



PROT. N.

3P (PADRE PINO PUGLISI)

SOCIETA' COOPERATIVA SOCIALE

CHILD WELFARE AND PROTECTION POLICY (CPP)

3P (Father Pino Puglisi) Social Cooperative Date of Issuance: June 25, 2026

INTRODUCTION: THE ORGANIZATION

The 3P (Father Pino Puglisi) social cooperative operates three shelters for pregnant women and women with children, duly registered in the regional registry of public and private welfare agencies as required by Regional Law No. 22 of May 9, 1986, for the purpose of entering into agreements with municipalities regarding the Pregnant Women and Unmarried Mothers section.

The cooperative has designed its services based on the following guiding principles:

- current legislation, and in particular Article 26 of Regional Law No. 22 of May 9, 1986;
- Framework Law for the Implementation of the Integrated System of Social Interventions and Services, Law No. 328 of November 8, 2000;
- Regional Decree No. 96 of 2015
- last but not least: the principles and values upon which the cooperative is founded and which have always guided its activities and community life.

Based on this premise, **the 3P Cooperative, as a third-sector entity, carries out, exclusively or primarily, activities of general interest for the non-profit pursuit of civic, solidarity-based, and socially beneficial objectives**



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



Regular Activities

Today, the cooperative manages three shelters for pregnant women and women with children:

Casa Tartaruga 1, with a capacity of 9 guests

Casa Tartaruga 2, with a capacity of 7 guests

Centro Kore, with a capacity of 10 guests, currently awaiting authorization from the Sicilian Region to expand its capacity to 14 guests.

In addition, it develops and implements European and national projects in coordination with transnational partnerships (such as Erasmus+ and international networks) designed to share best practices in the fields of education and youth work across Europe.

In carrying out these activities, the cooperative frequently maintains direct, face-to-face, digital, and indirect contact with numerous minors, explicitly recognizing that every child and adolescent has the absolute right to grow up in a safe environment, entirely free from violence, neglect, exploitation, and discrimination. This policy serves as an operational tool for establishing shared safety priorities across all routine and project-specific activities.

Target Groups and Age Groups

3P directs its initiatives toward a diverse range of individuals, specializing in supporting the growth and protection of the younger generation and their social contexts. The target groups with which the cooperative regularly interacts are classified as follows:

- **Children and Adolescents (ages 0–17)**
- **Young Adults (18–25 years old):**
- **Women in distress who are pregnant and/or have minor children**
- **Vulnerable Communities and Families**
- **Educators and Support Professionals**



via U. Giordano n.2 90144 Palermo



www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



1. POLICY AND COMMITMENT

1.1 Objective and Scope of Application

The fundamental objective of this section is **to institutionalize** child safeguarding as a structural, essential, and cross-cutting priority in every initiative promoted by the 3P (Padre Pino Puglisi) social cooperative. This policy is not merely a statement of intent but serves as an operational tool to ensure that the “**Do No Harm**” principle is applied at every stage of the life cycle of every activity, workshop, or intervention.

Operational Context: 3P regularly employs **methods and tools such as (psychological and social) interviews, observation, and educational and creative interventions**, including theater, music, video, and storytelling. These approaches are intended as standard tools for *capacity-building* and awareness-raising, aimed at strengthening parenting skills and autonomy, as well as providing children with a healthy environment in which to grow and develop.

Scope of Application: This policy is **universally binding** for 3P. It governs all forms of interaction with minors, classified as follows:

1. **Direct, in-person activities:** workshops, theater rehearsals, backstage areas, field trips, residential camps, and transportation.
2. **Digital and indirect interactions:** virtual meetings, management of social media channels, distribution of online surveys, and handling of minors’ images and voices.

This policy strictly applies to **all individuals acting in the name and on behalf of 3P**, including: members of the Board of Directors, employees, external artistic facilitators (directors, musicians, choreographers, authors), interns, volunteers, and delegates from international partner networks. Every collaborator, regardless of the nature of their contract, is required to adhere to the protocols described here to ensure a safe environment free from all forms of violence, neglect, or exploitation



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



1.2 Regulatory Framework

This policy is drafted in strict compliance with international standards, European Union mandates, and Italian national legislation. 3P is committed to ensuring that every action is guided by the following regulatory pillars:

- **United Nations Convention on the Rights of the Child (UNCRC, 1989):** with particular reference to the priority of the “best interests of the child” (Article 3) and the right to participation and freedom of expression (Article 12).

