

CEPS Projectes Socials **organization statement how we ensure the safeguard of** **children and vulnerable adults**

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CEPS Projectes Socials (*Associació per a la Creació d'Estudis i Projectes Socials*), established in 1994, is a not-for-profit association based in Catalonia, Spain. It is in charge of, by contract agreement with different public institutions, the following services, amongst others:

Residential centres of educational action

CEPS run these centres by agreement with the Children Care General Directorate of the Ministry of Justice of Catalonia. These centres are shelters from 4 to 18 year-old children that are at different risk situations. The fundamental core of the action is the individualized assistance of every case, translated into an own and specific educational project for every single child. This project wants to give an answer to their real needs.

- Residential Centre of Educational Action *Les Palmeres*.
- Residential Centre of Educational Action *En Polzet*.
- Residential Centre of Educational Action *Lluís Folch i Camarasa*.



Open centres

These are socio-educational resources for 4 to 16 year-old children. These resources are applied in the same environment where educational elements are introduced to prevent the separation of the child from the family. They act as agents of prevention and/or contention of risk situations promoting individuals, groups and communities. It is an out-of-school daily service that supports the acquisition of basic and leisure time learning so as to compensate the socio-educational deficiencies of the people attended. Its organization is established in the Order 284/96 of July 23.

Kindergartens

Kindergartens want to strengthen an active teaching in which initiative and creativity can be developed; want to make children autonomous and sure of themselves to favour their integration in their social environment.

Teachers and educators organize different areas in class so that children can use them on their own and cover their curiosity and needs. That's why there are several spots inside classrooms each one of them with material that favours the child's development in the different areas.

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CEPS runs the Residential Centres for the *Direcció General d'Atenció a la Infància i l'Adolescència (DGAIA)*, depending on the Regional Government, the *Generalitat de Catalunya*. It is the organization that promotes the welfare of children and adolescents at high risk of social exclusion in order to contribute to their personal development. It also carries the protection and guardianship of children and homeless teenagers. <http://web.gencat.cat/ca/inici/>

On the other had, CEPS Projectes Socials is an active partner and member of the board of the Federation for the Care and Education of Children and Adolescents (FEDAIA). The Federation of non-profit organizations in Catalonia dedicated to the care and education of children and adolescents at risk of becoming homeless



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CEPS projects or services that include actions with children are always undertaken with professional internal or external staff, whom comply with legal requirements and are specialised in supporting young people, children and vulnerable adults directly. This can include social educators, schoolteachers, social workers and youth work practitioners. All the providers and services depending on the DGAIA must follow the Catalan Law on opportunities of Childhood and Adolescence (Law 14/2010, 27th May). This law provides attention, protection and promotion of the welfare of childhood and adolescence in Catalonia. This law is the umbrella of the single actions related to childhood and adolescence in Catalonia.

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Being CEPS PROJECTES SOCIALS an active provider of services, it not only accepts the frame of the before said law as the rights frame for its activities, but complement it with the following agreements and actions:

- All staff who directly work with children, hold the Certificate required by Spanish Law 26/2015 and Law 45/2015 that regulates work with children, which confirms not to have been convicted of “an offense against sexual freedom and indemnity, which includes sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of children, as well as trafficking in human beings. To this end, whoever intends to access such professions, offices or activities must prove this circumstance by providing a negative certification of the Central Registry of Sex Offenders. ". The human resources manager is responsible for ensuring that all staff have the relevant expertise and certificates to execute their work.
- a comprehensive Equality Plan which explains the association's commitment and expectations for gender equality, race equality and non-discrimination on the grounds of sexuality, sexual orientation, disability or ability or faith considerations.
- an Equality Commission ensuring that Equality Plan is regularly updated, taking in consideration change of law, services and activities implemented by CEPS, as well as that its aims are implemented, that staff are informed about their rights and responsibilities, and know who they can turn to in case of any misconduct or discontent. The Equality Commission includes representatives of the Associations Management, Staff and Union, and holds occasional meetings with representatives of the Health and Safety Committee. The Equality Commission together with the Human Resources Manager is responsible to ensure that all staff are aware of equality issues, the associations rules, plans and protocols, and that they adhere to it.



- all staff are required, as part of their wider contractual duties in terms of safety, to strictly observe the company's Health and Safety Policy and Incident Reporting Protocol. The Health and Safety Committee and Human Resources Manager are responsible for informing staff about rules and regulations and ensure their appropriate implementation.
- a Privacy and Data Protection Policy based on the Spanish law *34/2002 de Servicios de la Sociedad de la Información y de Comercio Electrónico (LSSICE)*, effective from 12th October 2002, and the private data protection act *Ley Orgánica 15/1999 del 13/12/1999 de Protección de Datos Personales*.

All the above plans and protocols and details about who to contact how at the committee, commission and human resources department are available to staff through the Associations online Intranet and their line manager.

