

Child & Youth Safeguarding Policy Young Perspectives 2025



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- Anonymous reporting form: <https://form.typeform.com/to/fVoi09hy>
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1. Introduction

Young Perspectives (YOPE) is a non-profit organisation registered and operating in the Netherlands, working in the field of youth justice and youth care, serving children and young adults (hereby called 'youth', 'young people' or 'participants') who experience(d) deprivation of liberty and the professionals with whom they come in contact.

YOPE was known as Young in Prison (YiP) until 2023. YiP started as a small volunteer organization in South Africa in 2002. Founder Noa Lodeizen was affected by the poor conditions for young people in Pollsmoor Prison in Cape Town and started with a small team the first creative and sporting activities for young people under the motto 'Creativity Liberates!'. YiP also established collaborations with local organizations in Malawi, Colombia and Suriname. Together, they developed YiP's first methodology on working with Urban Arts & Sports role models in youth de. In 2013, YiP organised the first activities in the Netherlands, where the initiative took root and became a formal organisation. Currently, YOPE operates its programs in the Netherlands as a national NGO and internationally through partnerships with like-minded organisations, institutions and networks.

YOPE works on a future in which young people can relate to the world around them again after detention or confinement. Their best path lies in the extension of where they come from, with new-found stimuli and relationships for a meaningful life. Using creative methods, from spoken word to social design, we put the perspective of young people at the heart of everything we do. This is how we work towards youth-friendly justice and a meaningful future for young people:

YOPE Workshops: YOPE offers creative and sports workshops for young people deprived of liberty. Through a trauma-sensitive approach, the workshops provide a safe space and support for authenticity, self-expression and positive engagement, offering an alternative to more traditional, treatment-centered approaches for rehabilitation. The workshops are strengthened by a diverse, representative body of committed workshop facilitators, who bring a bit of the outside world into the juvenile detention facilities and help maintain positive ties between young people and the culture and society outside the facilities.

YOPE supports: YOPE offers support for young people through networks for pro- social capital by pairing volunteer mentors with a young person in a closed facility and connecting them with (training, education, employment) opportunities once they leave.

YOPE Trains & Advises: YOPE collaborates with young people with lived experience in the training and advising of justice professionals and policy-makers, promoting child- and youth-friendly communication skills and practices. The assignments offer a unique space where youth and professionals meet outside the usual script and power balance, and where they can learn from each other's perspectives and experiences.

YOPE's work is rooted in [Article 12 of the Convention on the Rights of the Child](#), according to which children have the right to be heard and to express their opinions on matters that concern them. In addition, YOPE strives to promote and support child friendly policies and practices in the field of justice, in accordance with the [Council of Europe framework](#).

2. Policy

2.1 Scope of this document

You received this document because you work or collaborate with YOPE. It is important that you read this document before you really start your involvement with YOPE, to ensure you act within the framework and in the spirit of this document.

For YOPE to have a positive impact on the youth we serve, safety is paramount. We must ensure that the work we do causes no physical, psychological or emotional harm or brings negative consequences to the participants' wellbeing – both directly or indirectly. That means not exposing young people to any kind of violence, (re-)victimisation or (re)traumatisation due to our activities, operations, and interactions with them.

To achieve this, the present Child Safeguarding Policy establishes a framework, standards and guidelines for every individual in the organisation, including staff members, collaborators, volunteers, and service providers (hereby referred to as 'team members'). In case of an incident, the policy outlines the reporting protocol and how the incident will be handled, as well as the potential sanctions. In addition, this policy is supplemented by the following annexes:

- Annex 1: Communication guidelines
- Annex 2: Consent form for use of image (template)
- Annex 3: Travel Guidelines
- Annex 4: Annual Evaluation Guide

The implementation of this document is monitored on an ongoing basis and is evaluated at the end of each calendar year. If necessary, it shall be reviewed and updated.

The Director has oversight of this process and the Board is responsible for the final adoption of the policy. Following, it should be disseminated to the people who work for and with YOPE. It should also be made available on YOPE's intranet.

2.2 YOPE's contact with children and youth

YOPE comes in contact with children and youth on a regular basis in each activity we implement. They might be children (from 12 to 18 years old) or young adults (over 18 years old) deprived of liberty who join one of our creative & sports workshops or who follow a mentorship journey. They might also be a young adult who already left detention and now collaborates with YOPE as an expert by experience. In any case, the highest standards of

care and protection apply, in accordance to the context in which they are inserted and in line with their level of maturity and autonomy.

Juvenile Justice and youth deprived of liberty in the Netherlands

The age of criminal responsibility in the Netherlands is 12 years old, however children that young (12–15) are a very small minority – close to 10%. The vast majority of youth in detention are 16 or older. In The Netherlands, young people between 16–22 who are accused of a crime can be imposed a youth sentence under the Adolescent Criminal Law, or an adult sentence – as decided by the judge. The objective is to ensure that the cognitive and developmental aspects of the individual youth are taken into account when imposing a sentence. As a result, almost 50% of youth in detention are older than 18 years.

“Our” young people have often experienced marginalisation and exclusion from a very young age; that might be due to their national background, skin color, social-economic status, place of residence, etc. They also might come from an environment of violence; sometimes they have done bad things, at least as often they have experienced bad things.

For this reason, we must ensure that every encounter with YOPE is safe beyond what meets the eye: not only free from (threats of) physical, sexual, emotional and verbal violence, but also free judgement and reprisal. We must actively work to create a welcoming, inclusive and accepting space where they can be themselves – vulnerable, open and honest. We do that the YOPE way.

2.3 YOPE's approach

Young Perspectives has a positive approach to working with people, including staff, collaborators, volunteers and youth – this is part of our DNA. We believe in the goodness in people and we assume they often mean well, even when they make mistakes. We also believe in the power of human connection to bring change and renewal. That's why YOPE offers young people opportunities to experience new things and develop their competence, regardless of their background and past actions. We offer them the space that others no longer do, along with the understanding and support they need. .