Council of Europe Lanzarote Convention (2007): for the protection of children against sexual exploitation and abuse.

- **EU Strategy on the Rights of the Child:** to promote young people’s participation in political and democratic life, socio-economic inclusion, the right to health and education, and to ensure advanced **digital safety** (cyber-protection).
- **Council of Europe Recommendation CM/Rec(2012)2:** on the participation of children and young people under the age of 18, which informs AMS ETS’s approach to providing children with the tools for self-advocacy.
- **EU CERV Program Guidelines:** which require the adoption of an approved *Child Protection Policy* as an essential requirement for any funding involving direct or indirect contact with minors.
- **Legislative Decree No. 117/2017 (Third Sector Code):** to align the operations of associations with the protections provided by the Italian Civil Code.
- **Presidential Decree No. 313 of November 14, 2002 (Art. 25-bis):** a national regulation governing the requirement to obtain a **criminal record certificate** for anyone engaged in activities involving regular contact with minors.
- **EU Regulation 2016/679 (GDPR) and the Italian Privacy Code:** to ensure the strict protection of sensitive data, images, and audio/video recordings involving minors participating in association activities.



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



1.3 Operational Definitions and Key Concepts

To ensure strict enforcement of this policy and a shared understanding among all staff, 3P adopts the following operational definitions:

- **Minor:** Any person who has not yet reached the age of eighteen, in accordance with the UN Convention on the Rights of the Child.
- **Best Interest of the Child (BIC):** A fundamental principle according to which the safety, well-being, and development of the child must be the primary consideration in every decision or action taken by the organization, whether in public or private settings.
- **Child Safeguarding:** A set of preventive measures aimed at ensuring that children are protected from intentional or unintentional harm resulting from the organization's operations, programs, or the behavior of its staff.
- **Child Protection:** The set of operational procedures to prevent and respond to incidents of violence, exploitation, and abuse in all contexts where the organization operates.
- **Child-Centered Approach:** A working method that places the needs and rights of the child at the center of the decision-making process, promoting active participation and ongoing collaboration with the child and their family.
- **Child Participation:** The fundamental right of every child to be heard, to freely express their opinions, and to contribute to decision-making processes regarding activities that affect them, in a manner appropriate to their age and maturity.

Child Abuse and Neglect: Any act or omission by an adult (staff, volunteers, partners) or a peer that causes actual or potential physical, psychological, emotional, or sexual harm.

- **Psychological/Emotional Abuse:** Chronic psychological mistreatment that includes humiliation, degradation, social isolation, verbal bullying, or the misuse of authority, especially in the context of expressive activities and art workshops.
- **Exploitation:** The unjust or illegal use of a minor for the benefit, profit, or gratification of others, including labor, sexual, or digital exploitation, or exploitation aimed at the artistic advancement of third parties.
- **Grooming:** The intentional establishment of an emotional connection with a minor to gain their trust for the purpose of abuse or exploitation, carried out through both physical contact



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



and digital means.

- **Bullying and Cyberbullying:** Repeated aggressive behavior among peers that involves a real or perceived power imbalance, including violence perpetrated through social media or online platforms.
- **Psychological Trigger:** An internal or external stimulus (word, image, theme, or theatrical scene) capable of causing a minor sudden and intense physical or emotional distress linked to past trauma.
- **Indirect/Digital Contact:** Any form of online interaction, data collection via digital surveys, or the management, modification, and publication of a child's voice and image on the association's institutional channels.
- **Right to Dignity and Equality:** The right of every participant to be treated with absolute respect, ensuring protection against all forms of discrimination based on gender, race, religion, sexual orientation, disability, or socioeconomic background.

