

Talebeyiz Biz Association

**CHILD SAFETY
POLICY DOCUMENT**



Talebeyiz Biz Association (TBD), established in Istanbul in 2023, aims to contribute to the well-being of young people by increasing their equal access to arts and culture, thereby supporting the construction of an inclusive and participatory society. Operating under the principles of rights-based approaches, ecological justice, and fair production, TBD ensures adherence to principles of anti-discrimination, inclusion, and participation in all its activities.

In line with these goals and principles, TBD:

- Designs and conducts art workshops where young people express themselves on social issues.
- Organizes exhibitions to enhance the visibility of young people in the public, specifically in the cultural and artistic domains.
- Arranges symposiums, panels, meetings, and other events that open up public debates on social issues concerning young people.
- Facilitates opportunities for young people to collaborate with artists and experts in areas of their interest and need for empowerment.
- Conducts communication and outreach activities to amplify the voices of young people to a broader audience.



Concepts

Child:

Individuals between the ages of 0-18 who are entitled to rights.

Child Safety:

Within the scope of the Association's activities, "child safety" means ensuring that the actions of staff, programs, and activities do not harm children. It also involves internal regulations aimed at empowering children and supporting their participation.

Child Participation:

In accordance with Article 12 of the UN Convention on the Rights of the Child and General Comment No. 12 of the Committee on the Rights of the Child, child participation refers to the effective involvement of children in the decision-making processes of all matters that concern them. It ensures that children can form and express their views freely and that these views are taken seriously by decision-makers. Ensuring inclusion in decision-making processes, respecting the presence and opinions of children, providing appropriate and transparent information, and making necessary arrangements are the responsibilities of adults.

Children's Bodily Autonomy:

Children are individuals who have a say over their own bodies. Bodily autonomy means that children can express themselves, consent to desired actions, and say "no" to unwanted ones. Adults must listen to and take seriously the consent and refusals expressed by children.

Best Interests of the Child:

All actions and decisions should be assessed for their impact on children, prioritizing choices that support the well-being of children.

Safe Action Planning:

This involves identifying and minimizing potential child safety risks from the planning stage to the implementation stage of events, workshops, and activities. Safe action planning is the responsibility of all staff members.





OUR POLICY

Our Policy

1. Policy Statement

This policy document is based on the United Nations Convention on the Rights of the Child, other human rights documents, and the Child Protection Law No. 5395. In all its projects TBD is committed to:

- Prioritizing the best interests of children and focusing on safe action planning,
- Making all necessary arrangements to ensure that children are not harmed due to physical environment, risks coming from adults, or risks posed by children to each other,
- Prioritizing child participation,
- Abiding by the regulations in this document and informing all adults and children with whom we work about these regulations.

2. Scope of Our Child Safety Policy Document

This policy document covers:

- Members of the TBD Board of Directors,
- Paid employees,
- Association members,
- Partner organizations,
- Funding institutions and donors,
- Service providers and suppliers,
- Media personnel reporting on TBD,
- Participants of public events and exhibitions organized by TBD,
- Employees at venues where events are held and work is conducted,
- Experts, artists, educators, consultants, researchers, and volunteers working on behalf of TBD.

All the individuals and institutions mentioned above are obliged to know and implement the procedures in this policy document. It is the responsibility of TBD to communicate this document to the relevant stakeholders and ensure that it is understood.



3. Protection and Prevention Procedures

3.1. Reducing and Preventing Risks:

We conduct safe action planning to reduce and prevent risks in all our activities. We take necessary precautions and make arrangements to ensure that our activities are inclusive for all children, that the conditions of the venues and the content of the activities do not harm children, and that their participation is meaningful and safe.

3.2. Child Safeguarding Focal Person:

The Child Safeguarding Focal Person (Focal Person) is responsible for establishing, operating, and monitoring child safety mechanisms within TBD. The Focal Person is appointed by the Board of Directors on a voluntary basis.

3.3. Child Safety Committee:

The Child Safety Committee (Committee) works with the Focal Person on reporting and monitoring processes related to child safety. The Committee is responsible for evaluating and concluding reports related to child safety and updating the Policy Document based on needs.

The Committee consists of a representative from the Board of Directors, a volunteer from among the members, the Focal Person, and a psychologist or social worker from the Advisory Circle. The Committee is appointed by the Board of Directors.

The Committee meets regularly every three months. In cases required by the reporting processes, it meets urgently. The Committee's recommendations on the child safety policy are prioritized for Board of Directors' decisions.

The Committee is renewed every three years along with the Board of Directors.



3.4. Recruitment Processes

We conduct reference and resume checks during recruitment. We consider candidates' rights-based approaches to children. For those who will work directly with children, we develop detailed evaluation processes based on the nature of the job. Recruitment is completed with a commitment to adhere to the Code of Conduct. The Board of Directors ensures that all employees are aware of the responsibilities outlined in this policy.

