

"As an organization that works with minors, we are bound by the Code of Ethical Principles in Social Care, issued by the Social Chamber of the Republic of Slovenia, which forms the basis of our internal protocol."

## 1. FUNDAMENTAL PRINCIPLES AND LEGAL BASIS

This internal protocol establishes clear standards, operational procedures, and individual responsibilities to ensure the ultimate safety, dignity, and protection of the best interests of children and minors participating in all programs and activities of Zavod Boter.

- **Ethical and Legal Framework:** This protocol is strictly rooted in the *Code of Ethical Principles in Social Care* (Social Chamber of the Republic of Slovenia), the UN Convention on the Rights of the Child, and applicable legislation of the Republic of Slovenia concerning child protection and family rights.
- **Principle of the Best Interests of the Child:** All decisions, actions, and administrative procedures within Zavod Boter are unconditionally subordinate to protecting the well-being, physical integrity, and holistic development of the child.

## 2. PARENTAL & GUARDIAN CONSENT REQUIREMENT

Prior to a minor's participation in any program or activity organized by Zavod Boter, a signed **Parental / Guardian Consent Form** (see Annex A) must be obtained. This form explicitly confirms:

- Informed consent for participation in specified organizational activities.
- Authorization to collect necessary emergency contacts and crucial medical/dietary information.
- Authorization for staff to seek emergency medical treatment if parents/guardians cannot be reached immediately.
- Specific consent options regarding data protection and photography/media usage under GDPR guidelines.

## 3. CODE OF CONDUCT FOR PERSONNEL

Every employee, volunteer, and external associate of Zavod Boter who interacts with minors commits to strict adherence to the following safeguards:

- **Respect for Boundaries and Dignity:** Any form of physical, psychological, verbal, sexual, or economic abuse, neglect, or misuse of power and trust is strictly prohibited.
- **Prevention of One-on-One Isolation:** Activities involving minors must take place in open, visible, or shared environments. One-on-one isolated interactions are avoided unless explicitly authorized under safety conditions.
- **Privacy and Media Protection:** Photographing or publishing media featuring minors is permitted exclusively when prior written consent has been granted by parents or legal guardians.

## 4. IDENTIFICATION, REPORTING & VETTING

1. **Detection & Notification:** Suspicion or direct disclosure of child distress/abuse must be reported immediately to the **Designated Child Protection Officer**.
2. **Documentation & Action:** Factual details are logged without personal opinion. In cases of immediate physical danger, Police and the Social Work Center (CSD) are notified immediately. Otherwise, consultation with CSD occurs within 24 hours.
3. **Vetting & Training:** All staff and volunteers undergo mandatory criminal background checks (offenses

This form must be completed and signed by a parent or legal guardian prior to the minor's participation in activities conducted by Zavod Boter.

1. CHILD & PARENT / GUARDIAN INFORMATION

|                                   |                                  |
|-----------------------------------|----------------------------------|
| CHILD'S FULL NAME                 | DATE OF BIRTH (DD/MM/YYYY)       |
| PARENT / LEGAL GUARDIAN FULL NAME | PRIMARY CONTACT PHONE            |
| EMAIL ADDRESS                     | EMERGENCY CONTACT (NAME & PHONE) |

2. MEDICAL & SPECIAL HEALTH INFORMATION

Please specify any allergies, chronic conditions, dietary restrictions, or required medication:

3. DECLARATIONS AND CONSENTS

- ☐ **Participation Authorization:** I hereby give permission for my child to participate in the programs and activities organized by Zavod Boter.
- ☐ **Emergency Medical Care:** In the event of an emergency, sudden injury, or illness, I authorize Zavod Boter staff to secure immediate medical attention or transport for my child if parents/guardians cannot be reached.

4. PHOTOGRAPHY & MEDIA CONSENT (OPTIONAL)

- ☐ **I AGREE** that photographs or video recordings of my child taken during activities may be used by Zavod Boter strictly for informational, reporting, and non-commercial promotional purposes (website, public reports).
- ☐ **I DO NOT AGREE** to the publication of photographs or video recordings featuring my child.

|                             |      |
|-----------------------------|------|
| PARENT / GUARDIAN SIGNATURE | DATE |
|-----------------------------|------|