



**SUPERNOVA21**

Novi Sad, Serbia

President and Legal Representative: MSc Slobodan Ćirak

🌐 <https://supernova21.rs>

✉️ [Slobodan.cirak@gmail.com](mailto:Slobodan.cirak@gmail.com)

☎️ +381 60 5231190

# SUPERNOVA21

## Child Safeguarding and Protection Policy

**Applies to:** All SUPERNOVA21 staff, volunteers, contractors, consultants, board members, partners, visitors, journalists, photographers/filmmakers, donors and any other adults participating in SUPERNOVA21 activities.

**Organisation:** SUPERNOVA21 – Association for Culture, Sports and Health Promotion

**Registered Office:** Maksima Gorkog 10a, 21000 Novi Sad, Republic of Serbia

**Designated Safeguarding Officer (DSO):**

MSc Slobodan Ćirak, President

Email: [slobodan.cirak@gmail.com](mailto:slobodan.cirak@gmail.com)

Tel: +381 60 523 1190

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# 1. Purpose

SUPERNOVA21 is committed to creating and maintaining a safe, respectful and inclusive environment for every child and young person participating in its activities.

The organisation adopts a **zero-tolerance approach** towards all forms of abuse, neglect, exploitation, discrimination and violence.

This Policy establishes the safeguarding principles, responsibilities and procedures that apply throughout all SUPERNOVA21 programmes, events and partnerships.

This Policy applies to both national and international activities implemented by SUPERNOVA21.

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# 2. Scope

This Policy applies to:

- employees;
- volunteers;
- trainers;
- consultants;
- contractors;
- governing board members;
- partner organisations;
- external service providers;
- visitors participating in organisational activities.

It applies to every activity organised or supported by SUPERNOVA21, including:

- educational programmes;
- sports activities;
- workshops and seminars;
- youth exchanges;
- conferences;
- public events;
- online activities;
- media production;
- study visits;
- travel and mobility projects.

For the purpose of this Policy, a **child** is any person under the age of 18.

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### 3. Safeguarding Principles

SUPERNOVA21 is guided by the following principles:

- the best interests of the child always come first;
- every child has equal rights regardless of gender, disability, nationality, ethnicity, religion, social background or any other personal characteristic;
- safeguarding is everyone's responsibility;
- all concerns must be taken seriously;
- prevention is more effective than reaction;
- children have the right to participate safely and express their views;
- safeguarding measures are integrated into the planning and implementation of all activities.

SUPERNOVA21 promotes a safeguarding culture where all adults are encouraged to raise concerns without fear of retaliation.

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### 4. Prevention and Risk Management

SUPERNOVA21 seeks to prevent harm before it occurs by:

- carrying out safeguarding risk assessments before activities involving children;
- ensuring appropriate supervision throughout activities;
- maintaining safe venues and equipment;

- avoiding unnecessary one-to-one situations between adults and children whenever possible;
  - applying appropriate supervision during sports, travel, accommodation and online activities;
  - identifying safeguarding risks during project planning and introducing appropriate preventive measures.
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## 5. Code of Conduct

All adults engaged in SUPERNOVA21 activities are expected to:

- treat children with dignity and respect;
- maintain professional boundaries;
- communicate appropriately and respectfully;
- act as positive role models;
- report safeguarding concerns immediately;
- respect children's privacy;
- follow organisational safeguarding procedures.

The following behaviour is strictly prohibited:

- physical, emotional or sexual abuse;
  - humiliating, intimidating or discriminatory behaviour;
  - inappropriate physical contact;
  - sexual relationships or sexualised communication with children;
  - bullying or harassment;
  - sharing accommodation or beds with children unless formally authorised under exceptional safeguarding arrangements;
  - giving inappropriate gifts or establishing secret relationships;
  - private communication with children through personal social media accounts or messaging applications.
  - exchanging personal contact details with children unless authorised by the organisation and parents/guardians.
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## 6. Digital Safeguarding

SUPERNOVA21 recognises that safeguarding also applies to digital environments.