This approach allows us to see opportunities where many see risks. We understand the complexity of working with young people in conflict with law, both inside and outside detention facilities, but we don't shy away from it. Therefore, we strive to find a balance between understanding and mitigating potential risks (both for participants and team members) without compromising our trusting and inclusive approach. It includes:

- voluntary participation: youth's participation is not mandatory, they can join or leave when they wish to, the door is always open;

- safe space, safe pace: YOPE activities follow a deliberate gradual approach. It is all about building and playing with the tension and energy of a group. The right kind of tension serves all participants; too much tension, however, will shut down all opportunities for growth and reflection;
- tension as a friend: we often invite people to face their own assumptions and prejudices – which can be uncomfortable and comforting at times. Our facilitators and moderators are trained to conduct this process in a sensitive and positive way.

3. Informing children and youth

I children and young people who participate in YOPE's activities must be informed that their safety and wellbeing is of utmost importance for the organisation and that we have procedures in place to safeguard them. One of the ways in which YOPE promotes a safe space is by always providing information regarding the activities in which they will be involved: what will happen and how, who they will meet, whether their input will remain confidential or if it will be shared with others and, if so, under what conditions.

They must also be informed that if they are hurt, physically and/or emotionally, due to their participation in our activities or contact with one or more of our team members, there are venues to report and seek repair. This information must be provided at the beginning of the activity. The team member responsible for the activity should inform who is the contact person present and that anonymous complaint is also an option. For youth in closed facilities, the information be provided by the institution's care worker. Outside the institution, it is available in the Expert contract.

When activities are implemented, YOPE Coordinators are always available to answer questions or address concerns regarding participants' safety and well-being.

4. People of YOPE

The people of YOPE are united in an energetic movement. They are role models for the young people they come in contact with – be it inside a closed facility or after detention. They are:

YOPE Facilitators: The Urban Arts & Sports facilitators are a group of around 50 professional artists, performers or athletes who excel in their own profession. Young people often recognize something of themselves in the facilitators. This can be a shared place of residence or life experience, but also the same interests or outlook on the world. Based on this recognition, facilitators offer a learning experience and inspire young people with their own life story and talents.

YOPE Experts: The Experts of YOPE are previously incarcerated youth who share their story and insights with several stakeholders to support a human-centered criminal and child-friendly legal system. Throughout a 2 year leadership journey, they receive intense 1-

on-1- and group guidance, while using their own experiences and ideas to train and advise forensic professionals for a better juvenile justice and care system.

YOPE Mentors: Mentors are an accessible and positive contact for young people in detention. Both Mentors and mentees volunteer for a pro-social contact, tailored to the needs and interests of the young person. Mentors offer a listening ear, play a game or brainstorm with the young person about the future and new possibilities.

In addition to those, young people regularly come in contact with YOPE staff, including the Director and Program Coordinators. Each YOPE program is coordinated by one or more members of staff, who are responsible for the safety, quality and effectiveness of the activities implemented. Finally, they might also meet a collaborator or service provider, such as a photographer or videographer.

All people above are required to have access, read, sign and be accountable to this policy.

4.1 Recruitment and induction

When YOPE is recruiting a new team member, a few steps are taken in order to reduce the risk of hiring a person who will not safeguard the safety and well-being of YOPE's target group:

1. The recommendations are checked;
2. If offered the position, they must request a Certificate of Good Conduct (VOG, in Dutch) from the Ministry of Security and Justice. They are informed about this during the interview process.

However, if the VOG is not issued, for example because the person is employed as an 'expert by experience', a discussion takes place to estimate whether an exception will be made.

Once the new staff member starts, they are required to review and sign the Code of Conduct and receive an induction to the different YOPE policies and procedures, including the Child and Youth Protection policy – how it is implemented, and what their responsibility is in upholding the standards set by the policy.

4.2 Code of Conduct for YOPE staff and collaborators

At YOPE we strive for a safe, positive and open atmosphere, in which integrity and respect for each other are central. We believe it is important that all our team members behave in a professional, respectful, friendly and polite manner towards each other, children, young people and third parties.

YOPE's target group – children and youth in conflict with the law – is an extremely vulnerable group, even if that is not always visible or clear at the first moment. Both in activities taking place inside closed facilities and in the programs carried out after release, team members enter into a relationship of trust with participants in our programs. We

expect you to act with integrity and manage this relationship in a respectful and transparent manner.

The present Code of Conduct below focuses specifically on the relationships and interactions between the People of YOPE and youth, aiming to safeguard their safety and well-being. It does not cover issues between members of the YOPE team.

All these rules also apply in the virtual sphere (internet, telephone, social media, etc.) and in the private lives of these persons, as aligned with the national legal framework.

A. Desired conduct

We have the following house rules:

- Be considerate of the participants' needs
- Listen to the participants
- Respect the participants' boundaries
- Be a positive role model to young people

B. Unacceptable conduct

YOPE team members shall under no circumstances:

- harm a participant, physically or emotionally, through (threat of) violence;
- expose a participant to conduct which may cause physical or emotional harm;
- engage and/or expose a participant to criminal or illegal conduct.

Violence (or threat thereof) comes in many forms, including but not limited to:

Bullying: bullying can manifest in multiple ways and encompasses all forms of intimidating and humiliating behavior of a structural nature. For instance, socially isolating/excluding, ignoring, mocking, scolding, ridiculing, making fun of, and/or gossiping about someone.

There is a difference between teasing and occasional intimidating behavior on the one hand and bullying on the other. Bullying is not a one-time event, but takes place over an extended period of time, it can take place offline as well as online. Bullying often involves three parties: the bully, the bullied and bystanders.

Sexual harassment: any unwanted sexually oriented form of attention. Examples include: making sexually oriented comments or sending messages, asking intimate questions about someone's private life, proposing intimate appointments, displaying sexually oriented images (e.g. via the Internet) and/or groping.

Aggression and violence: incidents in which a person is psychologically or physically harassed, intimidated (non-verbally), threatened or attacked in the workplace or through correspondence (such as by e-mail). This includes verbal abuse, (threats of) destruction or the infliction of injury or physical violence.

