

**Child Protection Policy of
Motivation Educational Association**



**October 16, 2024
Szeged**



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I. Definition and Mission of Motivation Educational Association

When the Student Mentoring Program was launched in 2007, the founders organized a mentor network of pre-service teachers to support the desegregation measures in Szeged and Hódmezővásárhely. Over time, by undertaking the support of students not directly affected by these measures, the Student Mentoring Program evolved into a compensatory program for disadvantaged students.

In 2012, the founders of the Student Mentoring Program established Motivation Educational Association (hereinafter: the Organization) to enhance the Program's autonomy and better realize its objectives.

The founders—university professors, equal opportunity experts, in-service and pre-service teachers—set out to promote the renewal of the Hungarian education system. They aim to improve the overall quality of education and achieve equity by examining and developing the pedagogical content and methods applied in the educational system.

II. Objectives and Scope of the Child Protection Policy of Motivation Educational Association

Given their tasks involving working with primary and secondary school students, the Members of the Organization are expected to uphold a higher-than-average standard of ethics. To enable participants to meet these expectations and to carry out their work at a high standard, it is essential to define a child protection policy.

The Members emphasize the importance of the rights enshrined in the UN Convention on the Rights of the Child¹, including the protection of children's safety, particularly against all forms of abuse, neglect, and exploitation.

The purpose of the Organization's Child Protection Policy (hereinafter: the Policy) is to ensure the safety and protection of children in contact with the Organization in any capacity. Additionally, the Policy aims to prevent harm to children caused by the Organization's leaders, employees, volunteers committed for at least one school semester, interns, or others connected to the activities of Motivation Educational Association (hereinafter: Members), as well as its partners.

Furthermore, if any suspicion of abuse or endangerment arises, the Organization will investigate, handle, and follow up on cases according to the procedures outlined in the Policy.

Members familiarize themselves with the Policy and implement it in their work. New Members undergo a rigorous selection process to join the Organization. This includes submitting a CV and a motivation letter, and a certificate of good conduct issued within the last three months; an in-person interview; and participation in the Organization's training sessions.

¹ <https://www.unicef.org/child-rights-convention>



Before formally joining the Organization, new Members are introduced to the Policy through in-person training and receive both printed and electronic versions of the document. The Policy is always available in printed form at the Organization's after-school centers and online on the Organization's website. Existing Members annually refresh their knowledge of the Policy, provide feedback on its implementation, as well as on any potential modifications or improvements. This process is documented.

The Policy, the procedural protocols, and the contact information of the locally responsible children's rights representative are communicated to the Mentees and their legal representatives by the Members during the enrollment process at the After-School Programs. Any updates or changes to the Policy, the procedural protocols or the contact information of the locally responsible children's rights representative may be conveyed during the biannual home visits or through daily and weekly interactions. The contact details of the children's rights representatives are posted on the notice boards of the After-School Programs, ensuring continuous accessibility for the Mentees and their legal representatives.

The Organization also adheres to the Policy's framework in its collaboration with individuals and organizations.

Violations of the Policy are met with appropriate consequences.

Temporal Scope of the Policy

This version of the Policy has been effective since October 16, 2024.

III. Definition of Key Concepts Related to the Policy

Understanding the following key concepts clarifies the information and expectations associated with the Policy:

1. *Child*

According to the OHCHR², a child is any human being under the age of eighteen unless, under applicable law, adulthood is attained earlier.

2. *Members*

Members of the Organization include leaders, employees, and volunteers committed for at least one school semester.

3. *Mentoring*

Mentoring refers to professional supporting activities carried out at Motivation After-School Program of Szeged and Motivation After-School Program of Balástya.

4. *Mentee*

A mentee is a student who participates in the programs of the Organization and is enrolled in the Motivation After-School Program of Szeged or the Motivation After-School Program of Balástya through a formal agreement.

