

STUDIO ASSOCIATO ZUDDAS & PADOAN

CHILD SAFEGUARDING POLICY

Version: 25 October 2026

Effective date: date of the last digital signature

Review: within 12 months of adoption and whenever required

Scope: all Studio activities involving children, including RispettoQui and DOV'È? SAFE.

1. POLICY: OUR COMMITMENT

Studio Associato Zuddas & Padoan (VAT No. 02490960305; contact addresses: Piazza Verdi 20/3 and Via dei Caduti 27/A, 33019 Tricesimo, Udine, Italy) designs and delivers educational, prevention, research and awareness-raising activities concerning respect, consent, stereotypes and gender-based violence. Activities take place in schools, communities and, where appropriate, online, involving children and adolescents under the age of 18.

Every child has the right to protection from abuse, exploitation, neglect and violence, regardless of gender, origin, religion, disability or personal circumstances. Safeguarding is the Studio's responsibility as well as that of schools and host organisations. This Policy is informed by the four International Child Safeguarding Standards of Keeping Children Safe (Policy, People, Procedures and Accountability) and the UN Convention on the Rights of the Child, in accordance with Italian law and the safeguarding requirements of host organisations.

Principles

- **The child's best interests and safety** take precedence over programme requirements, evaluation activities and the Studio's reputation.
- **Zero tolerance** of abuse, exploitation or harmful conduct by anyone working on the Studio's behalf.
- **Shared responsibility:** anyone who identifies warning signs or receives a disclosure must promptly initiate safeguarding procedures.
- **Listening and participation:** children are treated respectfully and informed, in age-appropriate language, about how to seek help.

Who this Policy covers

This Policy applies to the Studio's partners, employees, associates, external trainers, trainees, volunteers, researchers and anyone carrying out activities involving children on the Studio's behalf (hereafter 'personnel'). Project partner organisations are informed of the Policy; their respective responsibilities are defined, where necessary, in project agreements.

Designated safeguarding contacts

- **Safeguarding Lead:** Dr Francesco Padoan — tel. +39 3395268345 — francesco@zuddas-padoan.it
- **Deputy Safeguarding Lead:** Dr Silvia Zuddas — tel. +39 3470664572 — silvia@zuddas-padoan.it

The Safeguarding Lead receives concerns and reports, coordinates safeguarding measures with the relevant bodies, securely maintains records and monitors the implementation of this Policy. Reports concerning the Lead

Studio Associato Zuddas & Padoan – p.i. e c.f.: 02490960305

Dott.ssa Silvia Zuddas

cell.: 347-0664572

e.mail: silvia@zuddas-padoan.it

Dott. Francesco Padoan

cell.: 339-5268345

e.mail: francesco@zuddas-padoan.it

Studio – p.zza G. Verdi 20/3 – 33019 Tricesimo (UD) – Via dei Caduti 27/a – 33019 Tricesimo (UD)

are referred to the Deputy. If both are implicated, concerns are reported directly to the school or host organisation and, where appropriate, to the competent authorities.

2. PEOPLE: THOSE WORKING WITH CHILDREN

Safer recruitment and preliminary checks

1. Roles involving contact with children are clearly identified in written descriptions of activities and responsibilities.
2. Identity, qualifications and experience are checked before appointment; where relevant, at least one reference relating to previous work with children is requested.
3. Where required by Article 25-bis of Presidential Decree No. 313/2002, the legally responsible party requests the relevant criminal-record certificate before a person is engaged in activities involving direct and regular contact with children. For other types of engagement, checks permitted by law and proportionate to the role are carried out. The adequacy of checks is reviewed at least every two years and whenever the role, contract or risk profile changes; this does not imply a general legal requirement to renew the certificate every two years.
4. Nobody is assigned to independent activities involving children until the relevant checks are completed and they have been informed of the safeguarding rules.

Code of conduct

All personnel undertake to comply with the code before starting activities and, in particular, shall:

- normally work in the presence of a teacher or another authorised adult and never remain alone with a child in a closed room where they cannot be observed;
- treat every child with respect, without favouritism, humiliation, shouting or physical punishment;
- limit physical contact to what is appropriate, necessary and respectful of personal boundaries;
- use age-appropriate language and materials, particularly when addressing violence, sexuality and consent;
- avoid private contact with pupils by telephone, social media, messaging apps or e-mail and neither send nor accept friend requests; use only school- or project-authorised channels;
- not take photographs, make videos or recordings of children except under the conditions set out in Section 3, and never use personal devices to capture or store them;
- not offer money, gifts or individual favours, or invite children to their homes;
- never promise to keep confidential disclosures concerning possible abuse, violence or other harmful conduct, and explain that information necessary for protection will be shared only with the appropriate people;
- promptly report, normally on the same day, any concern about a child's safety or an adult's conduct, while seeking immediate assistance whenever there is an imminent danger.

Training

Before working with children, personnel are briefed on this Policy, signs of risk and reporting procedures. Refresher training takes place at least annually and following significant changes. The same requirements apply to trainers involved in training-of-trainers activities. The Studio keeps a record of dates and participants.