1.4 Potential Risks

3P recognizes that the implementation of its regular activities—while designed to promote well-being and empowerment—may pose specific risks to the protection of minors. These risks are constantly monitored and classified as follows:

- **Blurring of Boundaries Among Peers and Age Gaps:** Given the frequent interaction in mixed-age groups (ages 16–25), minors are at risk of subtle manipulation, unbalanced power dynamics, social pressure, or grooming by adult participants during unstructured moments, such as workshop breaks, transit, or backstage.
- **Emotional Triggers and Retraumatization:** The use of artistic and creative language

to explore sensitive topics (such as violence, discrimination, or serious social injustices) can inadvertently act as a psychological catalyst, triggering anxiety attacks or profound distress in minors with personal or family histories of unresolved trauma.

- **Authoritarianism in the Educational/Artistic Context:** There is a risk that external



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



- facilitators, experts, or directors may abuse their creative authority by resorting to excessively aggressive criticism, public humiliation, or emotional manipulation under the pretext of “artistic rigor” or “dramatic tension.”
- **Invasion of physical boundaries and privacy:** The physical nature of expressive workshops (theater, dance, music) can make a child feel vulnerable or uncomfortable in the event of unagreed-upon physical contact or inadequate management of logistical spaces (shared dressing rooms, changing areas, accommodations during residential camps).
- **Unintentional disclosure of vulnerabilities:** Activities based on active participation and awareness of rights may lead minors to realize—and spontaneously reveal to the group—current situations of exploitation, domestic violence, or illegal labor involving themselves or their family members.
- **Digital exposure and breach of confidentiality:** Careless handling of images, audio, or video recordings collected during activities can expose minors to cyberbullying, digital stalking, or the permanent public association of their name with sensitive topics or situations of vulnerability.
- **Risks Related to Travel and Unfamiliar Environments:** Tours, summer camps, and international exchanges place minors in new environments far from family protection, increasing their dependence on the organization’s staff and requiring more rigorous supervision and physical safety protocols.

2. STAFF AND VOLUNTEERS

2.1 Safe Recruitment Protocol for Staff and Volunteers

3P implements a rigorous and standardized selection process for all potential staff—including permanent employees, artistic collaborators (directors, musicians, authors), interns, and volunteers—to ensure that individuals who pose a threat to young people are systematically excluded.

- **Explicit Job Postings:** All job postings, volunteer calls, and internship announcements must



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



include a mandatory clause on child protection: *“3P is committed to child protection and the safety of young people. The selected candidate will undergo rigorous background checks, criminal record checks, and reference checks.”*

- **Values-Based Interviews:** Selection interviews must assess not only technical and artistic skills but also the candidate’s psychological suitability, personal values, and awareness of relational boundaries with adolescents. Interviewers must ask at least two standardized questions based on child protection scenarios (for example, how to handle a child showing signs of emotional distress during a theater rehearsal).
- **Reference Checks:** Verification of at least two professional or academic references is mandatory. 3P will contact previous employers directly to confirm the candidate’s past conduct, emotional maturity, and suitability for working with minors.

2.2 Background Checks and Mandatory Vetting

No individual may engage in direct contact—whether in person or digitally—with participants in activities organized by 3P without first undergoing a complete background check.

- **Staff, External Collaborators, and Interns:** Pursuant to Legislative Decree 39/2014 and Article 25-bis of Presidential Decree 313/2002, all staff formally under contract or assigned to the project must provide a clean criminal record certificate explicitly designated for work with minors (**Certificate from the Criminal Records Office regarding pending charges**). This certificate must confirm the complete absence of convictions or ongoing legal proceedings related to abuse, exploitation, or violence against minors. Non-Italian staff must provide an equivalent legal clearance document issued by their country of origin.
- **Volunteers and Delegates from International Networks:** For short-term volunteers or visiting international delegates, where local law does not require a criminal background check, the individual must sign a formal and legally binding **Declaration in Lieu of Certification (Self-Certification)**. This document certifies the complete absence of past or present criminal investigations or convictions involving minors. Furthermore, volunteers who have not undergone formal vetting may under no circumstances work alone and must remain under



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



the continuous supervision of fully vetted staff.

2.3 Onboarding and Probationary Periods

Criminal background checks do not replace ongoing supervision. Every new staff member, intern, and volunteer is subject to a structured onboarding protocol.

