

SAFEGUARDING POLICY FOR THE PROTECTION OF MINORS AND JUVENILES “ATË PJETËR MESHKALLA” HIGH SCHOOL

“Atë Pjetër Meshkalla” Private High School, managed by the Jesuit Priests and part of the “Jesuit Education Foundation, offers a quality, inclusive education, sensitive to the issues of Albanian society and the challenges faced by youth.

“Atë Pjetër Meshkalla” Private High School is also a member of the network of the **Albanian Catholic Education Commission (KKEKSH).**

The Safeguarding Policy for the Protection of Minors and Juveniles at “Atë Pjetër Meshkalla” High School is based on documentation created in accordance with Albanian legislation and the guidelines of **KKEKSH**, integrating best practices derived from ongoing training meetings organized by the “Jesuit Education Foundation and **JECSE.**

1. Objective of the Safeguarding Policy

The Safeguarding Policy aims to build an internal prevention and protection system to safeguard against all forms of abuse and potential risks that may threaten all students of Albanian Catholic schools, including those under the age of 18 and those who have reached the age of majority but may still be considered vulnerable young people

2. Professionals provided:

The Safeguarding Policy foresees two specific professionals for the protection of minors and juveniles, which work to support other professionals involved in schools:

1. **The representative** for the protection of minors and juveniles, appointed by **KKEKSH**
 2. **The school referent** for the protection of minors and juveniles, appointed by the school itself.
- **The representative** for the safeguarding of minors and juveniles, appointed by **KKEKSH.**
 - **The “school referent” for the protection of minors and juveniles.**

The school referent for the protection of minors and juveniles.

The Referent's Profile	Job Description
To be a teacher/ social worker/ psychologist in the school where he/she works.	Coordinates the initial approval and annual update as appropriate, of the safeguarding policy, in cooperation with KKEKSH
To have at least 3 years of experience as a teacher/ social worker/ psychologist	Facilitates the management and implementation of all measures provided by the Safeguarding Policy in cooperation with the head of the institution.
To have good knowledge of Albanian language (speaking/writing)	Acts as a point of contact between the school and the KKEKSH representative
Is appointed by the legal representative of the entity that manages the educational institution	Coordinates interviews and meetings with juveniles, family members and school staff on all topics related to the Safeguarding Policy and Case Management Procedure
It is suggested not to exercise the duty of the Head of the Educational Institution	Receives from stakeholders (students, families, directors, staff and external collaborators) in writing or verbally alerts for concerns regarding the safeguarding of children, according to the Case Management Procedure and according to the case may be consulted with the Representative of KKEKSH.
To have completed an initial training on Safeguarding Policy from KKEKSH	Evaluates and manages the case of a minor, a young person in need of protection
To actively participates in trainings organized by KKEKSH	It is responsible for documenting, archiving and storing data for managed cases

<p>To represent integrity and maturity in both professional and private life To not have history of child abuse, or not being involved in disturbing situations related to the protection of minors.</p>	<p>Maintain the confidentiality of data during the case management procedure</p>
<p>To be open and without racial, religious, regional, gender or other prejudices</p>	<p>Defines the actions/ measures to be taken to ensure protection.</p>
<p>To have good adaptability to different age groups and levels.</p>	<p>Ensures that the foreseen measures are provided by third parties involved in the safeguarding of minors and juveniles</p>
<p>To be able to establish and maintain stable relationships.</p>	<p>To hold awareness meetings within the Child Safeguarding Policy with students, school staff and parents as well</p>
<p>To have the ability to set priorities effectively and execute tasks in an environment under high pressure.</p>	<p>Coordinates the activity of collecting the questionnaires required by this Safeguarding Policy for all components of the educational institution.</p>
<p>To have interpersonal skills in management and conflict resolution.</p>	<p>Is responsible in cases of resignation for accompanying the new Referent, respecting the criteria of the Orientation Procedure of new Referents in a period of 2 weeks.</p>
<p>To have good knowledge of Windows package, and Word, Excel, Powerpoint, Internet, etc. programs</p>	
<p>To have good skills in compiling various documentation.</p>	

3. Legal references where Safeguarding Policy is based.

This Safeguarding Policy is conceived as a management system, for the purpose of translating general principles that inspire it into specific behavioral procedures for network school staff working in contact with minors and juveniles.

For this reason, in the development of the Safeguarding Policy, in addition to the Albanian and International Legislation, are taken into consideration International Safeguarding Standards set by the Keeping Children Safe Coalition which are recognized by reputable international organizations and donors including the European Commission, as well as the international standards of voluntary norms that define the general characteristics of management systems:

1. UNI EN ISO 9000 Quality management systems - Basics and vocabulary.
2. UNI EN ISO 9001 Quality Management Systems – Criteria.
3. UNI EN ISO 19011 Guidelines for Auditing the Management System.
4. UNI ISO 31000 Risk Management - Principles and Guidelines.