Discrimination: making statements about, acting toward or making decisions about individuals that are offensive to those individuals because of their race, ethnicity, religion, beliefs, sexual and/or gender identity, place of birth and/or residence.

This list is not exhaustive, but an indicative of the type of behaviour that is not acceptable when working with and contributing to YOPE. If you are not sure whether a behavior constitutes a violation of the Code of Conduct, do not hesitate to reach out to the contact persons listed in the Procedures section.

C. Rules of Conduct

YOPE team members are expected to take their duty to safeguard participants seriously to the best of their ability. That includes fostering an environment and atmosphere in which the participant feels safe, respected and empowered – including to voice disagreements, concerns and complaints.

The people of YOPE often build a relationship of trust with a participant. That has the potential to bring a positive impact on the participant and their journey. However, boundaries must be observed, especially on two aspects:

1. If the YOPE team member becomes aware of a yet-to-be-concluded criminal offence that puts people at risk, in any way whatsoever, the team member is obliged to report this immediately to the coordinator of the program in question and/or, if necessary, to the contact person.
2. The team member must be aware of the power imbalance between adults and children/youth, staff and participants, and commit to never abusing the power and influence they have by virtue of their position.

In addition, members of the team should not:

- intrude further into the participant's private life than functionally necessary. In online contact between YOPE and participants, this point also applies as a rule of thumb (Instagram, Facebook, etc.)
- give (im)material compensation that is not aligned with YOPE policies.

In case a family and/or trust relationship between a team member and young person exists beyond the scope of YOPE's work the member of staff must inform the Director.

YOPE offers training and guidance to all team members in working with the vulnerable target group and YOPE's position in this field of work. Team members must attend at least one training session per year.

If a member of the team witnesses or suspects that the Code of Conduct was violated, they must report it to the Contact Persons. It is not their responsibility to assess and/or investigate the veracity of the facts. The reports will be dealt with by the organisation's management.

In those cases where the Code of Conduct does not (directly) provide guidance, or when in doubt about the permissibility of certain conduct, it is within the individual's responsibility to act in the spirit of the Code of Conduct and (if necessary) to contact the Contact Persons about this.

D. Commitment form

I, _____, commit to uphold the Young Perspectives' Code of Conduct. I understand that any breach of the safeguarding of children and youth during YOPE's activities will be reported and appropriate action will be taken in accordance with existing policies and procedures.

Name:

Title/Role:

Date:

Signature:

5. Risk Analysis & Mitigation

In this section we explore more in depth the potential risks associated with YOPE's work towards children and youth in contact with the youth justice system. Understanding who, when, where, how and to what extent YOPE comes in contact with children and youth is essential to identifying and mitigating potential risks, without losing the essential aspects (active ingredients) of what makes YOPE work.

The risk analysis below was carried in collaboration with the members of staff and it explores the following levels:

1. Organisational
2. Strategy and Methodology
3. Programs
4. Communications
5. Partnerships
6. External and environmental

5.1 Organisational

Young Perspectives is under the legal supervision of a Board, composed of 5 people. The Supervisory Board is responsible for ensuring the financial sustainability and strategic leadership of the organisation. The Board brings together a wide range of expertise relevant to the field of youth justice, including a juvenile psychiatrist, a juvenile criminal lawyer, an international philanthropy expert and a deputy director at a judicial complex. The Board plays an essential role in approving, overseeing implementation and ensuring

accountability of the Child & Youth Safeguarding Policy. YOPE's Director is responsible for the development, implementation, monitoring and evaluation of the Policy, alongside a team of around 10 coordinators. The Coordinators are responsible for the overall coordination of Facilitators, Mentors and Experts, as well as external consultants and volunteers.

From its inception in South Africa in 2002, establishment in the Netherlands in 2013 until today, YOPE went from being a small group of volunteers to a professional non-profit organisation. In order to meet the needs and requirements of this new reality, YOPE has put in place a number of policies and practices that also contribute to safeguarding the children and youth with whom we work, including:

- a Staff Handbook;
- a General Code of Conduct;
- an external confidential advisor.

In addition to this Safeguarding Policy, the interest and protection of the children and young people are streamlined across these documents.

Despite not having direct contact with YOPE's target group, the decision-making, financial and human resources management do impact youth indirectly. Therefore, those organisational processes must lead to youth's best interests and meet their needs.

YOPE achieves that by ensuring that the experiences and perspectives of young people with lived experience in the youth justice system inform such decisions and processes. We do so by regularly consulting our team of Experts regarding the organisation's strategy and developments.

5.2 Strategy & Methodology

YOPE has a unique methodology of working with young people who experience deprivation of liberty. A Creative Strategist (staff member) is responsible for ensuring that every program, project, activity and partnership is in line with YOPE's values, approach and mission. Part of this involves understanding the potential risks to the safety and wellbeing of participants and how to mitigate them.

The Creative Strategist works in close collaboration with all Coordinators to ensure that the methodology is both informed by the needs and experiences of the youth with whom we work, and also by the lessons learned and best practices – including in safeguarding. The monitoring and evaluation of YOPE's programs and activities further inform our strategy and methodology.

5.3 Programs and Operations

YOPE directly engages with young people through a wide range of activities, both inside and outside detention centers. They fall under three different programs:

YOPE Supports

‘YOPE Supports’ pairs volunteer mentors with youth in detention. The Mentor visits a young person (bi)weekly inside and, eventually, outside the institution. It is all about having someone to trust and lean on, someone who believes in you and is there to share the journey. It is a volunteer program that aims to provide (recently) detained youth to have access to new kinds of relationships, a new social world, and new context within which to approach re-entry in their community.

YOPE has collaborations with two Dutch institutions where the program is offered. In 2023, 12 mentorships were finalised and 39 were ongoing. In theory, young people between 12-26 years old can access the program, but in practice most mentees are between 16-24 years old. Most of them have received a PIJ measure, which means they might be placed in the institution for a longer period of time.

In order to mitigate potential risks caused by the program, YOPE has the following procedures in place:

Mentor selection:

- A call for mentors is disseminated online and candidates apply, sharing their motivation and profile;
- An introductory meeting is set between the candidate and the program coordinator. During this meeting, the coordinator shares what is expected from the mentor, what are the goals of the program and what the mentorship looks like in practice for both parties.