- **Mandatory Policy Acknowledgment:** Before their first day of contact with young people, every staff member must read this Child Protection Policy in its entirety, sign a legally binding document confirming their understanding of it, and commit to strict adherence to the project's Code of Conduct.
- **Supervised Probationary Period:** All newly hired staff members undergo a **mandatory 3-month probationary period**. During this period, their interactions with the 16–17 age group in theater workshops, focus groups, and rehearsals are actively monitored by the Designated Safety Officer (DSO) or a senior project manager to ensure that safe behavioral and professional boundaries are maintained.

2.4 Ongoing Training and Skills Development

To ensure that child protection remains active and responsive throughout the project's entire lifecycle, the project mandates a continuing education program for all staff.

- **Initial Orientation Training:** Before the start of any educational or theater workshop, all staff, collaborators, and volunteers must complete a **mandatory 2-hour orientation session on child protection**. This session covers specific reporting protocols, indicators of youth distress, and specific rules regarding relational boundaries for mixed-age groups.
- **Mid-Project Refresher Modules:** Before the launch of the national tour of schools and cultural centers, staff must complete a **mandatory 4-hour advanced seminar**. This module focuses heavily on risks specific to the performance phase: managing physical contact and choreographic boundaries, preventing peer bullying/harassment during travel, and identifying digital safety risks while compiling the Multilingual Digital Educational Kit. Attendance records are officially logged and archived for EU audits.



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



3. PROCEDURES

3.1 Code of Conduct

All staff involved in 3P activities must uphold the highest standards of professional ethics, acting as positive role models and always maintaining clear emotional and professional boundaries.

Standards of Conduct

- **Staff MUST:** Treat all young people with equal respect, actively listen to their concerns, use inclusive language, and ensure that all creative activities prioritize the safety and dignity of participants.
- **Staff MUST NOT:** Use inappropriate, vulgar, or sexualized language; administer any form of physical, psychological, or emotional discipline; smoke, consume alcohol, or use illegal substances in the presence of young people; establish arbitrary preferences or show favoritism among participants. Staff must never give personal gifts, money, or individual favors to any young participant.
- **Limits of Theatrical Criticism:** Directors, musicians, and creative facilitators must never use humiliating, degrading, or excessively aggressive methods of criticism under the pretext of “artistic rigor,” “dramatic tension,” or “*method acting*.”
- **Voluntary Creative Participation:** No young participant may be forced, pressured, or emotionally coerced into performing narratives, improvising scenes, or sharing personal reflections that cause them obvious psychological or emotional distress.
- **Secure Management of Research Data:** Facilitators leading focus groups or analyzing national data (FRA, ISTAT) must maintain a neutral and supportive environment, ensuring that sensitive sociopolitical issues (e.g., discrimination, domestic injustice) are discussed constructively without exposing individual participants to peer judgment.

3.2 Physical Boundaries and “Two Adults” Presence Rules

The physical nature of certain activities—such as theater, music workshops, and tours—requires



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org

0912526357



strict spatial safeguards to prevent isolation and protect bodily autonomy.

The “Two Adults” Rule

- **Mandatory Presence:** A minimum of two fully vetted adult staff members, or one staff member accompanied by a group of at least three young participants, must always be present during any project workshop, rehearsal, or focus group.
- **No Isolation:** An adult staff member must never be alone with a single minor participant behind closed doors.
- **Visibility Standard:** If a minor participant requests a private conversation to discuss personal matters or make a report, the conversation must take place within clear view

of other staff members (for example, in a room with a glass window or in an office with an open door), while still maintaining acoustic confidentiality for the young person.

Physical Contact and Artistic Choreography

- **Agreed-Upon Prior Consent:** Any physical contact required for theatrical staging, stage movements, choreography, or positioning must be clearly explained by the facilitator and explicitly accepted by the participant before it occurs. Contact must be strictly limited to public, non-sensitive areas of the body (e.g., hands, shoulders) and must be initiated or positively accepted by the young person.
- **Emergency Intervention:** Any emergency physical contact—such as administering first aid or physically moving a participant away from a falling prop—must be performed in public, immediately explained to the participant, and officially recorded in the project’s daily log.