The structure of this Safeguarding Policy also includes the text of voluntary norms for the prevention and fight against bullying that has entered into force in Italy since 1 August 2018, PdR UNI 42/18^{1,2}, taking into account the partial coincidence of topics, but by enlarging its approach (which treats only bullying) with all other forms of protection of minors and juveniles.

In the development of this Safeguarding Policy, an essential role belongs to the "Safeguarding Policy" adopted by KKEKSH since 2017³ with the support of international experts whose basic principles have been taken and developed within this Safeguarding Policy.

The Safeguarding Policy has been drafted in full accordance with international norms, such as the Convention on the Children's Rights and the Youth adopted by the United Nations General Assembly on 20 November 1989 and ratified by the Albanian State with Law no.7531, date

¹The choice of UNI 42 PdR as a reference model derives in particular from the following characteristics:

- It is a management system in accordance with international technical regulations on voluntary standardization
- It is promoted by the Italian ecclesiastical institutions (though it refers to all institutions accommodating minors, including non-Catholic ones);
- It was conceived to be applicable in any region of the world and was actually published both in Italian and English;
- Structuring as a management system is designed to allow control of its implementation by external parties in relation to individual institutions implementing it;

²The project leader of PdR UNI 42 coincides with the international expert who was entrusted with the professional support for the definition of a child protection system in the Albanian Catholic schools.

³The intervene of the Austrian Expert Astrid Winkler of the organization Ecpat has been very valuable both in drafting the Commission's SGP and in accompanying the work of local experts in order to ensure compliance with the core criteria of the SGP international standards.

11.12.1991⁴, Law no. 108/2012 dated 15.11.2012, on the ratification of the UN convention "On the rights of persons with disabilities"⁵.

Finally, this Safeguarding Policy is recognized and regulated under Albanian legislation, so the third section is drafted, and it contains the "Legal Framework for Protection and the Rights of Children", which contains all regulatory guidelines that need to be constantly updated. All network schools should apply correctly as a prerequisite to be certified in accordance with the criteria and rules that this Safeguarding Policy provides for its implementation.

Concretely:

- Constitution of the Republic of Albania;
- Penal Code and Criminal Procedure Code of the Republic of Albania;
- Civil Code of the Republic of Albania;
- Family Code;
- Criminal Justice Code for Minors;
- Labor Code;
- Broadcasting Code for Audiovisual Media;
- Law no.18/2017 "On the Protection and Rights of Children";
- Law no.69/2012 For the Pre-University Education System in the Republic of Albania.
- Law no.9669, dated 18.12.2006, "On Measures against Violence in Family Relation
- Law No.10 221, dated 04.02.2010 "On Protection from Discrimination";
- Law no. 111/2017 "On legal assistance guaranteed by the state";
- Law no. 121/2016 "On social care services in the Republic of Albania".

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⁵http://kshb.gov.al/wp-content/uploads/2015/02/KONVENTA_PER_MBROJTJEN_E_TE_DREJATVE_TE_FEMIJES.pdf

⁵https://adrf.al/images/publications/LIGJi_108-2012

[Per_Ratifikimin_e_Konventes_per_te_drejtat_e_personave_me_aftesi_te_kufizuara.pdf](#)

The Safeguarding Policy for the Protection of Minors and Juveniles Includes:

1. **Appointment of the school referent for the protection of minors and juveniles and Certification of Compliance with the Safeguarding Policy by KKEKSH.**
2. **Commitment Declaration for the Protection of Minors and Juveniles** by the school, which includes the commitment to prevent all forms of abuse or risk to minors.

Prot. Nr. 584/1912

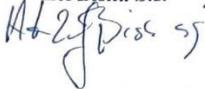
Deklarata e politikave, angazhimet dhe vlerat