² <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>



5. *Child Protection Officer*

An employee of the Organization responsible for implementing procedural protocols and informing the group responsible for child protection policies.

6. *Child Protection Policy Group*

This group jointly decides on individual measures, monitors the procedural protocol's implementation, and, if necessary, prescribes further actions for Members.

The group includes the Organization's officers (The president and two vice presidents), the after-school program leaders, and the child protection officer.

IV. Principles and Expectations Shaping the Policy

1. *Legality, Lawful Conduct, and Integrity*

Members must perform their work within the framework of lawfulness, with particular attention to children's and students' rights and the legal provisions regarding the protection of children's and students' data.

2. *Professionalism, Quality Work, and Accountability*

Members are expected to continually develop their professional and general knowledge, skills, and abilities, performing their duties with expertise and at a high standard. They must take responsibility for their activities and decisions, striving for quality work. They are expected to be open to new knowledge and solutions.

3. *Collaboration, Predictability, Motivation, and Strengthening Community Spirit*

Members are expected to work cooperatively, helpfully, and continuously toward common goals, building and maintaining good collegial relationships. They must align with the program's objectives, ensuring motivated, consistent, and predictable work.

V. Who is Protected by the Policy, and from What?

The Policy applies to all mentees who have a formal relationship with the Organization.

The Organization deems unacceptable and condemns mistreatment of children, as well as any form of abuse, violence, harassment, exploitation, or endangerment. Members are trained to recognize the forms and signs of child abuse and commit to ensuring a safe environment for mentees.

According to the WHO definition³, "Child maltreatment is the abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which

³ <https://www.who.int/news-room/fact-sheets/detail/child-maltreatment>



results 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.”

According to the *Sector-Neutral Unified Principles and Methodology for the Operation of the Child Protection Monitoring and Signaling System in Recognizing and Eliminating Child Abuse*⁴ by Hungary’s Ministry of Human Capacities (EMMI) “maltreatment may be physical, emotional, sexual, or otherwise, and may occur through active (deliberate) or passive (neglectful) behavior. A child may experience maltreatment within the family or outside it.”

Neglect: refers to any failure or omission—whether intentional or due to ignorance, carelessness, or negligence—that significantly harms a child’s health or hinders their physical, mental, or emotional development. Neglect can include emotional neglect (e.g., lack of emotional security, stability, or love), physical neglect (e.g., absence of basic physical needs, hygiene, or supervision), and educational neglect (e.g., failure to ensure school attendance or address academic challenges).

Child abuse: involves causing physical or emotional harm or pain to a child or failing to prevent or report harmful acts against a child, despite being aware of them or witnessing them.

Forms of child abuse include: emotional abuse (e.g., persistent or repeated misuse of a child's emotions, making them feel worthless or unloved); physical abuse (e.g., causing physical injury through actions like hitting, kicking, binding, confinement, dragging, shaking, dropping, negligent falls, poisoning, burning, scalding, drowning, strangling, etc.); sexual abuse (e.g., forcing a child or young person to engage in sexual activities, involving them in viewing or creating pornographic material, or exposing them to the sexual activities of others).

VI. General Behavioral Expectations for Members

Members must always bear in mind that their conduct during their work or when representing the program reflects on the Organization's activities and, more broadly, on the operations of civil society organizations.

1. Members are expected to demonstrate loyalty to the Organization's objectives and its members.
2. Members are expected to show restraint even in the most tense situations, avoiding heated expressions or escalating conflicts.
3. Members must refrain from consuming substances that could impair their performance during tasks related to mentees.