Specific Protocols for Backstage and Dressing Rooms

- **Spatial Separation:** During tours of schools and cultural centers, separate and clearly identified changing areas must be established and maintained for minor participants and for adult participants, including staff.
- **Privacy Protection:** Staff and adult participants are strictly prohibited from entering the changing areas assigned to minor participants.



via U. Giordano n.2 90144 Palermo



www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



- **Supervision Guidelines:** If supervision or coordination is required backstage, staff must knock loudly, clearly announce their presence, and receive verbal confirmation from the minors inside before entering the space. If entry is necessary, at least two adults must be present.

3.3 Peer Safety (Bullying and Exploitation Among Adolescents)

Since many of 3P's activities often involve mixed-age groups of young people, staff must actively monitor and manage group dynamics to prevent harm caused by peers.

- **Anti-Bullying Monitoring:** Staff will actively observe interactions during rehearsals, unmoderated breaks, group transfers, and school tours to identify, discourage, and address any instances of psychological bullying, systematic exclusion, cyberbullying, physical intimidation, or sexual harassment.
- **Managing Age Gap Dynamics:** Staff must remain vigilant against unbalanced power dynamics, emotional manipulation, or social conditioning that may arise between older adult participants and younger participants.
- **Shared Creative Guidelines:** At the start of the project workshops, facilitators will co-design a "Shared Space Agreement" with all participants. This agreement will firmly establish mutual respect, zero tolerance for discrimination, and peer safety as fundamental rules of the project.
- **Stricter Disciplinary Measures:** Any participant caught engaging in bullying, targeted harassment, or exploitation will face immediate mediation. If the behavior persists parents will be notified (for minors), and the participant may face suspension or permanent exclusion from the project.

3.4 Digital Boundaries, Social Media, and Image Management

The production of digital materials and active online promotion require robust digital safeguards to protect minors' privacy and online safety.



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



Boundaries of Professional Communication

- **Prohibition on Personal Profiles:** Staff are strictly prohibited from communicating with minor project participants via personal social media profiles (e.g., personal Instagram, TikTok, Facebook accounts) or private instant messaging accounts (e.g., personal WhatsApp profiles).
- **Official Communication Channels:** All project-related communications, schedule updates, and coordination must take place exclusively through official institutional emails or dedicated group chats, which are actively moderated by at least two fully verified staff members.
- **No Unsupervised Digital Contact:** Staff members must not engage in private one-on-one video calls or private messages with a minor participant outside of scheduled project hours without the explicit knowledge of the DSO and the minor's parents.

Image Capture and Multimedia Content Management

- **Dual Consent Requirement:** No photographs, video recordings, or audio recordings of minor participants may be captured, edited, or stored unless both a Parental Consent Form and a Youth Consent Form have been signed, dated, and filed.
- **Contextual Safety:** The capture of multimedia content must focus on creative group dynamics and collaborative work in the workshops. It is strictly prohibited to take or publish images depicting minor participants in theatrical poses that are vulnerable, isolating, or potentially compromising.
- **Anonymization for Public Kits:** When publishing scripts, performance videos, or educational resources within the Multilingual Digital Educational Kit or on open social media platforms, 3P will never link a minor's full last name or personal contact details to their image or school.

4. ACCOUNTABILITY

4.1 Roles and Responsibilities

3P ensures that the protection of minors is supported by a clear governance structure with specific,



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



legally binding operational duties.

- **The Legal Representative (President):** Holds ultimate legal responsibility for ensuring that this policy is implemented at all stages of the project. The Legal Representative ensures that the necessary financial and human resources are allocated to maintain a safe environment.
- **The Board of Directors:** Formally adopts, updates, and revises the policy, ensuring that it is integrated into the organization's overall legal framework.
- **The Designated Safeguarding Officer (DSO):** Appointed by the Board of Directors, the DSO is the primary operational authority for the safety of young people. The DSO is responsible for managing internal incident reports, coordinating mandatory staff training, maintaining the secure safeguarding register, and serving as the official liaison with child protection authorities.
 - *Current DSO:* Carmela Sorrentino
 - *Secure Email Contact:* presidenza@cooperativa3p

4.2 Step-by-Step Reporting and Escalation Procedure

Any staff member who witnesses, suspects, or receives an explicit disclosure of abuse, harassment, or a violation of this policy must immediately follow the protocol below. Failure to report an incident is considered a serious violation of the terms of employment and volunteer agreements.