Mentor induction, training and support:

- If selected, the mentor must sign the contract and the Code of Conduct, and provide a VOG;
- Mentors are provided with an introduction training and guidelines regarding what the world inside the detention is like, the value of the mentorship and what the are needs of the youth. In addition, the training explores what is (un)desirable, (in)appropriate and (un)acceptable in the mentorship program, especially in the relationship established by mentor and mentee;
- In addition to the guidelines, 5 training sessions are organised per year and mentors should attend at least 4 of them. During the training, they gain skills on supporting the young person and share the challenges and experiences they face in the role, including in setting boundaries, promoting engagement and building trust. Some of

the training sessions are co-facilitated by YOPE Experts, who offer their lived experience and expertise to the mentors.

During the mentorship:

- If the youth is still detained, the meetings take place in the closed facility. There, the rules are set by the institution (the setting of the meeting, what the mentor is allowed to bring to the mentee, etc). The rules and procedures are meant to ensure the safety and well being of both parties. They are communicated to YOPE who, in turn, shares with mentors during the induction and training sessions;
- If the mentee has already left detention, the meetings should always take place in a public space. Mentors should not share their personal address or request the mentee's;
- After each session, the mentor should update the coordinator about the development of the program – this is an opportunity to flag any concerns or issues.

In the case of an incident, the mentee can report it to the program coordinator, who then escalates it to the Director. The coordinator is a familiar face in the institution; they are the ones introducing the program to the youngsters, helping them identify their needs and ambitions for the mentorship, and they propose the matches between mentors and mentees. However, if the mentee does not feel comfortable sharing it with a YOPE staff member, they can also share it with the institution's group leader – the person responsible for organizing and supervising the youth's daily routine. The institution then has the responsibility of informing YOPE about the situation.

YOPE workshops

This is the most robust program delivered by YOPE, with hundreds of hours of workshops delivered every year. YOPE Facilitators and Coordinators meet children and youth – mostly boys and young men (90-95%) in closed facilities all around the country during creative and sports workshops. The institutions are either forensic or care facilities.

YOPE has bilateral agreements with individual institutions and the frequency of the workshops vary from weekly to monthly.

Facilitator selection:

- A call for facilitators is disseminated online and candidates apply, sharing their motivation and profile;
- An audition session is set between the candidates and the program coordinators. During this meeting, the coordinator shares what is expected from the facilitators, what are the goals of the program and what the workshops look like in practice.

Facilitator induction, training and support:

- If selected, the facilitator must sign the contract and the Code of Conduct, and provide a VOG;

- A training is organised for all new facilitators, where they receive guidance of what it entails to work in a closed facility: what they are allowed to bring with them, the kind of relationship they should establish with workshop participants, the challenges they might face and how they should address them;
- In addition to the initial induction, several training sessions are organised per year, focusing both on YOPE's methodology – which includes creating relational security inside closed facilities and being trauma-sensitive. For instance, while the atmosphere of the workshop is open and friendly, Facilitators are reminded to set and maintain strict boundaries with youth inside.

During the workshops:

- Before each week of activities, YOPE Coordinators send reminders about the safety guidelines;
- During the workshop, YOPE Facilitators and coordinators are never alone with a youngster, they are always accompanied by the group leader – a member of staff of the facility;
- The group leader is also the main point of contact in case a person of YOPE witnesses something that should be reported.

Finally, evaluations are carried out after every cycle of activities, both with youth themselves and with the institution management. YOPE tries to adapt and innovate as much as possible to meet the expectations of young people and the goals of the program.

YOPE trains & advises

YOPE Experts are young adults (18-26 years old) who have experienced detention and who are currently on probation. They collaborate with YOPE for a period of two years, then remain part of the alumni network. The team is mostly male, with fourteen young men and one young woman in 2025 – reflecting the gendered reality of youth in detention.

YOPE Coordinators play an important role in the development and engagement of Experts, they know each Expert individually very well, as well as the dynamics of the team as whole. The team is composed of three coordinators, two males (one having lived experience) and one female, who work collaboratively. They maintain contact with Experts via phone/messaging on a weekly basis and meet in person for training or assignment multiple times a month. As a result, they build a trust-based relationship with each Expert and are the 1st point of contact in case of an incident.

The coordinators are also responsible for ensuring a safe space for Experts in the different spaces and interactions they experience in their role, guiding them in their journey as experts by experience. The assignments with justice professionals can be triggering for youth, as they share their story in as much detail as they'd like and are asked questions. However, coordinators ensure that their vulnerability is respected and appreciated by the

professionals, who are also invited to share their own vulnerable moments and experiences when faced with (in)justice.

Expert selection:

- Young people who experienced deprivation of liberty, either in the justice or care systems, often already know YOPE from inside; they might have joined our workshops, had a mentor, or both. That is especially true of youth who were detained for a longer period of time. There, they are informed about the Experts program and encouraged to join once they leave. However, some youngsters who did not have previous experience with YOPE are sometimes informed by their probation officer or some other professional who introduces them to the organisation;
- The program coordinators are responsible for setting up an initial meeting, in which they assess the youngsters' motivation and expectations and determine if those match the program. Youngsters are not expected to have professional skills, but to be willing to share their story and work with justice professionals, while being able to meet the commitment of the program.

Expert induction, training and support:

- If selected, the youngster will receive an induction in which they establish their learning goals for the program and sign the contract;
- YOPE offers training opportunities for youngsters to acquire specific skills as needed, however the majority of their development comes from on-the-job training, in which they receive feedback from a coach based on their specific goals;
- Experts are consistently supported throughout their engagement with YOPE, through one-on-one sessions with the coordinators or as a team. YOPE expects commitment and communication from the Experts, however we are flexible and understanding of multiple priorities and demands they face when leaving detention, which might include: finding housing and a job, going back to school, supporting their family, etc.