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<https://kk.gov.hu/download/e/60/c0000/A%20gyermek%20b%C3%A1ntalmaz%C3%A1s%C3%A1nak%20felismer%C3%A9s%C3%A9re%20C3%A9s%20megsz%C3%BCntet%C3%A9s%C3%A9re%20ir%C3%A1nyul%C3%B3%20egys%C3%A9ges%20elvek%20C3%A9s%20m%C3%B3dszertan.pdf>



4. Members are expected to foster cooperation and selfless assistance to help new Members integrate into the program. New Members are expected to actively engage in mutual introductions.
5. Members are expected to maintain confidentiality regarding any information obtained during their work or in connection with their activities. Such information must be treated confidentially, not used for personal or others' gain, and must avoid creating the appearance of misuse. Publications, presentations, or public appearances must not disclose confidential information or data, even in altered forms, that could identify individuals or negatively impact their situations.
6. Members are expected to always consult program or Organization leaders before participating in media appearances related to the Organization's activities.
7. Members are expected to strive to collaborate with other programs supporting the same target groups, seeking synergistic outcomes, particularly in initiatives launched by the Organization.

VII. Behavioral Guidelines and Expectations Regarding Mentees

1. Members must consider the mentee as the most important value, regardless of gender, age, ethnicity, skin color, religion, or special needs. The Organization rejects all forms of discrimination and upholds respect for diversity.
2. Members are expected to treat all mentees equally.
3. Members are expected to make every effort to involve mentees in decisions affecting them within the given possibilities.
4. Members are expected to create an inclusive, accepting, and supportive atmosphere and environment for mentees.
5. Members are expected to avoid language or behavior toward mentees that is inappropriate, stereotypical, harassing, offensive, sexually provocative, degrading, or culturally insensitive.
6. Members must not emotionally abuse mentees, manipulate their emotions, or instill feelings of worthlessness.
7. Members must not physically abuse mentees (e.g., through hitting, kicking, binding, confinement, dragging, shaking, dropping, negligent falls, poisoning, burning, scalding, drowning, strangling, etc.).
8. Members must refrain from engaging in any form of sexual activity with mentees, regardless of their age or the age of consent.
9. Members must not involve mentees in viewing or creating pornographic materials or expose them to others' sexual activities.
10. Members must not participate in any form of sexual exploitation.
11. Members are expected to organize their activities in a way that, whenever possible, at least one additional adult is present during their work with mentees. If a given program is conducted in collaboration with a partner organization, it must always be ensured that a staff member of the Organization is present to enforce the provisions of the Child Protection Policy.
12. Members must not invite an unaccompanied child to a private residence unless the mentee is at risk of injury or physical danger.



13. Members are expected to participate in family visits in pairs, accompanied by another Organization staff member.
14. Members must not engage in physical, psychological, economic, sexual harassment, or violence against mentees, whether online or offline.
15. In addition to the rules of the current Policy, Members are expected to comply with all relevant national regulations, including those on the prevention and combating of domestic violence and discrimination, the promotion of equal rights and opportunities, gender equality, and regulations related to child labor.
16. Members must never use computers, mobile phones, video cameras, or social media cameras to harass, exploit, or access child-exploitative material.
17. Members are expected to prioritize the best interests of mentees in all work-related activities.
18. Members are expected to advocate for mentees' rights and take decisive action when their interests are violated or discrimination occurs. Such incidents must be reported in writing to the child protection officer.
19. Members are expected to be mindful of mentees' disadvantages arising from their family or social environments.
20. Members are expected to report any changes related to mentees to the program organizers in writing.

VIII. Procedural Protocol

If Members or any cooperating partners detect signs of abuse or endangerment, they are obliged to report it immediately in the manner specified in the Policy. The Organization takes all reports seriously, investigates them, and takes the necessary steps without delay. Members receive both oral and written information about the reporting process as part of their introduction to the Policy.