1. Immediate Safety

Remove the child from any immediate physical or emotional danger. If urgent medical assistance is needed, call emergency services (112) immediately.

2. Objective Documentation

Complete **Appendix A (Incident Report Form)** within **2 hours** of the event or disclosure. Record only objective facts, physical observations, and the adolescent's precise statements. Do not interrogate, cross-examine, or alter the terminology used by the minor.

3. Internal Notification to the DSO

Send the completed Appendix A directly to the DSO at presidenza@cooperativa3p.org. If the report



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



concerns the DSO, send the form directly to the Legal Representative.

4. Preliminary Review and Risk Assessment

The DSO must acknowledge receipt of the report within **24 hours** and complete an internal risk assessment within **48 hours** to determine whether a policy violation or a criminal offense has occurred. If a staff member is the subject of the report, they are immediately suspended from all activities involving contact with minors pending a full investigation.

5. External Reporting and Legal Channels

If the DSO identifies a reasonable suspicion of abuse, neglect, or exploitation, they must prepare and submit a formal report to the relevant Italian authorities (the *Public Prosecutor's Office at the Juvenile Court* or local social services) within **24 hours** of completing the internal review.

4.3 Vetting of Partner Networks

AMS organizes international outreach events involving European countries within the organization's network.

- **Mandatory Child Protection Addendum:** 3P will not sign partnership agreements or provide travel grants to any organization in the international network unless it formally signs a **CERV Child Protection Compliance Addendum**.
- **Delegate Compliance:** By signing, the partner organization certifies that delegates sent to Italy have been vetted in accordance with their respective national laws and explicitly agree to adhere to the rules of conduct detailed in this Child Protection Policy during all outreach events and public debates.

4.4 Confidential Record Keeping and GDPR Compliance

All child protection reports, background check certificates, signed parental consent forms, and incident logs contain highly sensitive personal data. They are subject to strict data security protocols:

- **Secure Storage:** Digital records must be stored on a secure, encrypted cloud server equipped with multi-factor authentication, accessible exclusively by the DSO and the Legal



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



Representative. Paper records must be kept under lock and key in a double-keyed filing cabinet.

- **Retention Period:** To comply with the mandatory audit protocols of the EU CERV program, all guardianship documentation will be retained for a period of **5 years** following the official closure of the project, after which all files will be securely and permanently destroyed.

4.5 Policy Review, Date, and Legal Signature

This document is a living document. It is subject to mandatory annual review by the DSO to incorporate evolving legal frameworks or operational lessons learned during theater tours.

- **Date of Adoption of the Document:** June 26, 2026
- **Next Scheduled Revision Date:** June 26, 2027

Approved and Signed by: Carmela Sorrentino

(Name of President/Director)

Legal Representative, 3P (Padre Pino Puglisi) Social Cooperative

This document can be downloaded from the official 3P website at the following links:

- Italian version https://www.cooperativa3p.org/wp-content/uploads/2026/07/3P_CPP_It.pdf
- English version https://www.cooperativa3p.org/wp-content/uploads/2026/07/3P_CPP_en.pdf



via U. Giordano n.2 90144 Palermo



www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



5. ATTACHMENTS

ATTACHMENT A: ACCIDENT REPORT FORM

(Strictly Confidential – To be sent to presidenza@cooperativa3p.org entro within 2 hours of notification)

1. REPORTER INFORMATION

- **First and Last Name:**
- **Role in the organization:**
- **Phone Number:**
- **Email:**

2. INFORMATION ABOUT THE MINOR

- **First and Last Name of the Minor:**
- **Date of Birth (DD/MM/YYYY):**
- **Age:**
- **Gender:**
- **Parent/Legal Guardian Contact Information:**
 - **First and Last Name:**
 - **Phone Number:**
 - **Email:**