3.5. Our Code of Conduct

The Code of Conduct, which everyone acting on behalf of TBD, including our employees and members, is obligated to follow, is outlined in the Talebeyiz Biz Association Code of Conduct Document. This document, in connection with the Talebeyiz Biz Association Child Safety Policy Document, sets forth the responsibilities to ensure children's safety and defines the expected behaviors.

3.6. Communication and Media Activities

Communication and media are important tools for ensuring the visibility of both TBD and the children – their opinions and needs – and for amplifying their voices. It is our Association's responsibility to use this tool with the consent of the children, respecting their privacy rights, and ensuring their safety.

We obtain and use children's images, artworks, and opinions through a transparent process where children and caregivers are clearly informed. During this process, we consider the requirements outlined in the Personal Data Protection Law and prioritize the best interests of the children.

We share the TBD Child Safety Policy Document and the Code of Conduct Document with professional communicators such as photographers and journalists, as well as all visitors attending events involving children, before their visit. Ensuring that the principles and approaches in the documents, as well as the Code of Conduct, are understood and that visitors commit to adhering to them, is the responsibility of TBD employees and the Focal Person.



3.7. Service/Product Procurement

We implement our child safety policy in the processes of procuring services/products. We ensure through publicly available information that the institutions from whom we procure do not have a discriminatory approach, are not in any way associated with violence against children, and do not employ child labor. We reserve the right to terminate our cooperation if such situations occur in institutions with whom we currently collaborate.

3.8. Institutions and Organizations We Collaborate With

We expect the institutions and organizations we collaborate with to commit to complying with TBD's Child Safety Policy Document if they do not have an existing child safety policy.

3.9. Grants and Donations

We inform the institutions from which we receive grants and the individuals and institutions that make donations about our Policy Document. We do not accept grants and donations that have the potential to risk or violate any conditions and expectations outlined in the Policy Document and the Code of Conduct. If a conflict arises after receiving a grant or donation that has the potential to risk child safety, we seek a common solution. If a solution cannot be found, we review the decision to accept the grant or donation and terminate it if necessary.



3.10. Protection of Children's Personal Data and Information

We collect children's personal information within legal limits and to the extent required by our activities. We operate a transparent process where children and their caregivers are clearly informed when obtaining personal information. We take into consideration the requirements outlined in the Personal Data Protection Law and prioritize the best interests of children. Whilst storing children's personal data, whether in digital or non-digital formats, we ensure that access is limited to only relevant adults.

3.11. Ensuring Meaningful and Safe Participation of Children

We prioritize ensuring the meaningful and safe participation of children in our activities. Whether working directly or indirectly through individuals and institutions we collaborate with, we strive to ensure that children are adequately informed in a manner appropriate to their age and needs, and that their participation is voluntary. In decision-making processes, we consider children's opinions as equal to those of adults.



4. Reporting Mechanism

In any physical or online activity (workshop, exhibition, meeting, project, research, etc.) conducted by TBD or in collaboration with TBD, if there is any concern regarding the violation of child safety and/or the Code of Conduct, we expect individuals who experience, witness, or have information about the situation to use the reporting mechanism. The report should include what the incident is, when and where it occurred, and who is involved. It should be communicated directly to the Focal Person or via the e-mail address bildirim@talebeyiz.biz within 24 hours.

Responsibilities of the Focal Person in Reporting Processes

The responsibilities of the Focal Person in reporting processes are as follows:

- Forwarding the report to the Committee
- Contacting the parties involved to understand and clarify the situation if necessary, reporting the situation without inquiry or investigation
- Transparently informing the parties about the process
- Ensuring that children's information is not shared with all members of the Committee, sharing it with a designated responsible person within the Committee if necessary
- Fulfilling the legal reporting obligation in addition to forwarding the situation to the Committee when deemed necessary
- Proposing recommendations to the Board of Directors without waiting for the revision period in case new and urgent needs arise from the reports concerning the understanding and implementation of the Child Safety Policy



5. Awareness Activities

We conduct awareness activities to inform all relevant actors (TBD Board of Directors and employees, and when necessary, the individuals, institutions, and children with whom we work) about our Child Safety Policy and to support them in internalizing the policy. Based on needs, the frequency and scope of these activities are determined by the Child Safety Committee under the leadership of the Focal Person.

6. Monitoring and Updating Procedures

We revise our Policy Document annually based on the situations we encounter in the field and arising needs. We prioritize the participation of all users, especially children, in the revision process. The responsibility for tracking the revision process and updating it as needed lies with the Focal Person. The date of the last update is recorded in the document.

The TBD Child Safety Policy was approved and came into effect by the TBD Board of Directors on 21.05.2023.