If Members or any cooperating partners observe signs of abuse or endangerment, they must follow these steps:

- 1. If Members or the Organization's partners observe violations against mentees:**
 - On the day of detection, after the relevant meeting/program/information, they must submit an oral and written report to the child protection officer.
 - Depending on the nature of the case, they must also report orally and in writing to other uninvolved members of the child protection policy group (e.g., if the suspicion of abuse concerns the child protection officer).
 - The reporting person must complete the necessary form (see Annex 1).
 - The child protection officer forwards the report to the child protection policy group, where it is handled confidentially and archived.
- 2. If a report of a violation against a mentee is received from a mentee associated with the Organization directed to any Member, the Member:**
 - must carefully listen to the mentee and accept what they hear without judgment;
 - reassures the mentee that sharing the observed information was the right decision;



- informs the mentee that what they shared cannot remain confidential and must be reported to the child protection policy group;
- ensures the safety of the mentee involved;
- on the day of detection, following the given meeting/program/information, must submit an oral and written report to the child protection officer;
- depending on the nature of the case, following the given meeting/program/information, must also report orally and in writing to other uninformed members of the child protection policy group (e.g., if the suspicion of abuse concerns the child protection officer);
- completes the necessary form (see Annex 1).
- The child protection officer forwards the report to the child protection policy group, where it is handled confidentially and archived.

The contact details of the child protection policy group are provided to the Members upon joining the Organization:

Child Protection Officer: Uszáma Mutier, mutier.uszama@motivaciomuhely.hu

President of the Organization: József Balázs Fejes, fejes.jozsef.balazs@motivaciomuhely.hu

Program Leader – Motivation After-School Program of Szeged: Tímea Parti, parti.timea@motivaciomuhely.hu

Program Leader – Motivation After-School Program of Balástya: Anna Bozóki, bozoki.anna@motivaciomuhely.hu

Members of the child protection policy group are required to:

- take steps to prevent further endangerment;
- provide feedback to the person submitting an internal report;
- offer advice and information to those involved;
- handle and archive the report confidentially;
- discuss the next steps with the relevant staff within 72 hours.

If justified by the situation or the best interest of the mentee, the child protection policy group members may:

- provide support sessions or processing circles for the involved Members;
- inform the legal representative of the mentee;
- convene a case discussion to determine the necessary actions, external experts (e.g., legal, psychological, or medical professionals), or external organizations needed for further action;
- initiate a discussion with other members of the child protection system;
- if warranted by the internal investigation, report the case to the child protection system within 72 hours (e.g., relevant family and child welfare services/child protection authorities/police/other child protection institutions). In cases of critical endangerment, initiate other official proceedings as necessary.

***Circumstances indicating critical endangerment⁵:***

- a) Among the circumstances indicating sexual abuse of a child, a circumstance qualifying as a critical endangerment factor is:
- aa) injury to the child's orifices caused by external force, not resulting from an accident;
 - ab) pregnancy of a child under the age of fourteen, including cases where it can be established that the conception of the unborn child occurred before the child reached the age of fourteen;
 - ac) if the child or their close relative reports sexual abuse committed by a person who has reached the age of eighteen.
- b) Among the circumstances indicating physical abuse of a child are those caused by external force, not resulting from an accident, and inconsistent with the accounts provided by the involved parties, including:
- ba) serious injury;
 - bb) multiple injuries, sustained at different times, showing different stages of healing;
 - bc) the simultaneous presence of multiple fractures.
- c) Among the circumstances indicating severe neglect of a child are:
- ca) when the child's legal representative explicitly refuses to cooperate with the healthcare provider, as stipulated in Section 130/A (3) of the Child Protection Act of Hungary;
 - cb) refusal to administer a mandatory vaccination;
 - cc) severe malnutrition of the child, or in the case of a child under the age of three, lack of care that endangers the child's health.
- d) A suicide attempt by the child, if the child has not yet received healthcare, child welfare services, or specialized child protection services, as well as psychological support.

