



**Child protection
policy**

of Gruppo Pleiadi SCS

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Introduction

Gruppo Pleiadi scs (hereinafter also referred to as the “Cooperative”) is committed to scientific outreach and education, engaging with children and adolescents through educational workshops, events, exhibitions, and museum activities. We recognize our responsibility to ensure a safe and secure environment for all minors involved in our activities, both in person and online. This **Child Protection Policy** (hereinafter also referred to as the “Policy”) outlines the principles, guidelines, and procedures for preventing and addressing any form of abuse, exploitation, or neglect of minors.

The Cooperative’s Board of Directors, which initiated the adoption of this Policy, appointed an internal Committee to study all operational phases of the Cooperative’s activities involving staff in contact with minors.

In drafting this Policy, the Cooperative’s areas of intervention were considered, and the employees who design and deliver these activities were involved: Senior Project Manager, Head of Tenders and Contracts Office, Human Resources Representative, and Explainer Office Representative¹.

¹ Staff working with minors are also referred to as “explainers”.

Commitment and scope

Gruppo Pleiadi scs is committed to safeguarding all minors, regardless of ability, ethnicity, faith, gender, sexuality, or culture, following the principle of non-discrimination. Our goal is to raise future generations that are curious and capable of understanding the world around them with awareness and critical thinking. The best interest of the child is paramount and guides our actions and decisions. We encourage and value active participation of minors in co-design, decision-making processes, and concept understanding. Children are at the heart of education, as they are the future of our society.

This Policy is built on those premises and aims to:

Raise awareness among employees/interns/volunteers, our partners’ staff, and external collaborators about the risks and abuses related to minors. Families are also informed about the adopted Policy.

Prevent any risk and abuse against minors to minimize harm by fostering a welcoming, inclusive, and safe environment.

Report suspected of abuse of minors to the competent authorities, following internal procedures.

This Policy applies to all areas where the Cooperative operates:

Educational, recreational, and workshop activities in schools of all levels or any other learning venue across Italy.

Museum management services (education, animation, custodianship) and accessory services (bookshops, restaurants, ticketing).

Educational projects, literary prizes, public events, and cultural festivals.

This Policy is applicable to:

- Board members, worker-members, volunteers.
- Hired personnel across all legal and operational locations in Italy.
- Project partners.

Anyone acting on behalf of or in collaboration with our organization must comply with the principles and procedures outlined here.

Risks for minors

Physical abuse: Actual or potential physical harm caused by another person, including hitting, shaking, poisoning, drowning, and burning.

Sexual abuse: Forcing or encouraging a child to participate in sexual activities they do not fully understand or consent to (including rape, oral sex, penetration, and non-penetrative acts like masturbation, kissing, touching). It can also include exposing children to or involving them in the creation of sexual content or encouraging inappropriate sexual behavior.

Emotional abuse: Includes movement restriction, degradation, humiliation, bullying (including cyberbullying), threats, intimidation, discrimination, ridicule, or other hostile non-physical treatment or rejection.

Sexual exploitation: A form of sexual abuse involving minors in sexual acts in exchange for money, gifts, food, shelter, affection, status, or anything else they or their families need, marked by a power imbalance.

Commercial exploitation: Using a child in work or other activities for the benefit of others, harming the child's physical or mental health, education, moral, or emotional development.

Neglect and negligent treatment: Ongoing failure to meet a child's basic physical and/or psychological needs, risking serious harm to their development.

Key areas

Policy update

Gruppo Pleiadi scs commits to developing, implementing, and monitoring internal child protection policies and procedures aligned with international standards. The Policy is reviewed annually by the internal Committee appointed by the Board of Directors to ensure its effectiveness and relevance.

Recruitment and selection

When hiring for positions involving minors, the following checks are conducted:

Criminal record check: Confirmation of no convictions related to offenses against minors by requesting a judicial record certificate.

References/Previous experience: Verification of any claimed experience with minors in the CV by contacting previous employers.

Interviews: Evaluation of candidates' skills, experience, and suitability for working with minors.

Interns, trainees, and volunteers undergo the same selection procedures.

Code of conduct

Provided during the first training to employees, interns, and volunteers, and shared with partner organizations at collaboration onset.

APPROPRIATE BEHAVIOUR

Staff/volunteers/trainees of the Cooperative and partner organisations must

- Treating minors with respect and dignity in all contexts.
- Avoiding offensive, discriminatory, or inappropriate language and behavior (physical or psychological abuse).
- Maintaining professional boundaries and avoiding favoritism or excessive personal involvement.
- Using kind, non-hostile, welcoming, and non-judgmental language.

DIGITAL INTERACTIONS

Staff, volunteers, and interns must:

- Use secure, authorized platforms.
- Ensure all digital content is appropriate and respectful.
- Minimize risks in using minors' personal info or images. Avoid images showing minors undressed or in inappropriate poses, and ensure locations are unidentifiable.
- Hire referenced professionals for media work, compliant with GDPR (Regulation No. 2016/679).
- Obtain written consent from minors and their parents/guardians for image use.

IN-PERSON ACTIVITIES

During workshops, events, and museum activities, staff must:

- Ensure proper supervision with adequate adult-to-child ratios.
- Provide safe, accessible environments.
- Collect informed written consent from parents/guardians for participation and media use.
- Monitor and report risks as per Policy procedures.
- Ensure the team is trained and aligned on the Code of Conduct and the Policy.
- Communicate the Policy and Code of Conduct to parents/adults/guardians when needed.

Any Policy or Code of Conduct violation will result in disciplinary action.

Training

Gruppo Pleiadi scs is committed to supporting and expanding the development of skills and knowledge of its employees/trainees/volunteers regarding the guardianship of children and minors.

To do so, it implements and delivers a training programme covering the following topics:

- Policy
- Code of conduct
- Abuse and exploitation of minors
- Cooperative's privacy policy and consent collection
- Internal reporting procedures
- Safe and responsible use of digital technologies

Contact persons and internal reporting procedure

The Cooperative's employees/trainees/volunteers, who work in contact with minors at each operational site and during each in-person activity, are trained on how to proceed when reporting child abuse or exploitation internally. This reporting procedure is shared with any partners of the Cooperative.

- **What to report?** A concern or suspicion of child abuse or exploitation or an inappropriate attitude that violates the Code of Conduct
The report must be sent by form to the Cooperative's appointed internal contact person. The form is delivered during training to the staff and is available on the company server. Reports are treated with the utmost confidentiality and the Cooperative undertakes to protect and safeguard the whistleblower.
- **How to report?** By filling in the reporting form, which is accessible to all employees within the server and delivered during training. The report must be made as soon as possible, no later than 24 hours after it is detected.
- **To whom to report?** The form must be delivered by e-mail or by hand to the Cooperative's internal contact person, identified in the organisation chart of the Cooperative.

The Cooperative's internal contact person reports the reported situations to the Cooperative's Board of Directors. The Cooperative's Board of Directors then proceeds to report to the local and/or national bodies of public (Law Enforcement, Local Social Services, Guarantor Authority for Childhood and Adolescence - AGIA, Department for Juvenile and Community Justice) or private competence.

- **What is the outcome of the report?** The Cooperative's Board of Directors analyses the report and proceeds to inform the competent bodies and authorities. The CDA undertakes to protect the reporter and privacy.