During the activities

YOPE Experts are involved in a wide range of activities, including: leadership training sessions, social outings, exchange sessions with peers, training of professionals (prosecutors, probation officers, judges, police officers, lawyers, etc.), advice and advocacy towards decision- and policy-makers, and research assignments with academics. Each Expert joins 1 to 3 assignments per month.

In order to ensure these contacts with multiple professionals does not cause harm, some procedure are in place:

- YOPE Coordinators always request Experts to arrive one hour before, so they prepare ahead of time and 'land' in the space;

- In the beginning of the session, the coordinators always ask how the Expert is feeling, how his day up to that moment looked liked, etc. That helps the youngsters feel more grounded and confident to start speaking in public, before moving to the more content part of the session;
- The coordinators also bring to the attention of adult participants how open and vulnerable Experts are about their actions and experiences, and how this must be respected and valued;
- Program coordinators always ensure Experts that they are not required to share details of their journey or answer questions that they don't want to, even if they have shared them in the past;
- Finally, after each assignment, the team debriefs about the session. This is a space to discuss what went well and could be improved, but also to bring the adrenaline down and provide closure, before going home.

Events and activities abroad

YOPE Experts also have the opportunity to travel abroad for training opportunities, conferences, advocacy missions, etc. When representing YOPE abroad, Experts are always accompanied by at least one staff member, often an Expert coordinator is included.

YOPE has developed Travel Guidelines that includes:

- collecting emergency contact information from traveling participants and potential health concerns (allergies, medications);
- purchasing travel insurance for youth participants;
- briefing Experts on what is expected from them, including always being available on the phone.

YOPE Experts are over 18 years of age and YOPE opts for allowing them to choose how to spend their free time (for instance, going out for a meal or sightseeing), while reminding that they are there for a professional assignment and they are expected to be punctual, present and prepared. Accommodation must ideally not be shared but in case that is not possible, the rooms must be gender segregated and youngsters in similar age must be grouped together.

Coordinators are always available in case of an emergency both during and outside work hours.

5.4 Communications

YOPE is proud of the work we do and we like to share it with the world. However, the privacy and informed consent of the young people we work with is our priority.

Activities involving children and youth still living in closed facilities take place under contract with the Dutch Ministry of Justice and Security. Those are not allowed to be filmed, photographed or recorded in any way. Addition, YOPE team members are not allowed to publish identifiable names, anecdotes, impressions, photos or stories of our work in JJIs and JZ+. Group photos featuring YOPE facilitators during the workshop period are allowed, as long as the exact location is not identifiable.

Exceptions have been made in collaboration with closed facilities, which allowed for filming inside the institution while protecting the identity of the young people residing there. In those cases, the content created should be handed from the staff member to YOPE or the institution within 10 days. The YOPE team member should not keep any copies of the content.

If you are unsure whether a specific piece of information or content can be shared online, please reach out to our Communications Coordinator, Creative Strategist or Director.

For activities taking place outside closed facilities, during assignments, events and other spaces where Experts represent YOPE, informed consent is always required. That means informing the participant regarding where and how the content (photo, video, audio, quotes) will be made available. When YOPE is the organiser, the general practice falls under what is set by the Expert contract. For external engagements, a specific Consent Form must be provided by the organisers in a language that is accessible to the young participant.

Expert Coordinators can also adopt creative ways of protecting the privacy of Experts, for instance adopting the Chatham House Rule during exchanges between Experts and professionals. Under the Chatham House Rule, anyone who comes to a meeting is free to use information from the discussion, but is not allowed to reveal who made any particular comment. This rule promotes openness during the discussion, while protecting the individual speaker from any reprisal and further exposition. This can be positive for both Experts and professionals.

The Expert program relies on Expert's ability and willingness to share their personal experience in the justice system with an audience, however we understand that after a period they might want to move on with their lives – which might include not leaving (digital) 'footprints' of their past. For this reason, YOPE is always open to removing content upon request, including photos, videos, audio and written content from our website and social media platforms.

Media

If you are approached by journalists, media, students or other forms of media about your work for YOPE in JJIs or JZ+, always contact us first, either the Communications Coordinator or the Director. Together we will then decide whether and how to respond to a request.

Data protection

YOPE also safeguards the personal information of the children and youth we work with, both inside and outside detention centres. That means that their full name, address, phone number and email is stored securely within YOPE's system. We do not share these with third parties. Other sensitive information that might be shared with the YOPE team member(s) given the nature of their relationship is not registered anywhere, including but not limited to: racial or ethnic origin, political opinions, religious or philosophical beliefs, gender or sexual orientation.

YOPE also strives to fully comply with and implement the General Data Protection Regulation, regulation (EU) 2016/679 (the GDPR) at all levels.

5.5 Partnerships

YOPE often collaborates with other organisations in joint projects and initiatives. That enriches our work, allows us to reach a wider audience and provides valuable opportunities for the young people we serve.

When collaborating with other organisations and institutions, we always ensure that we have similar values and objectives, and that the work we do is meaningful for our target group.

When establishing partnerships, YOPE has the following safeguarding measures in place:

- we hold introductory meeting with the potential partner and explain our approach and methodology of working with youth;
- when designing a project, we carry out a risk analysis and mitigation plan;
- we ensure that participants are informed about the activity and are aware that their participation is voluntary;
- whenever the activity involves youth, at least one program coordinator is present;
- at the end of each activity and at the end of the partnership, we carry out an evaluation and reflect on what went well and what could be improved.

Therefore, standards of the safeguarding measures during collaborative projects are the same as the ones of YOPE-led projects. Partners are required to review and sign the YOPE Child and Youth Safeguarding policy and to commit to its implementation for the duration of the collaboration.

6. Procedures

In this section we will outline the processes of reporting and responding to an observed, suspected or experienced breach in the Code of Conduct or Child Safeguarding Policy. The aim of these procedures is to ensure that, in the event of an incident, immediate and appropriate measures are taken in the best interests of the participant, in order to treat them with dignity and protect them from (further) harm.

YOPE has two points of contact, one internal and one external:

INTERNAL POINT OF CONTACT	EXTERNAL POINT OF CONTACT
<p>Esther Overweter YOPE Director esther@youngperspectives.org +31 (0) 642 277 494</p>	<p>Iris Boekee info@irisboekee.nl Confidential advisor +31 (0) 644 670 462</p>

Both points of contact are obliged to treat the information provided confidentially.

