

Child Protection Policy

Hungarian Jewish Museum and Archives

The mission of the Museum

The Hungarian Jewish Museum and Archives (HJMA) collects, processes, scientifically makes researchable works of art, religious objects, and archived documents linked to Hungarian Jewish culture, carefully preserves and nurtures, and - for the sake of individual and community culture - makes Hungarian Jewish cultural values known to the widest possible audience. HJMA promotes the dialogue between the Jewish community and the non-Jewish population, forming an open, visitor-friendly meeting place, and offering accessible and inclusive service to the public. HJMA – in line with the ICOM Code of Ethics for Museums has been prepared and accepted by the International Council of Museums - fosters **diversity and sustainability, operates and communicates ethically, professionally, and with the participation of the Jewish communities offers varied experiences for education, enjoyment, historical and cultural reflection and reminiscence, knowledge sharing for visitors.**

Nondiscrimination statement

HJMA prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legal or constitutionally protected attributes or affiliations. Discrimination undermines the community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance.

Museum education

The HJMA offers a large variety of museum educational programs and workshops for children, students, young adults, teachers and archives, and/or museum professionals. The target group of the programs discerns different categories depending on age, connections with Judaism, or profession (training for educators or museum professionals).

One of the **most important** mission of our institution is **to make Jewish culture available** and understandable for as many visitors as possible. The HJMA keeps open house to all members of the Jewish community, Jewish and non-Jewish school groups, and visitors from all regions of Hungary and from abroad. HJMA is important to elicit to the visitors that the Jewish heritage and culture is part of our common national heritage. For this reason, HJMA uses **aspecial** museum educational methodology that is understandable for all diverse groups of visitors.

Grade limitation, age groups, adult at risk

The legal definition of a “child”:

When we refer to a child we mean anyone under the age of 18, this is in accordance with the UN Convention on the Rights of the Child and the Hungarian Criminal Code which define a child as everyone under 18. If the child is below the age of 16 years, such processing shall be lawful only if and to the extent that consent is given or authorised by the holder of parental responsibility over the child.

The legal definition of an adult at risk of harm:

Adults with care and support needs to keep them safe from abuse or neglect.

Safeguarding:

Safeguarding is set of policies, procedures and practices employed to actively prevent these vulnerable groups from harm, abuse and distress.

In relation with the regulations UN Convention on the Rights of the Child, the Fundamental Law of Hungary and Criminal Code, safeguarding is specifically focused on preventative actions to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of or actual harm.

Harm:

According to the World Health Organisation, “child abuse” or “maltreatment” constitutes ‘all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Child protection

The goal of the HJMA is to create and maintain a safe culture that is child-focused and community-driven through sustained and meaningful engagement with children, their families, communities and all representatives.

The Child Protection Policy and Procedures along with the ICOM Code of Ethics for Museums are the foundation for safe programming standards to first prevent harm and abuse, and then report and respond whenever concerns arise

HJMA has grade limitations concerning participation in some of the Museum’s educational programs. Most children's education programs are **harmonizing with grade requirements in the school, national educational standards, and rules**. We ask **all schools being involved in the educational program and parents to adhere to these limitations** when signing up for Museum activities. Children of different ages have vastly different levels of motor skill mastery and ability to retain instructions, and therefore **require different levels of facilitation and supervision for the same tasks**. **By separating children by age group**, the staff can make the appropriate choices around tools and materials and staff-to-student ratios to keep every child safe. All programs are designed with safety, curriculum, and social-emotional skills appropriate for children of a certain grade level.

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Safeguarding, child protection policy

Child safety is of the utmost importance to the HJMA's staff. Child Protection is the responsibility of our institution to make sure that the Museum personnel do not expose children to the risk of **harm and abuse**, and that any concerns the organization has about children's safety within the communities in which they work are reported to the appropriate authorities. For providing the utmost protection of children the HJMA accepted Child Protection Policy and child safeguarding standards in which **HJMA set up concrete rules concerning:**

- **minimize the risk that damage or abuse or exploitation of children that** may occur on the occasion of or as a result of the activities carried out by the Museum
- **reinforcing attention towards children when planning activities aimed at them** in which the Museum is involved, directly and/or indirectly;
- **make its employees, collaborators, and people involved in the Museum's projects and activities aware of the issue of protecting children**

The employees of HJMA must work in the spirit of the **basic documents of the institution**, and in the course of the work they must comply with the standards of the ICOM Code of Ethics and its own standards and rules set up in **HJMA's employee Code of Conduct** and **Child Protection Policy**.

All employees acting on behalf of the institution should behave in a way that is professional and brings respect to the Jewish community and is in compliance with Jewish ethical norms.

This policy is intended to provide multiple layers of protection for the children and adults at risk we serve and covers all the issues we think are critical to keeping children safe and protected.