3. DETAILS OF THE INCIDENT OR DISCLOSURE

- **Date of the Incident/Disclosure:** _____ **Time:** _____
- **Specific Location of the Event:**
- **Nature of the Report:** *(Select all that apply)*



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



- Physical Security Breach
- Emotional/Psychological Distress
- Peer Bullying/Harassment
- Age Gap Boundary Violation (Minor/Adult 18–25 Interaction)
- Digital Safety/Social Media Violation
- Disclosure of Personal or Family Trauma (during focus groups/scriptwriting)
- Other (Specify):

4. FACT-BASED DESCRIPTION OF THE INCIDENT

Provide an objective and detailed description of what was observed, reported, or disclosed. Do not include personal opinions, judgments, or assumptions. If the minor made an explicit disclosure, record their exact statements using their exact words—do not alter the terminology used.

5. ALLEGED PERPETRATOR / PERSON INVOLVED (IF APPLICABLE)

- **First and Last Name:**
- **Relationship to the Child:**
- **Relationship to AMS ETS:** (e.g., Participant in Project XXX, External Collaborator, Member of the Public)

6. IMMEDIATE ACTIONS TAKEN

Describe the immediate steps taken to ensure the child's safety and emotional well-being (e.g., suspension of active testing, moving the child to a safe, visible location, contacting emergency services, etc.).



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357



7. SIGNATURE AND SUBMISSION

I certify that the information provided above constitutes a factual and objective account of the incident/disclosure involving the minor.

- **Signature of the Reporter:**
- **Date:**
- **Time:**

8. SPACE RESERVED FOR THE EXCLUSIVE USE OF THE INTERNAL DSO

- **Date and Time the Form Was Received by the DSO:**
- Hours
- **Results of the DSO's Preliminary Assessment:**
- **Status of External Escalation:**
 - Law Enforcement / Judicial Authorities Notified (Date:)
 - Social Services Notified (Date:)
 - Parents Notified (Date:)
 - Internal Case Closed (No further external action required)
- **DSO Signature:**
- **Case Closure/Escalation Date:**



via U. Giordano n.2 90144 Palermo



www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



APPENDIX B: INFORMED CONSENT FORM FOR THE MEDIA (PARENTS AND YOUTH)

Project Title:

Implementing Organization: 3P (Father Pino Puglisi) Social Cooperative

Funding Program: (e.g., CERV, Erasmus+, etc.)

1. PURPOSE OF MEDIA COLLECTION AND DATA PROCESSING

During the implementation of the project, 3P will collect photographs, video recordings, and audio recordings of participants during educational workshops, theater/music workshops, and live performances.

These materials will be processed in strict compliance with the GDPR for three specific purposes:

- To fulfill the mandatory project monitoring and evaluation reports required by the EU.
- To publicize key milestones of the project and public debates through verified institutional websites and social media channels.
- To create the Multilingual Digital Educational Kit (containing videos of the performances, scripts, and learning worksheets) for distribution throughout Europe to support the project's transferability.

3P guarantees that no personal identifiers, full last names, contact details, or school locations will ever be linked to the published images or videos of minor participants.

2. PARTICIPANT DETAILS (MINOR)

- Participant's First and Last Name:
- Date of Birth (DD/MM/YYYY):
- Age:

3. PARENT/LEGAL GUARDIAN CONSENT

I, the undersigned (Parent's or Legal Guardian's First and Last Name), as the legal representative of the minor participant listed above:

- AUTHORIZE 3P to capture my child's image, voice, and performance, and to use this material for



via U. Giordano n.2 90144 Palermo

www.cooperativa3p.org



presidenza@cooperativa3p.org



0912526357



official project reports, institutional promotion, and inclusion in the publicly available Multilingual Digital

Educational Kit.

- I DO NOT AUTHORIZE the recording, capture, or use of my child's image or voice in any project activity.

Signature of Parent/Guardian: Date:

Phone Number: Email:



via U. Giordano n.2 90144 Palermo



presidenza@cooperativa3p.org



www.cooperativa3p.org



0912526357