

FUNDACION REACHINGU (FRU) CHILD SAFEGUARDING POLICY

Who can report?

- FRU staff and collaborators (board members, trainees, volunteers, service providers).
- The children and adolescents that participate in our activities themselves.
- Mothers, fathers and next of kin of the children who participate in our activities and staff of the educational centers in which we intervene.

What should be reported?

- Any situation in which it is known that a staff member and / or collaborator (board member, trainees, volunteers, service providers) of FRU, has breached the Code of Conduct of the organization.
- Any doubt, concern, that a FRU staff member and/or collaborator (board member, trainees, volunteers, service providers) may have, regarding the Child Safeguarding Policy and/or Code of Conduct.

When should one report?

- As soon as possible, but never later than 24 hours from the occurrence of the incident.
- If there is a doubt or concern at any time.

Who should receive the reports and through what channels?

Report shall be sent via email to the Safeguarding Committee to the address below: <mailto:safeguardingpolicy@reachingu.org>

Actions and steps after the report has been filed:

- Doubts related to Child Safeguarding shall be solved immediately.
- In case of complaint, the Safeguarding Committee shall contact the complainant as soon as possible and always within a maximum period of 24 hours to obtain more

information and formalize the complaint by completing Annex A: Complaint/Incident Report.

- As soon as possible and always within 24 hours after receiving the Complaint/Incident Report, the Safeguarding Committee will assess the need to impose a precautionary suspension of activity while the investigation takes place.
- The Safeguarding Committee will communicate the reasoned complaint in writing to the person denounced for their knowledge and effects, opening an informative disciplinary file, sending the interested party a statement of the pertinent charges with a statement of the facts that constitute fault. This file will be forwarded to the Executive Committee when the interested party is an employee of FRU.
- The employee must, within seven calendar days, state in writing what they deem appropriate to clarify the facts.
- In the meantime, the Safeguarding Committee will investigate the complaint, including interviews with the complainant, the respondent and the potential witnesses, to gather all possible information, which will be included in a final report.
- The Safeguarding Committee will prepare a report and reach conclusions on the existence of violation of the Code of Conduct or lack thereof, and the steps to follow which will then forward to the Executive Committee who will within a maximum period of three days proceed to communicate the conclusions to the employee involved and close the file, ultimately including the sanction that is deemed appropriate according to the degree of intentionality, the seriousness of the violation of the Code of Conduct, the damage to the interests and principles of the organization and reiteration or recidivism.
- FRU reserves the right to take any legal action it deems appropriate against the employee involved. Likewise, if the intentional falsity of the complaint made is demonstrated, the organization may exercise the disciplinary actions it deems appropriate.
- During the investigation of complaints, the best interests of the child will prevail and the investigation will be undertaken respecting the principle of confidentiality to guarantee the protection of the privacy and dignity of all the persons involved, especially minors.

The Safeguarding Committee is composed of:

FRU Executive Director (Chair), FRU President and FRU Head of Governance Committee, and a Uruguay based lawyer.

The Safeguarding Committee shall:

- Always ensure the well-being of the affected child.
- Request the intervention of internal/external advisors that they deem necessary for each process.
- Scrupulously abide by the non-disclosure of confidential information.
- Report any attempt at intimidation/bribery or any other act by the interested parties to influence their decisions.

ANNEX

Annex A: Complaint/Incident Report - FRU

Attention: This annex must be completed by the person who suspects, is concerned about or is sure of any case of non-compliance with the FRU Child Safeguarding Policy. It must be submitted to the Safeguarding Committee within 24 hours of occurrence of the incident. This report is CONFIDENTIAL.

Reporting person data	
Name and surname	
Telephone	
Position	
Relationship with the affected child	
Data of the person reported	
Name and surname	
Position	
Relationship with the affected child	
Data of the affected child (if known)	
Age	
Sex	
Activity/Project	
Incident details (what, who, where, when – include the affected child's own words if possible – measures taken so far)	
Witness data(s) (if any)	
Name and surname	

Telephone	
Relationship with the affected child	
Place and date	Company