Accordingly, HJMA's employee Code of Conduct, Child Protection Policy, the Museum's professional background, the **physical and virtual environment** of our organization, and the **training and educational programs for our employees, volunteers** all adhere to the below principles:

1. All children have **equal rights to protection** and to have their well-being and participation promoted.
2. All actions regarding **child safeguarding** must be taken in the best interest of the child. This includes an understanding that in all our programs and activities we must ensure that we respect children's rights and do not cause harm.
3. Everybody belonging to the staff of our institution has a **responsibility for the safeguarding of children and adhere to the provisions laid out in this Policy in their conduct at all times**.
4. The Children Policy is mandatory for all those who work for or on behalf of the HJMA including staff, volunteers, and partners.
5. Although **training, advice, and support** will be provided, everyone should actively participate to carry out their responsibilities towards safeguarding children.
6. HJMA work in a transparent and open way where child safeguarding is made a priority, recognizing that situations of abuse and harm are able to flourish when staff, volunteers, partners, children, schools, families, and community members do not feel able to raise their concerns.

The HJMA safeguarding aims are to: aka safeguarding policy

Safeguarding is action taken to promote the welfare of children, young people and vulnerable adults and prevent them from coming to harm.

- **Respect** the rights of all children and adults at risk
- **Provide an environment** that is safe and welcoming for children and adults at risk and which protects them from all forms of abuse by:
 1. Promoting the health and welfare of children by providing opportunities for them to take part in its activities safely
 2. Ensuring the maintenance of the culture of openness and sharing
 3. Enhancing the skills and competencies of the children
 4. Avoiding the distribution of material unsuitable for children
 5. Minimizing the use of children's information, stories and images (such as photographs, videos, and social media) and avoiding any inappropriate use thereof.
 6. ensure that everyone working at thMuseum is aware of the need to protect children and adults at risk and knows how to reduce the risks to them
 7. provide procedures, training, and guidance on safeguarding and special needs and rights children and adults at risk for everyone working at the Museum
 8. GDPR The HJMA collects data in compliance with its applicable data protection rules, including the GDPR adopted by the maintainer and the Museum. Concerning data collection children merit specific protection with regard to their personal data, as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data. The child is required or able to give their consent to process their data above the age of 16.
 9. E-safety
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of IT equipment, with particular focus on that provided by the Museum for the execution of its programs, and volunteers on the appropriate use of IT equipment, with particular focus on that provided by the Museum for the execution of its programs.
- Supporting and encouraging the young people using our services to use the opportunities offered by the Museum's IT equipment in a way that keeps itself safe and shows respect for others.
- Incorporating statements about safe and appropriate IT use into the codes of conduct both for staff and volunteers and for children and young people.
- Providing effective management for staff and volunteers on IT issues, through supervision, support and training and reviewing and updating the security of our information systems regularly.

The HJMA's due diligence to safeguard children and adults at risk by: (Action)

- Adopting **safeguarding policy** and rules to minimize any possibility of abuse and establish the appropriate treatment of children and adults at risk;
- Ensuring that museum staff working with children/adults at risk are fully aware of and trained to follow the **Museum's policies, procedures, and guidance**;
- Sharing information about **safeguarding and good practice with staff, volunteers, and collaborators**;
- Providing effective management of children and adults at risk concerning through continuous **supervision, support, and training of the museum staff**;
- Designating members of staff to lead on **safeguarding (Child Protection Officer)** reviewing the children's policy, procedure, guidance, and practice at regular intervals;
- Taking all safeguarding concerns seriously and responding fairly, swiftly, and appropriately to any incidences reported;
- Minimize the risk that damage or abuse or exploitation of children or adults at risk may occur on the occasion of or as a result of the activities carried out by the Museum, concerning especially the **following behaviors**:
 1. perpetuate physical or psychological violence against a child;
 2. adversely affect the harmonious and socio-relational development of the child
 3. act in a way that may be harmful or put the child at risk
 4. using offensive, harmful or inappropriate language or behavior with the child;
 5. establishing or maintaining unnecessary interpersonal contact with the child during the Museum's educational programs
 6. establish or maintain unnecessary interpersonal contacts by means of online media (e-mail, chat, social networks, etc.) outside the activities envisaged or connected to the carrying out of the educational activities
 7. addressing a minor with violent content or methods
 8. any forms of discrimination

HJWA's policy is reviewed annually by the administration and, with employee involvement, updated accordingly. Should any administrative or other best practices necessitate, the policy will be updated immediately. The policy is issued to all employees and select volunteers; their signature of understanding and agreement to comply is required. **The policy is available electronically on our website, posted within our facilities, and readily accessible to the families we serve.** Any updates in the policy will be communicated immediately.

HJMA, as part of its Child Protection Policy, **the director of the HJMA** is responsible for **appointing a Child Protection Officer based on educational background and professional knowledge.** The Officer ensures the organization is acting in **accordance with any requirements outlined in the policy**, also responsible for **designing and implementing any internal controls, policies, and/or procedures to assure compliance with the internal policy.**

The Officer's task:

The Child Protection Officer will ensure that all staff and volunteers are aware of and comply with the Child Protection policy and procedures, any breaches of the policy will be referred to the director of the museum. Any concerns or suspicions of abuse must be reported to a member of the director of the museum who will take appropriate action. Any allegations of inappropriate behavior must also be reported to one of the Designated Child Policy Officers who have joint responsibility for implementing the Child Protection policy and procedures. They will liaise with the police and social services as necessary. In any case of abuse, the Museum director should contact the local police and social services department. Keep written records of all incidents.