Signs of harm

YOPE strives and works hard to be a place where everyone, but especially children and youth, feel safe and empowered to speak up. However, for several reasons, a participant might choose to not report an incident – it might be because they don't have clarity over the severity of the situation, they don't feel personally victimised, or yet they are aware of the power dynamics and the (perceived) consequences it might have.

For this reason, YOPE team members must be aware of potential signs of harm, including but not limited to:

- frequent mood swings;
- avoiding one or multiple people of the YOPE team;
- fear of certain people, places or activities;
- self-destructive behavior (drugs and alcohol abuse, self-mutilation).

Considering the target group with whom we work, some of these behaviors might not be all uncommon. However, a stark change in the conduct of a youth might raise red flags. The contact points are always open to discussing it and exploring the best way forward.

In the event of a medical emergency

In case of a light medical emergency, such as a small cut, bruise or burn, the office and/or activity space should always be equipped with a first aid kit. This must at a minimum include:

- A thermometer ;
- A box of individual sterile compresses;
- Plasters;
- Compression bandages;
- Scissors;
- An emergency hemostatic pad (to stop bleeding) ;

- A bottle of 70° alcohol and/or disinfectant (Chlorhexidine);
- Instant cold pack (be careful to insulate skin – risk of frostbite);
- Disposable gloves (mandatory for all treatments)

The kit should be checked and renewed regularly. The person responsible for ensuring that the kit meets these requirements at all times is YOPE's Director – [Esther Overweter](#).

For more serious medical emergencies, such as serious cuts, injuries or burns, or if the participant loses consciousness and does not regain it after a few minutes, the participant should be taken to the hospital or an ambulance should be called.

It is not recommended to give participants any medications, especially if allergies are not known.

Inform the internal point of contact about the incident.

If you witness a violation of the safeguarding policy

Some situations are a clear violation of the safeguarding policy, for instance when the (physical) integrity of participants is at risk – due to a fight, (physical or sexual) assault, or other form of violence. Regardless of who is involved (YOPE team member, third party or participant), the participant must always be safeguarded.

Those situations require immediate actions. That means:

1. Removing the participant(s) from the situation;
2. Assessing the potential physical harm and providing immediate protection (e.g. medical care);
3. Ensuring that the participant(s) is/are provided with information about what has happened;
4. Helping the participant(s) calm down (group exercises, discussion, mediation...);
5. After the incident is finalised, reporting it to the contact point.

If you witness an undesirable behavior and/or suspected harm

When we talk about inappropriate behavior, things are not always black and white. In the absence of violence, you might not be sure if what you have seen or heard (a comment, a question, a joke, a touch) crosses a line or not. It might be hard finding a balance between seeing the best in people and safeguarding the participants.

However, if you witness a situation that raises red flags or you suspect that an incident has happened but you did not directly witness it, we strongly encourage you to share your concerns with the contact point(s), either verbally (in person or on the phone), in writing or via the anonymous [reporting form](#). The report will be dealt with carefully and respectfully. Try to be clear in what you witnessed or what happened that made you suspicious that an incident might have taken place. If you have any evidence, make sure to share it.

If you have any doubts about the potential involvement of both contact points in the incident, you should contact a member of the Supervisory Board: Arne Popma <a.popma@amsterdamumc.nl>

It is important to note that anyone within the scope of the policy who reports a problem will not be subject to any retaliatory or disciplinary action if the report is made in good faith, with a legitimate concern for the welfare of a child or youth.

In the event of a disclosure

A participant is likely to report an incident to the person who is closer to them and who they trust; this person might be a YOPE coordinator, facilitator, mentor or even an expert. If a participant shares an incident with you, you should:

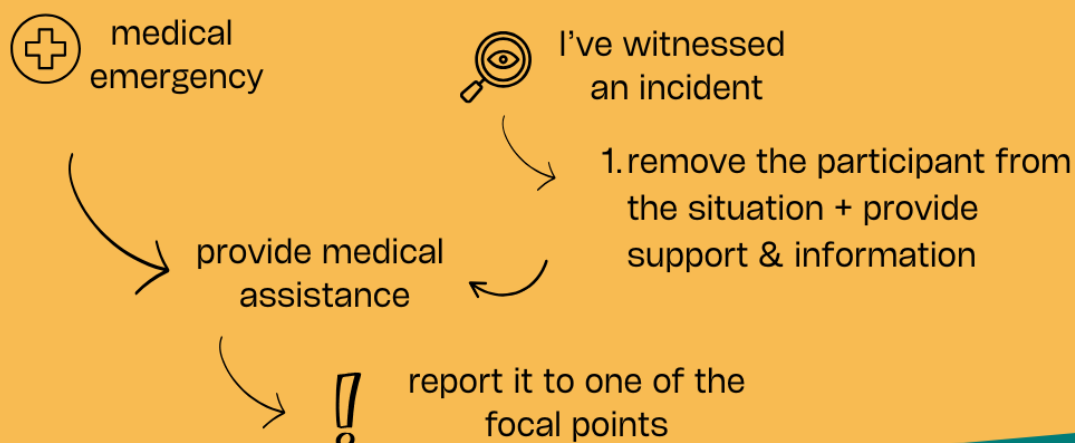
1. listen attentively, be open, non-judgmental and reassuring, and thank them for sharing;
2. ask questions if needed, but don't turn it into an interrogation;
3. be honest regarding what you can and will do and make sure that the participant understands it;
4. not promise secrecy, instead tell them that this will be shared with a trusted person and followed up on;
5. clarify that they are not in trouble and that they will not be retaliated against.

After the disclosure, you should report it to the contact point(s).

