



## **Safeguarding and Child / Vulnerable Adult Protection Policy 11/2025**

### **Introduction**

TropicalAstral sometimes works with young people and adults in vulnerable situations through training, events and EU-funded activities. We have a duty of care to protect them from harm, abuse and exploitation.

### **1. Purpose**

This policy explains how TropicalAstral prevents and responds to safeguarding concerns involving children (under 18) and vulnerable adults.

### **2. Scope**

Applies to:

- All TropicalAstral staff, trainers, freelancers and volunteers
- All activities where TropicalAstral is responsible for participants, online or in person

### **3. Principles**

- The welfare of the child or vulnerable person is always paramount.
- All participants have the right to feel safe and respected.
- Concerns will be taken seriously and handled promptly and confidentially.

### **4. Code of conduct with minors and vulnerable adults**

Staff and collaborators must:

- Treat participants with respect and courtesy
- Avoid any behaviour that could be misinterpreted as abusive, humiliating or sexually suggestive
- Avoid being alone in a closed space with a minor where possible (follow the “open door” principle or ensure visibility)
- Use appropriate language and avoid offensive jokes or comments

Online:

- Use professional accounts for communication with minors
- Avoid private, unsupervised one-to-one communication channels where possible
- Never request or share inappropriate images or content

### **5. Reporting concerns**

- Any suspicion or allegation of abuse, neglect or exploitation must be reported immediately to the designated safeguarding contact in TropicalAstral.
- Where required by law, relevant authorities or partner institutions will be informed.
- Reports will be documented and kept securely, with access limited to those who need to know.



## **6. Cooperation with partners and hosts**

When working with schools or host organisations:

- We will respect and follow their local safeguarding procedures.
- We will clarify roles and responsibilities for supervision and emergency contacts before activities begin.

## **7. Training**

Staff and trainers involved in activities with children or vulnerable adults will receive basic safeguarding awareness training and information on this policy.

## **8. Monitoring and review**

This policy will be reviewed regularly, especially when TropicalAstral expands activities involving under-18s or vulnerable groups.