1. Gjimnazi Privat "Atë Pjetër Meshkalla" merr përsipër të miratojë një politikë për mbrojtjen e të miturve në përputhje me Politikën e miratuar nga KKEKSH, duke ditur se respektimi i saj është një kërkesë e domosdoshme për të vazhduar të jetë pjesë e rjetit.
2. Shkolla "Atë Pjetër Meshkalla" pranon të marrë Auditim nga KKEKSH me qëllim verifikimin e pajtueshmërisë me Politikën.
3. Shkolla "Atë Pjetër Meshkalla" merr përsipër të zbatojë të gjitha ligjet në lidhje me të drejtat e të miturve, pa përjashtim.
4. Shkolla "Atë Pjetër Meshkalla" merr përsipër të mos fshehë asnjë fakt që mund të cilësohet si abuzim mbi të mitur, sipas përkufizimeve të përmbajtura në *Politikën* e miratuar nga KKEKSH, ndaj angazhohet për ta menaxhuar atë në mënyrë transparente, në përputhje me procedurat e parashikuara nga kjo *Politikë* dhe marrjen e masave të duhura, masa kundrejt punonjësve të saj që mund të kenë bërë shkelje të ligjit ose të rregulloreve të brendshme të shkollës të miratuara në përputhje me këtë *Politikë*.
5. Këto masa, në varësi të rasteve, përfshijnë ndërprerjen e bashkëpunimit, sanksionet jodefiniteve, kërkesat për kompensim/rimbushim, raportim tek autoriteti publik dhe, për rregulltarët gjithashtu edhe sanksione të parashikuara nga e drejta kanonike universale dhe e veçantë.
6. Të gjithë fëmijët dhe të rinjtë kanë të drejta të barabarta. Asnjë fëmijë apo i ri, nuk duhet të dëmtohet për shkak të gjinisë, ngjyrës, gjuhës apo besimit të tij.
7. Fëmijët dhe të rinjtë kanë të drejtën e informimit, shprehjes së mendimit të tyre dhe të drejtën për t'u dëgjuar.
8. Çdo fëmijë ka të drejtë të jetë i mbrojtur nga dhuna, keqtrajtimi, shfrytëzimi dhe përdorimi për punë, e veçanërisht nën moshën minimale, që mund të dëmtojë shëndetin, moralin ose të rrezikojë jetën apo zhvillimin e tij normal.
9. Interesat më të larta të çdo të mituri duhen mbrojtur me çdo kusht, duke përfshirë edhe përkrahjen dhe promovimin e të drejtave të tyre.
10. Parimi themelor i punës me të miturit është që ata duhet të ndihen të sigurt dhe të mbrojtur. Mirëqenia dhe interesi më i lartë i tyre është përparësia jonë kryesore.

Data: 19.12.2019

President i Këshillit Administrativ

Zef Bisha S.I.



Drejtari i Gjimnazit "Atë Pjetër Meshkalla"
Giacomo Ghiglia S.I.



3. **Vigilance Plan** within the school environment, ensuring continuous and appropriate monitoring of minors, even with different age groups.
4. **Risk Assessment**, created annually based on prior analysis of the school’s context, the area in which it is located, the profile of minors and juveniles, their age, and statistics from recent years (at least the last three years) that may refer to critical points such as complaints, punishments, compensation requests, investigations by competent authorities, family alerts, media surveys, accidents involving minors, food poisoning, etc.
5. **Annual Action Plan** for the protection of minors and juveniles that aligns with the results of the risk assessment and aims to prevent any potential abuse.
6. **Staff Selection (Check List)**, which outlines a specific procedure for hiring personnel working with minors and juveniles.
7. **Internal School Regulations**, which should contain rules that hold students accountable for their behavior.
8. **Code of Conduct for Teaching and Non-Teaching Staff**, which includes norms to ensure compliance with the Safeguarding Policy.
9. **Visitor’s Regulations**, a document that must be signed and adhered to by anyone visiting the school and having contact with minors, including regulars, contractors, employees, volunteers, collaborators, or representatives of third parties.
10. **Confidentiality Statement** for employees and volunteers regarding the protection of personal data.
11. **Personal Data Treatment** form, signed by parents or legal guardians, ensuring the protection of children’s rights in line with Albanian legislation.
12. **Transparency** in communicating the actions taken to guarantee the protection of minors and juveniles according to the transparency principle, to all directly interested parties.
13. **Bullying and Cyberbullying Prevention and Management Procedure**, outlining methods to prevent and manage bullying and cyberbullying within the high school.



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14. **Case Management Procedures**, aimed at identifying and managing issues related to the protection of minors and juveniles, enabling interested parties to report any illegal actions against minors and juveniles.
15. **Referral Mechanism**, which outlines a clear referral process involving two key professionals directly involved in case management, with a Vigilance Council from KKEKSH acting as the "guarantor" for policy implementation and case management.
16. **Health Regulation for Students** – First aid action plan.
17. **Initial and Ongoing Training** for all school personnel interacting with minors and juveniles to ensure understanding and compliance with the Safeguarding Policy.

In “Atë Pjetër Meshkalla” High School, the appointed **School Referent for the Protection of Minors and Juveniles** is the **School Psychologist, Estela Pemaj**.

Contact Information:

Email: mbrojtja.femijeve@meshkalla.edu.al

Phone: +355 736 6354



Model for Reporting to the School Referent for the Protection of Minors and Juveniles

Date: _____

Full Name: _____

(optional)

Position:

- Student
- Student’s Family Member
- Regular Staff
- Employee
- External Collaborator

Personal Information (in case of non-anonymous report)

Contact Information: _____

Phone: _____

Email: _____

Purpose of Reporting:

Please describe and provide details about your complaint:

1. What happened:

2. When (date and time): _____

3. Who was present:

4. Has this happened before?

- Yes



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- No

If yes, provide details:

5. What are the desired results or actions following your complaint?

6. Do you have any additional information to mention or include in your complaint?

Complainant's Signature (in case of non-anonymous reporting): _____

School Referent's Signature: _____