3. PROCEDURES: SAFE ACTIVITIES

Planning and risk management

- Before each new project or school year, a risk assessment is carried out covering potentially distressing subjects, group characteristics, physical settings, digital tools and possible vulnerabilities; safeguards are agreed with the school or host organisation.
- Work on violence and consent follows a trauma-informed approach. Pupils may opt out of individual exercises without having to explain their reasons and are told whom to approach if they feel distressed.
- A teacher or school-authorised adult is present during classroom activities.
- Families and children receive accessible information about the activities and any assessments. Participation in questionnaires, tests and research activities is voluntary where required and is managed in accordance with the applicable information notices, consents and other lawful bases, without adverse consequences for non-participation.

Data, images and online safety

- Data collection is limited to what is necessary. Where possible, questionnaires and assessment tools use pseudonymous codes rather than names. Pseudonymisation is not anonymisation. For each project, data-protection roles (controller, any joint controllers and processors), purposes, lawful bases, retention periods and security safeguards are defined in the relevant privacy notices and agreements in accordance with the GDPR and applicable national law.
- Photographs and videos in which children are identifiable, including those taken during school activities or public events, may be taken and published only where permitted by applicable law and agreements with the school or host organisation, following appropriate privacy information and the specific written consent of those exercising parental responsibility in accordance with the child's legal circumstances. As a general safeguarding practice, the Studio requests consent from both parents and seeks the child's assent according to their age and maturity.
- Consent specifies the purposes and publication channels (for example, websites, social media and project materials). An authorisation obtained by a school does not automatically cover publication through the Studio's own channels; it must expressly include them. Refusal of consent does not affect participation in activities.
- Even with authorisation, images that may undermine a child's dignity, privacy or safety are not published. For initiatives concerning violence or other sensitive subjects, non-identifiable images are preferred. Any publication must be necessary and proportionate to its stated purpose.

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e.mail: silvia@zuddas-padoan.it

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cell.: 339-5268345

e.mail: francesco@zuddas-padoan.it

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- Authorised photographs and videos are kept in the Studio's secure archive, accessible only to authorised personnel, with defined retention periods. They must not be stored on personal devices.
- Digital tools used with children do not provide public profiles or unmoderated chats between children and adults. Identifiable information or sensitive content relating to children must not be entered into third-party generative AI services without a prior assessment of the lawfulness and security of the processing and the necessary safeguards.

Responding to disclosures and concerns about a child's safety

When a child discloses distress, abuse or violence, or when concerns arise about their safety, personnel must act promptly:

1. **Listen** calmly, take the account seriously, avoid leading questions, do not conduct their own investigation and do not confront anyone alleged to be involved.
2. **Reassure** the child that they were right to speak up. Do not promise secrecy; explain that information will be shared only with those who need it to protect them.
3. **Record** factual information, using the child's own words wherever possible, together with the date, time and names of those present; sign the record and transmit it confidentially.
4. **Report** without delay to the Safeguarding Lead or, where appropriate, the Deputy. Where the concern arises in a school, coordinate communication with the headteacher in accordance with the school's procedures, provided this does not delay urgent protection or increase the child's risk.
5. **Activate external safeguarding measures:** where there is immediate danger, call **112**. In other situations requiring protective action or investigation, promptly contact the relevant services and authorities (including social services, law enforcement or the competent Public Prosecutor's Office), depending on the circumstances. Any legal duties to report suspected offences remain applicable, particularly those imposed on public officials and persons entrusted with a public service in respect of offences prosecutable ex officio; internal reporting does not replace these duties.

The person reported or the family must not be automatically informed where doing so could compromise the child's safety or an investigation; decisions are made with the relevant competent bodies.

Useful contact numbers: 112 emergencies; 114 Child Emergency Service; 19696 Telefono Azzurro; 1522 national anti-violence and stalking helpline.

Concerns involving personnel

Concerns about anyone covered by this Policy must be reported to the Safeguarding Lead or, if they concern the Lead, to the Deputy. If both are involved, contact the school or host organisation directly and, where appropriate, the competent authorities. Pending enquiries, the Studio may adopt proportionate precautionary measures, including temporarily removing the person from activities involving contact with children, without any presumption of guilt and while respecting the person's rights. The school, where involved, and the competent

authorities, where necessary, are promptly informed. Anyone reporting a concern in good faith is protected against retaliation.

Records and confidentiality

Reports, notes and decisions are stored securely, with access restricted to those authorised to receive them. Information is shared only as necessary to protect the child and retained for periods established under applicable law and privacy notices. Unnecessary information is not circulated within the project team.

4. ACCOUNTABILITY: MONITORING AND REVIEW

- The Safeguarding Lead maintains a confidential record of concerns, action taken and training. At least every six months, the Lead reviews implementation with a Studio partner who is not implicated in any related report, observing confidentiality and the responsibilities of public authorities.
- Following any significant incident, the adequacy of the response is assessed and any necessary organisational improvements are identified.
- This Policy is reviewed at least every 12 months and whenever there are relevant legal, organisational or project changes, taking account of feedback from children, teachers and partners gathered appropriately.
- The Policy is made available to schools and partners and communicated to children and families in accessible formats. It is published on the Studio's website once the necessary internal arrangements are complete.
- For EU-funded projects, relevant safeguarding incidents and measures are reported to the coordinator and competent bodies where and as required by funding agreements and applicable law, while protecting children's confidentiality.

Approval and signature on behalf of Studio Associato Zuddas & Padoan

Dr Francesco Padoan — partner — digital signature

Dr Silvia Zuddas — partner — digital signature

This Policy takes effect on the date of the last digital signature.

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