



Code of Conduct

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Overview

The following document compiles all documents that are part of the Code of Conduct of the European Youth Parliament Germany, Europäisches Jugendparlament in Deutschland e.V. (EJP). EJP's Code of Conduct includes EJP's own legal requirements, as well as the Child Protection Policy and the Code of Conduct set up by EJP's parent organisation, the European Youth Parliament (EYP). As a part of the EYP network, the EJP is obliged to adhere to the guidelines set up by the international board, the Governing Body. Nonetheless please note the EJP is legal association in its own right (see below). The place of jurisdiction is Germany.

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Responsibilities of every participant

The European Youth Parliament Germany does its best to provide sessions of a high standard. Interesting guest speakers, ambassadors and parliamentarians are invited to the sessions, the resolutions are sent to the European Parliament, the European Commission and the Council of Europe and the session topics are selected with great care. It therefore goes without saying that the participants of the sessions of the European Youth Parliament Germany are expected to behave in accordance with the high standard of the programme of all sessions.

Along with appropriate behaviour and attendance of all parts of the programme, participants are obliged to strictly follow the instructions given by representatives of the European Youth Parliament Germany present at the event. Please note the following legal requirements and guidelines of the European Youth Parliament Germany which participants are expected to adhere to for the full duration of the session.

Legal Requirements of the EJP

As the European Youth Parliament Germany, Europäisches Jugendparlament in Deutschland e.V. (EJP), is held legally responsible for the participants of the session for the time of its duration, it is **strictly forbidden to leave the session's venues** without the explicit approval of an EJP representative.

Every EJP event begins with check-in at the session venue and ends with the end of the programme as indicated in the programme provided along with the invitation to attend the event. The EJP's liability begins with check-in and ends with the end of the programme. Participants take fully responsibility for their journey to and from the event.

In order to allow participants to experience parts of the programme individually, the EJP may allow participants to be unattended in groups of three. Having left the session without permission once, a later return is not possible and participants may be sent home at their own expense.

If a participant cannot attend the session due to illness or for other reasons, the EJP **cannot reimburse the participation fee** if the cancellation is **announced later than four weeks before the event**. A more restrictive deadline (e.g. 8 weeks in advance) may be communicated by an EJP representative if organisational requirements demand such early final confirmations from the participants.

Each participant is obliged to be covered by **24-hour comprehensive travel insurance**, which includes third-party liability, loss of luggage, medical help and repatriation (i.e. Euroassistance). Participants should also make sure to have an internationally valid health insurance and full proof of it in case they need medical assistance during their stay. **The EJP assumes no responsibility for any health problems** which may arise during the event. Please also note that outdoor activities may carry a greater risk of injury.

It is the participants' obligation to check all relevant details with their insurance company well in advance and adopt their own insurance to the requirements of an EJP event which includes physical and outdoor activities and sporting events which hold potential for injuries.

Please be aware that **any damage** caused by a participant must be covered by him/her. Every participant is obliged to own appropriate **third-party liability insurance** to cover any and all damage caused on private or public property in Germany.

Participants have to **fully comply** with **German law** at all times and if caught breaking German law



participants may be send **home** at their **own expense** immediately.

Participants are responsible for fulfilling any **VISA** requirements to enter Germany and are further obliged to cover **all costs** related to their VISA application.

While the EJP covers the costs of accommodation and all essential programme elements during the event, all participants need to cover their own travel costs to and from the event. Potential extra costs connected to an **early arrival** or **late departure** need to be covered by participants themselves.

In case participants wish a certain **diet** or have **allergies** relevant for their diet, it is the participants' obligation to communicate such needs at the **earliest possible point**, at latest four weeks before the event. The EJP tries its best to always provide meals suitable for every participants' diet, however due to organisational conditions the EJP might not always be able to provide meals suitable for every diet at all times. As the EJP does not have the organisational capacity to check/appropriately label every meal, it is every participant's obligation to **check their own meals** and determine whether or not they comply with their dietary restrictions or may cause any allergic reaction.

The EJP operates a **zero tolerance policy on drugs**. If any participant is caught consuming or in possession of drugs, he/she will be excluded from the event immediately, as well as **reported to the police**.

Besides representatives of the EJP, **driving** is **strictly prohibited** for all other participants at the event. EJP representatives who wish to drive need to sign a **separate agreement** to cover all potential risks for the individual driver and the association.

Alcohol will be available at some events – but participants should remember their national legal requirements whilst on school trips. As **young ambassadors** for their country, we expect participants to understand that we would not wish their stay in Germany to be upset by **their own misbehaviour** or to have that of others ruin their experience. The European Youth Parliament as a whole network frowns upon overindulgence. Generally, **any overindulgence in alcohol** will result in participants being **excluded from the session** and sent home at their own expense.

Should a participant during a Selection Conference need to **leave the event for a valid reasons**, as judged by the board of the European Youth Parliament Germany present at the event, the **jury's previous score** will be counted for the following session elements. Should a participant leave a Selection Conference early without providing valid reasons or without notifying an EJP representative, he/she will individually be excluded from the selection and the selection process.



Child Protection Policy (GB December 8th 2014)

As published by the Governing Body of the European Youth Parliament on December 8th 2014

1. The EYP believes in and advocates children's rights to survival, protection, development and participation. The EYP Child Protection Policy includes guidance on appropriate and expected standards of behaviour of adults towards children, and also of children towards other children. It also explains standard procedures for cases of complaint or suspected child abuse.
2. The Child Protection Policy has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense.
3. All representatives of EYP, including teachers and session officials such as organisers, chairs and journalists should recognise their role in ensuring the welfare of participants who are under the age of eighteen (usually delegates) and their responsibilities if they suspect a case of child abuse.
4. Within EYP, all representatives should directly report any concerns about a child's welfare to the designated Child Protection Officer.