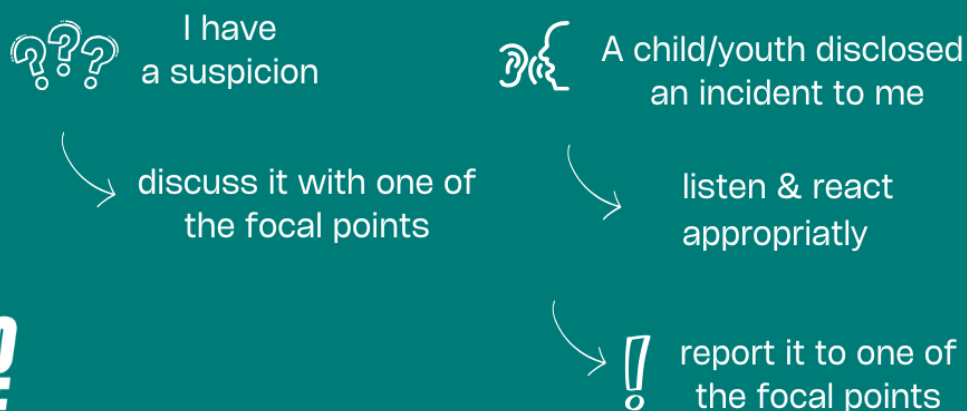
In short...

YOPE Child and Youth Safeguarding Policy - ACTION PROTOCOL -

This situations require immediate action:



This situations does not require immediate action:



**YO
PE**

6.1 Dealing with harm

Obligations of the contact points

The contact points are the guardians of the Safeguarding Policy. The internal contact point, the YOPE Director, is responsible for:

- ensuring that the policy is implemented and updated when needed;
- ensuring that incidents are registered in an internal document;
- answer questions and concerns regarding child and youth safeguarding across YOPE's operations and activities.

In addition, the two contact points (internal and external) receive potential reports of incidents. In this role, they are responsible for assessing the (risk of) harm and determining the best way forward. That includes:

1. identifying the best way to safeguard the child/youth's safety and provide them after-care, which might include not exposing the participant to further harm (re-victimisation) and ensuring their best interest is central;
2. identifying the appropriate measures to be taken regarding the perpetrator;
3. reflecting on what can and should be done on the organisation level to prevent a similar incident.

In case of an incident, the YOPE Director is the main responsible in putting into effect the sanctions against the perpetrator, however they also rely on the Supervisory Board to advise on the best way forward. If the Director is involved in the incident, members of the Supervisory Board will be the ones responsible for determining and applying the sanctions.

Alleged Perpetrators

If the author of the offense is a member of the YOPE team (staff, collaborators, volunteers, and service providers) and the complaint is considered warranted, the team member will be suspended from their duties pending an investigation into the merits of the complaint.

If the investigation shows that undesirable behavior has occurred, a sanction will follow in the form of a disciplinary measure. Possible measures are: making a note in the personnel file, giving a warning (verbal or written), suspension or dismissal, possibly with immediate effect. The choice of measure depends on the seriousness of the offense. Reporting the matter to the police by YOPE is among the possible sanctions if a criminal offense has taken place.

If the author is a third party, for instance a member of staff of a partner organisation, the sanction can include the exclusion of the individual from all future activities with YOPE. If the partner organisation fails to comply with this decision, it can entail the termination of the partnership. Once again, the choice of measure depends on the seriousness of the

offense. Reporting the matter to the police by YOPE is among the possible sanctions if a criminal offense has taken place.

If the author is another child/young person inside the detention center, YOPE will contribute to the procedures led by the closed facility and comply with their decision regarding the sanction. It is important to keep in mind that YOPE meets minors inside detention centers, where we are a guest of the system and we follow the institutions' rules and guidelines, one of them that we are never alone with the participants. In the event of an incident in those circumstances, the procedures will be led by the institution, while YOPE will also safeguard the safety of the team.

If the author is a young participant joining an activity outside detention, the assessment will pay extra attention to the level of vulnerability of all involved parties in addition to the level of seriousness of the offense. Possible sanctions include: making a note in the personnel file, giving a warning (verbal or written), suspension or dismissal from collaboration with YOPE, possibly with immediate effect. Reporting the matter to the police by YOPE is among the possible sanctions if a criminal offense has taken place.

6.2 Method of assessment

If an incident is reported, either an internal or external investigation will take place. If the alleged incident is straightforward, an internal process will be preferred. However, if the alleged incident is convoluted (for instance, if it involves many individuals and/or the management), an external investigation is more appropriate.

The process should assess whether the conduct should be considered objectively transgressive to the principles, guidelines and the spirit of this Policy – regardless of the intentions of the alleged perpetrator.

7. Accountability

Dissemination, monitoring and evaluation

The implementation of the Safeguarding Policy is the responsibility of the organisation's management. Management ensures that employees are informed of the existence of the policy, understand its content and their role in the implementation, and are trained to uphold the values and practices contained in it.

New team members receive the digital policy and are expected to read it and sign the Code of Conduct when they enter in a contract with the organisation. The policy is also available on the intranet.

This policy is a living document that should be clarified or supplemented as needed. Suggestions for improvements may be forwarded to the management and/or confidential advisor. Whenever the policy is revised, the new version must be provided to all team members.

The management is also responsible for ensuring that team members receive sufficient guidance and training in child safeguarding.

The policy should be monitored and evaluated through a participatory approach with the team on a yearly basis – usually at the end of the year. This exercise aims to identify:

- if the policy reflects the reality of YOPE's work and the field in which we operate and, if not, how can it be modified to ensure it is fit for purpose;
- if the procedures and practices taken by YOPE team members in the planning, implementation, monitoring and evaluation of activities are in line with the policy and successfully safeguard the safety and wellbeing of all children and youth we come in contact with and, if not what steps should be taken;
- if all team members understand the content of the policy, their role in the implementation, if they feel prepared, supported and empowered to execute this role and, if not, what steps should be taken.

The steps identified in the evaluation are then integrated into an Action Plan, which will guide the organisation in its efforts to strengthen its safeguarding capacities.

Finally, the director should report on the implementation of the Safeguarding Policy to the Supervisory Board at the last meeting of the year, including sharing the register of incidents and the action plan. Every two years, the policy is reviewed and, if necessary, updated and approved.

The current Child and Youth Safeguarding Policy enters into force on 6 January 2025.

