

Policy on the Prevention of Abuse of Power

I. General Provision

- a. This Policy is **binding on all employees, volunteers, and other collaborators** participating in the activities of SADBA, as well as the SADBA Code of Ethics (www.sadba.org/eticky-kodex). It is based on the Policy on the Prevention of Abuse issued by the Salesian Province of Prague (www.sdb.cz/prevence-zneuzivani/).
- b. A serious breach of this Policy shall be considered a serious breach of work discipline or cooperation and may constitute grounds for the immediate termination of employment or any other form of cooperation.
- c. **Definitions**
 - i. **SADBA** – Salesian Association of Don Bosco, registered association.
 - ii. **Programme Leader** – an employee, volunteer, or any other person implementing SADBA programmes.
 - iii. **Participant** – a person for whom a programme of SADBA of the partner organization is intended.
 - iv. **Child** – a person under 18 years of age.
 - v. **Programme** – any residential or non-residential event or activity organised by SADBA.
 - vi. **Open Door Rule** – a meeting place should be open or otherwise arranged so as to **ensure transparency and safety** (e.g. an open door, a room with glass walls or windows, an open public space, etc.).
 - vii. **Night Hours** – the **period between "lights out" and "wake-up time"**, otherwise between 9 p. and 7 am
 - viii. **Critical Incident** – a serious breach of this Policy or another serious abuse of power.
- d. **Areas requiring increased caution** due to the unequal distribution of power:
 - i. When communicating outside of the programmes, the Programme Leader shall ensure that the Participant understands whether the communication takes place in a personal capacity or in connection with SADBA.
 - ii. **No one may be compelled to provide or receive spiritual services**; the provision of spiritual services generally creates an imbalance of power.
 - iii. **Volunteers participating in the *Adopce nablízko* programme** act as Programme Leaders towards the participants of the host organisation and therefore hold a position of authority towards children and young people. Towards SADBA and the host community they are in the role of participants and are therefore they are in a vulnerable position. They shall follow the rules set out in the document Voluntary Service Safely.

II. Recruitment, Preparation and Formation of Employees and Programme Leaders

- a. When selecting employees and Programme Leaders, consideration is given to their experience and references.
- b. SADBA organises annual training on the prevention of abuse as part of the *Adopce nablízko* preparatory programme. Other Programme Leaders may also participate.
- c. **Feedback is a fundamental tool within SADBA programmes.** Following the completion of each programme, feedback is provided within the team, and participants are likewise given the opportunity to provide feedback.

III. Principles for the Prevention of Abuse within SADBA Activities

- a. Where possible, **communication** related to SADBA activities shall take **place primarily through official work communication channels** (SADBA e-mail, work phone, WhatsApp, etc).
- b. **At the beginning** of each programme, the **Programme Leaders** and their roles **shall be introduced clearly**.
- c. During residential programmes, **males and females shall be accommodated separately** as well as **children and Programme Leaders**. If circumstances require Programme Leaders to be accommodated together with children, there shall always be more than one Programme Leader and more than one child in the room.
- d. **Time spent with participants** shall generally **take place in shared spaces or in accessible locations**. If a Programme Leader needs to meet with a participant individually, the **Open Door Rule** shall apply.

- e. **Programme Leaders** shall ensure that **they distribute their attention fairly among participants**. They shall avoid spending "exclusive" time only with selected participants unless the nature of the activity requires it (e.g. accompanying a small group).
- f. Unless there is a serious reason for doing so, Programme Leaders shall **avoid one-to-one communication with participants during the Night Hours** (e.g. conversations, messaging via social media, etc.).
- g. **Programme activities** shall, as a rule, **take place in locations other than the bedrooms** of Programme Leaders. If this is not possible, the **Open Door Rule** shall apply.
- h. **Neither participants nor Programme Leaders may be forced into physical contact**. Physical contact with participants is acceptable only when it is ordinary and appropriate to the situation. If someone seeks physical contact that appears inappropriate or makes another person uncomfortable, the Programme Leader shall kindly but clearly address the situation.
- i. The establishment of **romantic or sexual relationships between a Programme Leader and a Participant during the implementation of the programme is prohibited** (e.g. a camp leader and a participant, or a team member and a volunteer in preparation). Should such a relationship nevertheless arise, the person concerned shall inform the Head Programme Leader. It is also appropriate for this information to be shared within the team.
- j. **Sexually suggestive communication is prohibited** in any communication related to SADBA activities.
- k. Programme Leaders shall **clearly communicate to participants the boundaries** and conditions of participation in the programme. Physical punishment and humiliating punishment are prohibited, and the dignity of every participant shall be respected.
- l. When **taking photographs** in connection with SADBA activities, **respect shall be shown for human dignity** and personal freedom. Participants **shall be informed** that photographs are being taken and shall be given the opportunity not to be photographed or to request the deletion of a photograph.
- m. Spiritual services are a normal part of the programme offer; however, participation shall not be imposed on participants, and **spiritual services shall not be provided individually (one-to-one) during the Night Hours. The Open Door Rule shall apply.**
- n. During programmes for children **the consumption of alcohol and other intoxicating substances is prohibited.**
- o. Programme Leaders **shall not provide participants with special individual gifts**, material benefits, or money. If a participant is given a gift, this shall be done openly, and the reason shall be known to the other participants.

IV. Response to Inappropriate Conduct and Procedures

- a. If a **Critical Incident** occurs, the **Programme Leader shall immediately inform the person responsible** for the programme and, where appropriate, the other members of the team. If this is not possible, the Director of SADBA shall be informed without delay. A participant may proceed in the same manner.
- b. In the event of a Critical Incident, Programme Leaders **shall immediately take the necessary steps to ensure safety**. They shall **then find out the facts of the case** and, where appropriate, **identify and secure witnesses**. The situation shall be handled **discreetly** and with due regard for the affected person.
- c. Programme Leaders shall ensure that a **written report on the Critical Incident** and the manner in which it was addressed is prepared. The report shall include when, where, and how the incident occurred, who was involved, how the incident was dealt with, and, where applicable, the contact details of any witnesses. The report shall be submitted to the Director of SADBA no later than the end of the programme. In the case of a very serious Critical Incident, the Director shall be informed immediately.
- d. **Anyone** who believes that a person has committed an abuse of power or other inappropriate conduct in connection with SADBA activities **may contact the Director of SADBA.**
- e. If the **case concerns sexual abuse of power committed by a Salesian, a co-worker, or an employee of SADBA**, the Director of SADBA shall forward the report to **the Vicar of the Provincial** of the Salesian Province of Prague. The victim may also contact the Vicar directly.
- f. In the event of conduct giving rise to a legal reporting obligation under the applicable laws of the Czech Republic, the Director of SADBA shall ensure that the matter is reported to the competent authorities without undue delay.
- g. **Contact details:** Director of SADBA: director@sadba.org, tel.: 00 420 737 547 972, Vicar of the Provincial, Salesian Province of Prague: vikar@sdb.cz