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Health and Safety Policy and Incident Reporting Protocol at CEPS:

Each centre or service run by CEPS and that works directly with children has a 'Reglament de Regim Intern' (Internal Regulations Programme) which includes a Health and Safety Policy and Incident Reporting Protocol adapted to its specificities (opening hours, local emergency contacts etc.). All staff are familiar with the content. The document includes all relevant aspects of running a centre/service for and with children such as: legal frame, elements of risk, specific needs of children and minors in care, responsibilities and area of action of different staff, rights and duties of staff, educational aims and objectives, methodological tools and their application, external services and how they can or not interact with children, rules about the programme of activities, norms about how to involve the children in the decision making at the centre/service, rights and responsibilities of the children, rules on the disciplinary regime of educational staff, regulations about family visits, regulations about outings, financial rules and regulations, organization of space and furnishings etc.

There is a section that covers the 'rules on channels and mechanisms for resolution of conflict: It starts with what is considered an aggression (deliberate actions, without mediating any educational criteria that violate the essential rights of children and adolescents. In the same way, perhaps even though they are not deliberate, they violate these rights. Physical actions such as bullying, fights, beatings ... or psychological-emotional and intellectual can be noted ...) and how the centres/services will deal with it or indeed any complaint or incident. In the first instance the management will be informed, and will gather information from staff and child whenever possible (depending on age, situation etc.). This will include private conversations with implicated person/s. If necessary external expertise or support will be sought (doctor, psychologist etc.). Depending on the situation further information will be gathered from other staff or children if possible. A dialogue about the incident with other staff and children at the centre/service will be considered depending on the situation, to give support to them if tension has arisen. Once all information is gathered the management will assess the facts and decide the next steps. There may be disciplinary actions, and/or legal actions, in which case the local authorities DEGAIA and CSS will be informed. If the situation or incident may be reversible, the organization will supervise the process of reparation. In either cases staff and the children will be appropriately informed about the resolution.



Minor issues or incidents can be discussed at staff meetings at each centre, or monthly management meetings with the director of CEPS. The meetings constitute an important monitoring tool, as well as space of exchange and mutual support.

In more general terms CEPS has a Health and Safety Policy and Incident Reporting Protocol for all staff, which is available through the association's intranet and all staff are informed when they start working at CEPS. It includes standard information of what health and safety risks at work are and how to react in case of an accident or incident, and where to report. We have a private health insurance for accidents at work, and there are liaison persons for health or equality issues, who incidents or complaints can be reported to. Beyond these standard measures, we have a health and safety commission and an equality commission, constituted with representatives from trade union, staff and management, who work on improving protocols, measures and continuously campaign to keep staff informed. -

At each centre/service that works with children the director is the appointed child protection officer, who in turn is supervised by the director of our organisation CEPS.

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Safeguards and monitoring to prevent and/or respond to harm done to children:

All centres/services at CEPS working with children have an Internal Regulations Programme (RRI) or Standards of Organization and Functioning of the center (NOFC) that our professional staff know and apply to prevent and respond educationally. In all the centres there is a regulation of rights and duties, written for children and for families (http://treballiaferssocials.gencat.cat/web/.content/03ambits_tematics/07infanciaiadolescencia/temes_relacionats/drets_deures.pdf). This regulation is delivered and explained upon arrival at the service, when a tutor is assigned to each child.

All professionals working in centres at CEPS are trained 'educadors socials' (social educators) who adhere to the Deontological Ethics Code (see the association of social educators in Catalonia <http://www.ceesc.cat/el-ceesc/documents-professionals>). All centres at CEPS have a 'Accident and civil liability insurance'.

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The child's right to be heard:

At CEPS we apply the 'The voice of the child' programme in all centres/services.

Here a summary in English:

- Socio-educational programs for children at an individual and group level: through the spaces of individual, group and family tutorials, working on the potential of each one. This socio-educational program is known as "The voice of the Child", and aims to enable the child to express their opinions, their experiences, in order to resolve their conflicts and work their difficulties. "The voice of the Child" is a tool that allows to work directly those aspects that are defined in the PEI in those cases that have been agreed on by educational equipment and childhood teams, and also with the rest of the children who do not have an IEP, to do a group or individual work, if the suitability of the child in particular is more individualized.

- Tutorial space: in this space the project "The Voice of the child" will be carried out, both individually and in groups. In this space we work with more individual aspects and proposals for improvement that are evaluable through the PEI and that prior agreement will be signed a commitment contract by both parties, and with a timing in order to be doing the review and if applicable with the corresponding modifications in case the targets marked have been fulfilled or not. In the group tutorials, the resolution of conflicts between peers or the different subjects proposed by them will be worked on.
- Assembly: Children have the right and duty to attend the group meeting that is held periodically, so that they can express their complaints and make proposals.
- The assembly is a space for dialogue where values for coexistence and key aspects of the socialization of the person (knowing how to share spaces and moments, know how to differentiate their own interests from common interests, know how to respect the positioning and opinion of others, contribute ideas of improvement, know how to point out without hurting others that break a good coexistence, etc.). It is the space and time that allows the group of children to think, discuss, reason, participate, contribute and modify aspects of everyday life in the center. In order for the participatory and formative purpose of the assembly to be real, it is necessary for children to perceive it as an organ of participation and as a valid instrument for regulating the life of the group, and for this reason it is valued and the respect of the agreements taken in this space is demanded.



Carles Llampayas, President

Barcelona, 9th March 2018