The Officer audits each outside entity to make sure they are following the policy guidelines, ensures that any reports/incidents are handled appropriately and in a timely manner, and responds to requests for information from internal and external clients.

Other tasks of the Officer include but are not limited to conducting, or arranging for, the orientation and training of internal new hires, ensuring that background checks are conducted for all staff, and volunteers, notifying the Director of the HJMA of any incident reports, upholds the child protection Policy and the Code of Conduct guidelines to all employees, volunteers these guidelines set out the requirements to which all employees and volunteers must conform. The Policy and the Code are reflective of the HJMA's values, expectations, and ethical policies.

Procedure

The HJMA ensures that:

- all reports of concern regarding the safety and protection of a child will **be taken seriously**
- it takes the necessary steps to protect the child and to **take action against the alleged perpetrator, this may include referrals to the maintainer of HJMA - especially to the educational and social department of MAZSIHISZ, law enforcement and child protection agencies.** In relation to allegations against staff, volunteers, and collaborators, action may also include the suspension or termination of an engagement or any type of cooperation.
- it maintains confidentiality and does not disclose personal details of those involved in child protection concerns, including the names of those raising concerns unless it is necessary to **pass on information to ensure that a child is protected** (for example where a child may need special services or where a criminal offense may have been committed).
- **it raises awareness and influences others on the importance of safeguarding children,** using our policy and procedures as a way of both highlighting our commitment and also of explaining its values.
- it shares **its policy and procedures with others** and is open to feedback regarding its application and relevance.
- it works within the framework of **international and national laws and policies regarding safeguarding.**

Responsibilities of the HJMA based on the Child Protection Policy:

The HJMA is dedicated to providing that:

- its staff and volunteers are **carefully recruited and selected** and made aware of issues relating to child protection and **regularly monitored**.
- its staff working with children will be trained in issues **relating to child protection**, they get to know and **be aware of the Child Protection policy and its procedures**
- its staff has a responsibility to maintain **appropriate standards of behavior**, and be **familiar with the content** of relevant policies and procedures
- schools, educational group leaders, service providers, and other interested parties are given information on the Museum's procedures regarding the safety of children, and the Museum's Child Protection and Safeguarding policies are actively **signposted to teachers, educational group leaders, and other interested parties, institutions**
- the Museum is responsible for **administrative procedures relating to staff, recruitment, selection, and induction and for advising on any disciplinary action**.

Recruitment and training

The HJMA is committed to following **safe recruitment and selection procedures** outlined in the Child Protection procedures.

- The Child Protection Officer will ensure that staff, freelance workers, and volunteers who have responsibility for delivering services to children and young people will receive further **training and/or information**.
- The Child Protection Policy and Procedures will be **available to all staff** and a copy will be kept in the policy manual, which is available in the museum at the Front Desk.
- The Child Protection procedures will be included in **the volunteer handbook and in freelance educator contracts** and all staff and volunteers will be required to refer to the policy manual.
- Our Child Protection and Safeguarding policies are actively signposted to teachers, group leaders and other interested parties at the point of booking and available on our website. This information is also displayed in the education rooms.

Child protection in social media

The HJMA provides a safe online learning experience for children, guarantees no harm to any child. Avoid questions, attitudes or comments that are judgmental or insensitive to cultural values or status, that place a child in danger or expose a child to humiliation.

Children should also be encouraged to use their voices online to support others in need of help. Do tell children how to report any abuse or concerns.

Under the age of 16 parental consent if you need to record the online sessions/ interactions.

The Museum should alert parents/caregivers to the online risks for children such as: sexual exploitation, self-harm, cyberbullying and other types of online abuse might children experience.

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The HJMA provides that exchange personal contact information or ask for children's personal information and guarantees that the museum personnel, the volunteers, the contractors do not develop relationships with children which could in any way be deemed exploitative or abusive.

The HJMA ensures that all direct conversations/ communicating with children are done via professional channels whenever possible, such as the official software/ platform or an official social media account if they exist and all one-on-one online interactions between staff and children are transparent and regulated.

The HJMA ensures that it does not expose children to inappropriate images, films, music and websites including mature content, indecent images and violence. Don't discuss or share, via social media any sensitive, confidential data or internal matters concerning children.

Legal Framework:

Convention on the Rights of the Child Adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989 entry into force 2 September

Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse

Keeping Children Safe's Guide "Keep Children Safe, Child Safeguarding Standards and how to implement them"

The Fundamental Law of Hungary

The Criminal Code of Hungary

Budapest, 14th March 2023

Zsuzsanna Toronyi
Director
Hungarian Jewish Museum & Archives

Accepted by the Federation of Hungarian Jewish Communities (Mazsihisz):

András Heisler
President
Mazsihisz

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