamification, and youth empowerment programmes in the Czech Republic and across Europe. Through XPLAB (Experience Lab), we create playful and safe spaces for children, young people, and adults to grow, learn, and co-create.

We believe every child has the right to feel safe, respected, and empowered. Our Child Protection & Safeguarding Policy (CPSP) sets out how we prevent, respond to, and monitor child protection risks in all our projects and partnerships.

This policy is inspired by the UN Convention on the Rights of the Child (UNCRC), Czech and EU law, EU funding programme safeguarding requirements (CERV, Erasmus+), and best practices from our partner organisations.

2. Core Principles

1. **Best interests of the child** guide all decisions and actions.
2. **Participation & voice:** children's views are respected, considered, and included.
3. **Equity & inclusion:** all children, regardless of gender, background, ability, or identity, have equal rights to protection.
4. **Transparency & accountability:** safeguarding is everyone's responsibility, supported by clear reporting and governance.
5. **Zero tolerance** for all forms of abuse, neglect, exploitation, discrimination, bullying or harassment.

6. **Privacy & GDPR compliance:** all personal data is handled lawfully, fairly, and securely in line with EU GDPR and Czech law.

3. Scope

This policy applies to:

- **Staff & associates:** employees, contractors, interns, volunteers, trainers, facilitators, and anyone acting on behalf of Mise HERo.
- **Children & young people** under 18 participating in Mise HERo activities, projects, exchanges, or represented in our media.
- **Partners:** EU project consortium members (CERV, Erasmus+), schools, NGOs, host organisations.
- **Settings:** face-to-face trainings, youth exchanges, digital platforms, social media, accommodation, travel, and off-site activities.

4. Roles & Responsibilities

Leadership/Board

- Approves the policy, ensures resourcing, and reviews annually.

Designated Safeguarding Lead (DSL): Mgr. Martina Kolářová, Ph.D., Learning & Development Designer, Trainer and Facilitator — martina.kolarova@misehero.cz, +420 723 265 676

- Coordinates safeguarding, maintains case records, liaises with authorities, funders, and partners.

Deputy DSL: Antonín Vacek, Managing Director (jednatel) — antonin.vacek@misehero.cz, +420 603 889 187

- Supports the DSL and acts in their absence.

All staff and partners

- Sign the Code of Conduct.
- Complete induction and refresher safeguarding training.
- Report concerns immediately.

5. Safer Recruitment

- Job/role descriptions include safeguarding duties.
- Vetting: references, criminal record extract (výpis z evidence Rejstříku trestů) required for all roles involving contact with children, self-declarations.
- Mandatory signing of the Code of Conduct.
- Induction covers safeguarding, GDPR, and boundaries.

6. Code of Conduct (Summary)

Do:

- Treat children with dignity and respect.

- Use open, transparent, age-appropriate communication.
- Get written consent for photos, videos, and data use.
- Maintain professional boundaries.
- Report concerns immediately.

Do not:

- Use violence, bullying, harassment, or humiliating behaviour.
- Develop romantic/sexual relationships with children.
- Be under the influence of alcohol/drugs when responsible for children.
- Exchange private contacts with children outside project channels.
- Ignore or conceal safeguarding concerns.

7. Risk Assessment & Safe Environments

- Activity and mobility risk assessments are mandatory.
- Minimum two adults present when supervising groups.
- Overnight stays: gender-sensitive rooming, curfews, supervision.
- Transport: approved providers only, no one-to-one car journeys unless authorised in emergencies.
- Online tools: age-appropriate, privacy by design, supervised where possible.

8. Media & Data Protection (GDPR)

- Written consent from parent/guardian (and assent from the child) required before using photos, videos, or stories.
- Purpose, scope, and time limit for data use must be explained clearly.
- No publication of identifying personal details without consent.
- Secure storage of records, media, and safeguarding reports.
- Compliance with EU GDPR (2016/679) and Czech data protection law.

9. Recognising & Reporting Concerns

Concerns include: abuse, neglect, bullying, grooming, unsafe environments, breaches of the Code of Conduct.

How to respond if a child discloses:

1. Stay calm, listen, and reassure.
2. Do not promise secrecy — explain you must share with the DSL to protect them.
3. Record facts immediately (who, what, when, where).
4. Report to the DSL within 24 hours.

Reporting pathway: Staff/partner → DSL/Deputy DSL → external referral if needed.

Direct contacts: DSL Mgr. Martina Kolářová, Ph.D. (martina.kolarova@misehero.cz, +420 723 265 676); Deputy DSL Antonín Vacek (antonin.vacek@misehero.cz, +420 603 889 187).

External contacts:

- Emergency: 112 (EU) / 158 (CZ Police)
- Local OSPOD (municipal child protection office)
- Child helpline: 116 111 (Linka bezpečí)

10. Training & Culture

- Induction training for all staff/partners before starting work with children.
- Refresher every 2 years or sooner if required.
- Role-specific training for trainers, leaders, and the DSL.
- Ongoing supervision, reflection sessions, and safeguarding culture checks.

11. Monitoring, Review & Accountability

- The DSL maintains a safeguarding incident register.
- Post-incident reviews are conducted to strengthen measures.
- Annual review by leadership, including partner and youth feedback.
- Public child-friendly summary available in Czech & English.

12. Whistleblowing & Non-Retaliation

- Anyone can raise concerns safely.
- Anonymous reports are accepted.
- Retaliation against whistleblowers is a serious breach.

13. Partner Assurance

- Partners must adopt equivalent safeguarding policies.
- Partner agreements include safeguarding annexes.
- Serious breaches may result in suspension of cooperation.

14. Policy Review

This policy is reviewed annually by leadership (see Section 11) and fully revised at least every 3 years; if there are any notable changes, the policy may need to be reviewed more frequently.

15. Version & Approval

Version 1.2, 20 October 2026 (first adopted 1 September 2025)

Approved on behalf of Mise HERo s.r.o. by:

Antonín Vacek, Managing Director (jednatel), legal representative of Mise HERo s.r.o.

Place and date: Praha, 20 October 2026

Signature: _____

Official stamp:

Mise HERo s.r.o.
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