Annex 1: Communication Guidelines

Principles for use of young people's image, voice and stories

YOPE puts the perspective of young people at the heart of everything we do, including in how we communicate our mission and work to the world. For this, we rely on the youth with whom we work to share their experiences with the justice system, their images and their voice. We portray them as experts by experience and we share their resilience, strength and motivation. Despite this, being exposed as a youth who went through the justice system can make them vulnerable to retaliation in the present and future.

In order to mitigate that, YOPE has the following rules for the use of image:

- All media must comply with YOPE's Child and Youth Safeguarding Policy;
- Young people must never be portrayed in a position of vulnerability (for instance, crying, scared) or in an inappropriate way (for instance, with sexual connotation);
- No content (photo, audio and video) can be produced from inside closed facilities (JJI or JZ+) unless specifically allowed by the institution and communicated by YOPE;
- All young people whose image is shared in social media must be over 18 years old;
- All young people must have finished their court proceedings when being featured on YOPE's external communications;
- Young people can choose to use a pseudonym to protect their identity when suitable – for instance when producing a written document or contributing to a podcast;
- The content produced and shared cannot include information regarding the crime of which they have been accused or convicted;
- We must always obtain the informed consent of the young person, which includes informing them where the image will be used (in social media platforms, website, printed materials belonging to YOPE and/or third parties);
- The young person can withdraw their consent and request their photos, videos and/or audios to be removed from YOPE's website and social media. Unfortunately when their image is on printed materials, YOPE can no longer produce and distribute them however we have no control over copies already distributed;
- All media produced as part of a YOPE activity is of property of the organisation and must not be shared with third parties without permission from the organisation.
- All media that portrays young people must be stored securely.

Annex 2: Consent form (template)

[ACTIVITY TITLE]

Consent form the use of image in photos and/or videos

Context:

Young Perspectives (YOPE) is organizing **[event, city/country, date]**.

As a participant in this event, there is a good chance that photos will be taken of you today.

Purposes:

I hereby give YOPE permission to use photos/videos of me for (choose formats):

- ☐ online distribution
- ☐ printed materials

Photos/videos of me may be used for:

- ☐ Promotion of the event (on social media, the YOPE website and other digital platforms)
- ☐ General promotion of the work of YOPE

YOPE commits to comply with all relevant European and Dutch laws and regulations.

[city, date]

Annex 3: YOPE Travel Guidelines

YOPE Experts also have the opportunity to travel abroad for training opportunities, conferences, advocacy missions, etc. When representing YOPE abroad, Experts are always accompanied by at least one staff member, often an Expert coordinator is included.

Usually, more experienced Experts are invited for assignments abroad, including seniors and alumni. Before the departure of, experts must complete a Travel Form:

Questions:

- Name
- Phone number
- Emergency contact (name, relationship, phone number)
- Do you have health issues or allergies (food, medication, animals, etc)?
- Do you take any medications?
- Anything else we should know?
- Do you need permission (for instance, from the Probation Services) to travel abroad?

During YOPE's activity abroad, YOPE will:

- Take care of your international and local transport, accommodation, meals and travel insurance. You are responsible for expenses not related to the assignment (souvenirs, personal shopping etc)
- Be available on the phone 24/7 in case of emergency

You should at all times:

- Act professionally – be punctual, ready to work and engaged in the assignment
- Always have your telephone with you and with battery, in case of emergency
- Refrain from engaging in illegal or criminal activities abroad

In case you do not meet these guidelines, it might lead to sanctions. For instance, if you arrive late at the assignment or fail to come, it will impact your payment just like it is for activities in the Netherlands. If you engage in (threats of) violence, such as fights, you might be excluded from the assignment and from the program.

Annex 4: Annual Evaluation Guide

Young Perspectives holds evaluation meetings of the Child and Youth Protection Policy (thereby called 'policy') on a yearly basis – usually at the end of the year. This is a moment for the team to reflect and exchange on issues related to the safety and well-being of participants of YOPE activities. That includes assessing how well the team members understand the policy and their own role in the implementation, the support they might need, the lessons learned and good practices developed throughout the year.

The meeting should bring together the Director, Creative Strategist and Coordinators of all programs to identify what is going well, what can be improved and which steps the organisation must take to do better in the upcoming year. The Director is responsible for collecting the input into an action plan as well as determining whether the policy should be updated based on the input of the team.

Some guiding questions have been proposed below. They can be discussed by the team during the meeting or they can be answered through a survey and the results then be discussed by the team.

Guiding questions

1. How well do you understand the contents of the policy?
2. How did you use the policy this year?
3. Did you receive initial training when you arrived or a refresher in the past 12 months?
4. Do you need a refresher? If so, on which aspects of safeguarding?
5. How familiar are you with the contact points? Have you reached out to them in the past 12 months and, if so, have they been able to respond to your questions and/or concerns?
6. What were the main safeguarding issues or challenges for you this year, and how were they addressed?
7. In your opinion, is the current policy fit to purpose? If not, how could it be strengthened?
8. In your opinion, is the policy implemented? If not, which steps should YOPE take to strengthen implementation?
9. Do you have a good example of how YOPE safeguarding practices are keeping youth safe and promoting their wellbeing?

Following the participatory evaluation process, the Director should report the findings to the Board and present the action plan. The report should include:

Policy:

- The steps taken in the past 12 months to implement the policy and action plan of the previous year;
- If the policy has been updated and must be approved.

People:

- If all new team members received an induction to the policy;
- If all current team member:
 - have signed the Code of Conduct;
 - provided a VoG
- If there were any changes in the contact points and, if so:
 - how the new ones were trained and onboarded;
 - if the team has been informed about the change
- If any training was offered to team members and, if so, what they covered

Procedures:

- If any incidents were reported in the past 12 months and how they were dealt;
- What was the follow-up to these reports (insufficient vs. sufficient, quality, shortcomings, etc.)
- If there were more or fewer incidents/concerns reported than in previous years;
- If risk assessment tools are being used during the planning of projects and activities;
- If the organisation is
- The main difficulties encountered in terms of safeguarding, and how they were addressed.



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