If necessary, members of the child protection policy group are required to:

- examine whether organizational policies need amendment;
- examine whether changes need to be made to the training of Members in order to prevent similar incidents from occurring in the future;
- initiate appropriate procedures to hold involved Members accountable:
 - examine what labor law measures may be taken regarding the employees: initiation of disciplinary proceedings, termination of employment, exemption from work duties, etc.;
 - examine what measures may be taken regarding the volunteers: immediate suspension of the volunteer contract, termination, etc.
- Every case has consequences when a volunteer or staff member fails to make the mandatory report, intentionally provides malicious information, or is involved in a child abuse case. The consequences always depend on the severity of the case and the legal relationship.

⁵ Nmr. 11/A. § A Gyvt. 17. § (4d)



IX. Communication

The Organization may use photos, videos, or audio recordings of children participating in its programs for documentation and communication purposes. In this regard, it is important to adhere to a few fundamental principles.

It is the Organization's responsibility to ensure that communication about the personal stories of the mentees participating in its programs, whether online, in print, or at events, is conducted in an ethical and responsible manner. The rights and dignity of the children must always be respected. The opinions of the mentees on matters that affect them must be taken into account. Stories that could endanger the mentee must not be used.

The legal guardians of students attending the Motivation After-School Program of Szeged or the Motivation After-School Program of Balástya consent to the use of photos and videos for documentation, promotion, and communication purposes as part of their agreement with the Organization.

X. Data Protection and Privacy

The organization handles personal data with the utmost care in compliance with applicable legal regulations. *The Data Protection and Privacy Guide about the Data Processing Activities Carried Out by Motivation Educational Association as the Data Controller in the Course of Its Duties* document provides more detailed information.

The contracting parties declare that they will treat all personal data that comes to their attention, is acquired, or exchanged between them, as confidential during the performance of the contract and in relation to it. They also commit to taking all necessary security, technical, and organizational measures to ensure the safety of personal data.

with the requirements set forth in the applicable laws, particularly with the General Data Protection Regulation (GDPR) (EU) 2016/679 issued by the European Parliament and the Council on April 27, 2016, effective from May 25, 2018, concerning the protection of natural persons with regard to the processing of personal data and the free movement of such data, as well as the repeal of Directive 95/46/EC, and with the provisions of Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information (Info Act).

XI. Follow-up

After adopting the Policy, all Members of the Organization familiarize themselves with it. Training is provided to persons involved to ensure understanding of the Policy. The Policy is available in printed form at the Organization's after-school program facilities and online on the Organization's website. The management of the Organization reviews annually how the Policy functions in day-to-day operations and examines whether any modifications are



necessary. If any modification is deemed necessary, the management takes action. Members may also propose written suggestions to the child protection policy group.

XII. Final Provisions

1. The content of the Policy must be accessible to all Members.
2. Those joining the Organization must review and accept the Policy prior to formal entry.
3. The Policy is a public document.

October 16, 2024, Szeged.



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Dr. József Balázs Fejes
President
Motivation Educational Association



XIII. Annex 1: Child Protection Report Form

When recording a report about abuse, the mentee should be given the opportunity to speak continuously, without interruption or questioning, about what happened to them or the mentee involved in the incident. This form should be completed after the conversation and not in the presence of the mentee. The mentee's age, capacity for understanding, sensitivity, needs, and rights must be considered when addressing the issue. If more than one mentee is involved in the incident, please complete a separate form for each mentee. This form should be submitted to the child protection officer (Uszáma Mutier, mutier.uszama@motivaciomuhely.hu) within 24 hours of becoming aware of the incident.

Date of the incident:	
Name of the mentee:	
Name of the legal guardian:	
Legal guardian's phone number:	
Program of the Organization the mentee is participating in:	
Name and position of the person reporting the issue:	
Phone number of the person reporting the issue:	
Circumstances of the incident (what was observed, when and where; whether anyone was with the child, and if so, who; the nature and characteristics of the injury or behavior; what the mentee said; what the reporter said; witnesses; whether other adults were involved and, if so, what they said):	
Steps taken (what steps were taken and by whom; suggestions for the future; whether any other organization was involved):	

Date:

Signature of the person reporting