



# The Safeguarding Policy of the OeAD

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The OeAD is Austria's agency for education and internationalization. For more than sixty years we have been advising, supporting and connecting people and institutions in education, science, research and culture with our future-oriented programmes. As an agency of the Republic of Austria, the OeAD thus contributes to inclusive, equal and high-quality education. Furthermore, the OeAD stands for quality and reliability and lives an appreciative approach to diversity.

The OeAD believes that all participants in funded activities, regardless of age, gender identity, disabilities, faith, sexual orientation, ethnic origin or other characteristics, have the right to protection from all forms of violence and abuse and the right to a safe environment free from discrimination and harassment of any kind, including sexual harassment and bullying.

Therefore, the OeAD has developed the present Safeguarding Policy, which applies to all funding recipients and contractors of the OeAD and must be implemented in the context of all activities, projects and funded measures.

Thus, the following principles apply to all activities:

1. We speak out against violence in any form (psychological, physical, sexual, verbal).
2. We respect the personal and physical boundaries of the participants as well as their individual feelings about closeness and distance and therefore refrain from inappropriate physical contact.
3. We desist from discrimination of any kind as well as from harassing and threatening participants.
4. We leave off from insinuations and from inappropriate remarks about, among other things, appearance, clothing or disability.
5. We refrain from bullying in any form and intervene in the event of bullying by other persons.
6. We prevent the exploitation of a relationship of authority and dependency as well as the abuse of power.
7. We treat participants with respect and protect their right to privacy.
8. We communicate in an age- and target group-appropriate manner and maintain respectful contact with participants via (social) media.

## Please ensure that in the funded measures

1. the rights of the European Convention on Human Rights and the United Nations Convention on the Rights of the Child are observed *mutatis mutandis*.
2. the relevant national legal regulations are followed, and the child welfare is guaranteed.
3. travel warnings, national and local youth protection regulations and the duty of supervision at events with young people are observed. Please point out alcohol and nicotine prohibitions to children and young people.
4. rules for making audio, photo and video recordings are decided and communicated in advance and for any subsequent publications (especially consent requirements).
5. the consent of legal guardians is obtained in advance, e.g. for activities or rules for the production of sound, photo and video recordings.
6. adequate insurance policies have been taken out.
7. persons who work with and supervise participants are checked in advance for their personal and professional suitability and are trained and instructed.
8. a stay abroad is prepared in the best possible way and the accommodation (e.g. hotel, youth hostel, etc.) and the host institution (e.g. host family, company, etc.) are selected conscientiously.
9. participating persons are accommodated in an age-appropriate and separate-sex manner when traveling.
10. participants are provided with a list of contact persons and emergency telephone numbers and, in the case of stays abroad, with embassy contacts.
11. rules of conduct and house rules are communicated to participants in advance.
12. any illnesses that may become acute during an event and any special needs of participants are considered.
13. the selection process for participants is age-appropriate, adequate and carried out in a transparent manner.
14. a risk assessment is carried out and, if necessary, an emergency plan is elaborated.
15. participants are enabled to report incidents confidentially.

As a funding recipient or contractor of the OeAD, you are aware that correct project management also includes responsible and conscientious behavior towards all participants.