The organisation therefore:

- uses official communication channels whenever possible;
  - moderates online activities involving children;
  - protects children's personal information online;
  - avoids private one-to-one online communication outside approved organisational procedures;
  - promotes responsible use of digital technologies and social media;
  - takes reasonable measures to prevent online bullying, grooming, identity misuse and other forms of digital harm.
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## **7. Data Protection and Privacy**

SUPERNOVA21 processes personal data in accordance with the applicable legislation of the Republic of Serbia and relevant European data protection principles.

The organisation will:

- collect only data necessary for organisational purposes;
  - obtain appropriate parental or guardian consent where required;
  - store information securely;
  - restrict access to authorised persons only;
  - use photographs and videos only with appropriate consent;
  - avoid publishing information that could compromise a child's safety or privacy.
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## **8. Safer Recruitment and Training**

SUPERNOVA21 seeks to engage suitable individuals to work with children.

Depending on the nature of the activity, this may include:

- identity verification;
- review of qualifications and experience;
- references where appropriate;
- signed acceptance of this Policy;
- safeguarding induction before activities involving children.

All personnel are expected to become familiar with this Policy and participate in safeguarding awareness activities organised by SUPERNOVA21.

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## 9. Reporting and Responding to Concerns

Every safeguarding concern must be taken seriously.

Any person who witnesses, suspects or receives information regarding possible harm to a child must report it immediately to the Designated Safeguarding Officer. The Designated Safeguarding Officer may appoint a deputy whenever necessary.

When responding to a concern:

- listen calmly and respectfully;
- do not promise absolute confidentiality;
- record factual information accurately;
- avoid conducting personal investigations;
- report the concern without delay.

Where a child faces immediate danger, the competent emergency services and public authorities shall be contacted without delay.

Persons reporting safeguarding concerns in good faith will not suffer retaliation for making such reports.

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## 10. Roles and Responsibilities

The Governing Board is responsible for approving and reviewing this Policy.

The Designated Safeguarding Officer is responsible for:

- receiving safeguarding concerns;
- maintaining confidential safeguarding records;
- coordinating appropriate responses;
- cooperating with competent authorities where necessary;
- promoting safeguarding awareness within the organisation.

All staff, volunteers, partners and collaborators are responsible for complying with this Policy and contributing to a safe environment for children.

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## 11. Communication, Media and Photography

SUPERNOVA21 is committed to portraying children respectfully and responsibly.

The organisation will:

- obtain appropriate consent before photographing or filming children;
  - avoid publishing sensitive personal information;
  - ensure that images preserve children's dignity;
  - avoid sensational or discriminatory representations;
  - use official communication channels whenever possible.
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## **12. Events, Travel and External Activities**

For activities involving children outside the organisation's premises, SUPERNOVA21 will, where appropriate:

- obtain parental or guardian consent;
- prepare appropriate supervision arrangements;
- conduct risk assessments;
- provide emergency contact procedures;
- ensure appropriate first-aid arrangements;
- cooperate with reputable partners and service providers.

Safeguarding considerations form part of the planning of every event, mobility or educational activity.

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## **13. Monitoring and Review**

SUPERNOVA21 will regularly monitor the implementation of this Policy.

The organisation will:

- review safeguarding practices periodically;
  - record safeguarding concerns confidentially;
  - identify lessons learned following incidents where appropriate;
  - update this Policy whenever significant legal, organisational or operational changes occur.
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# 14. Final Provisions

This Policy enters into force upon its adoption by the Governing Board of SUPERNOVA21.

It is publicly available through the organisation's official communication channels and applies to all persons engaged in activities organised or supported by SUPERNOVA21.

Every person acting on behalf of SUPERNOVA21 is expected to respect and follow the principles contained in this Policy.

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**Adopted by:**

SUPERNOVA21 – Association for Culture, Sports and Health Promotion

**Place:** Novi Sad, Republic of Serbia

**Date:** 30.06.2026.

**President:**

MSc Slobodan Ćirak

**Signature & Stamp**

