**F 411e Requirements for protocols for the prevention, detection and intervention in cases of violence and / or sexual violence of children and vulnerable persons.**

This guide lists the requirements for protocols or programmes for the prevention, detection and intervention in cases of violence and / or sexual violence implemented by our local partners.

**Since September 2023**, a protocol for the prevention, detection and intervention in cases of violence and / or sexual violence of children and vulnerable people is a condition for submitting applications to Adveniat. It must meet the following requirements:

1. It must have been formulated exclusively for the institution (community, association, parish and/or diocese) or have been adapted to its particularities and must always include the name of the applicant institution.

2. It must contain the names of the persons designated by the institution as contact persons to whom potential victims can turn (please see below No. 12).

**As of January 2025** the protocols of our partners must comply with all the requirements listed below:

|  |  |
| --- | --- |
| Institution / Organisation |  |
| Country |  |
| Date of last protocol review |  |
| Name and function of the person completing the form |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Elements to be included in a protocol for prevention, detection and intervention in cases of violence and / or sexual violence** | Page No. (e.g. 01 or 2-3) | Yes  (x) | No  (x) |
| 1 | The protocol and the measures it sets out have been previously accepted by other donors. Name of the organisation and date of acceptance: |  |  |  |
| 2 | Description of the objective of the protocol. |  |  |  |
| 3 | A definition of the terms "girls", “boys” and "vulnerable persons" has been established. |  |  |  |
| 4 | Analysis of the specific risks present in the institution – please identify the group(s) of vulnerable persons and at least two main risks: |  |  |  |
| 5 | Description of the plan to prevent violence and / or sexual violence. |  |  |  |
| 6 | Description of procedures for detection and intervention in cases of violence and / or sexual violence. |  |  |  |
| 7 | Existence of a mandatory code of conduct for all those working in the institution. |  |  |  |
| 8 | Requirements for the recruitment and selection of staff relating to the prevention of violence and / or sexual violence (e.g. extended certificate of good conduct, affidavits, references from employers). |  |  |  |
| 9 | Regular training of staff and volunteers regarding prevention, detection and intervention in cases of violence and / or sexual violence - date and duration of the last training: |  |  |  |
| 10 | Rules for the use of social media and the posting of photos. |  |  |  |
| 11 | Representatives from all parts of the institution were involved in the development of the programme/protocol and the measures. |  |  |  |
| 12 | Person responsible for the implementation of the protocol and designation of specialists in prevention and intervention in cases of violence and / or sexual violence with full contact details (cooperation with other organisations is welcome): |  |  |  |
| 13 | The programme or protocol and the intervention measures established are binding for all those involved in the institution. |  |  |  |
| 14 | The programme is available in the official language and in the local language and has been formulated in a comprehensible way. |  |  |  |
| 15 | Description of the procedure for reporting a suspected case, taking into account the legal requirements of the country in question as well as Church law requirements. |  |  |  |
| 16 | There is an obligation to document the reports of suspected cases. There is a model form for documentation. |  |  |  |
| 17 | The protocol and the contact person, the notification channels are accessible, e.g. through notices, website, leaflets, posters... |  |  |  |
| 18 | Review and modification of the protocol and its measures (e.g. every 5 years). |  |  |  |

(Version of September 20th, 2023)