Note by the EJP: At all EJP event's the EJP board's representative of the sessions is the designated Child Protection Officers, if not communicated differently at the event.

Appropriate Standards of Behaviour

Adults must:

- i. provide an enabling environment for children's personal, physical, social, emotional, moral and intellectual development;
- ii. encourage and respect children's voices and views;
- iii. be inclusive and involve all children without selection or exclusion on the basis of gender, disability, sexual identity, ethnicity, religion or any other status;
- iv. be aware of the potential for peer abuse (e.g. children bullying, discriminating against, victimising or abusing other children);
- v. develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse;
- vi. be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors);
- vii. develop clear rules to address specific physical safety issues relative to the local physical environment of a project (e.g. for projects based near water, heavy road traffic, railway lines);
- viii. avoid placing yourself in a compromising or vulnerable position when meeting with children (e.g. being alone with a child in any circumstances which might potentially be questioned by others);
- ix. immediately report the circumstances of any situation which may be subject to misinterpretation to the designated Child Protection Officer;
- x. report suspected or alleged abuse to the designated Child Protection Officer.

Inappropriate Standards of Behaviour

Adults must not:

- i. hit or otherwise physically assault a child;
- ii. use language that will mentally or emotionally abuse any child;
- iii. act in any way that intends to embarrass, shame, humiliate, or degrade a child;



- iv. show discrimination of race, culture, age, gender, disability, religion, sexuality, political persuasion or any other status;
- v. develop a sexual relationship with a child;
- vi. kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way;
- vii. do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming;
- viii. encourage any infatuations by a child;
- ix. suggest inappropriate behaviour or relations of any kind;
- x. stand aside when they see inappropriate actions inflicted by children on one another.

Signs of abuse

Whilst no list can be comprehensive and vigilance is always required, the following may be signs of abuse:

- i. The child says he/she has been abused or asks a question which gives rise to that inference;
- ii. There is no reasonable or consistent explanation for a child's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
- iii. The child's behaviour stands out from the group as being either extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the child's behaviour.

Procedures

EYP representatives – whether they are themselves an adult or not – suspecting or hearing of a complaint of abuse:

- i. must listen carefully to the child and keep an open mind. Representatives should judge whether or not abuse has taken place;
- ii. must reassure the child but give no guarantee of absolute confidentiality. The representative should explain that they need to pass the information on to the designated Child Protection Officers who will ensure that the correct action is taken;
- iii. any EYP representative who has concerns about a child must report their concerns to the designated Child Protection Officer;
- iv. if the suspicions in any way involves another EYP representative such as an organiser, chair, journalist or teacher attending the event, the matter needs to be brought to the attention of the Executive Director of EYP, who will act in accordance with procedures;
Note by the EJP: During national events the role Executive Director is taken by the EJP's president or it's representative.
- v. any representatives of the EYP who receive disclosure of abuse from a child, or notice signs or symptoms of possible abuse in a child, should be careful to note the specific circumstances, what was said or seen and by whom, when and where.

The Child Protection Officer will co-ordinate action on child abuse within EYP, ensuring that all representatives are aware of their responsibilities in relation to child protection:

- i. He/she will liaise with all appropriate authorities;
- ii. He/she will be the first point of contact for parents, delegates, external agencies and any other matters of child protection;
- iii. He/she should advise and act upon all suspicion, belief and evidence of abuse reported to him/her.

All the above mentioned clauses apply to the protection of participants who are over the age of eighteen (both delegates and other representatives).



Code of Conduct (GB December 8th 2014)

As published by the Governing Body of the European Youth Parliament on May 26th 2014

Note by the EJP: The EJP adheres to the same standard of behaviour at national events, than the international board, the Governing Body, sets for International Sessions. Thus all rules outlined for International Sessions below, do apply for all events of the EJP as well.

1. EYP Alumni are obliged to behave in a way that does not reflect negatively on EYP and other EYPers.
2. Session officials must act as role models and behave respectfully toward other session participants. Behaviour that respects cultural and religious differences is expected from all participants at sessions.
3. Session officials are forbidden to engage in any romantic or intimate activity with delegates. This rule applies in addition to the Child Protection Policy.
4. Team leaders at International Session are required to inform their team members of the Code of Conduct.
5. Teachers are responsible for the well-being and good behaviour of their students during an International Session.

Alcohol and drugs policy

6. EYP respects national law and limits the use of alcohol and tobacco at International Sessions accordingly. Furthermore, no alcoholic beverages that contain more than 15 percent alcohol by volume or are made of beverages that have more than 15 percent alcohol by volume can be consumed at International Sessions.
7. Any participant that is unable to fulfil their duties or participate in the session programme due to overindulgence will be sent home at their own expense.
8. The consumption or use of any drugs is forbidden at International Sessions and any participant who violates the policy will be sent home at their own expense.

Other duties

9. Should a vice-president, chairperson, editor or head organiser fail to fill and hand in the EYP Evaluation and Recommendation Form as required by the Evaluation and Recommendation Policy, they are ineligible to be selected as officials for three consecutive International Sessions.

Note by the EJP: This policy does not apply on national levels as the evaluation and recommendation system is not applied on the national level. However appropriate evaluation and recommendations are highly encouraged on the national level.

10. Should the President fail to fill and hand in the EYP Evaluation and Recommendation Form as required by the Evaluation and Recommendation Policy, they are ineligible to be members of future selection panels. The most recent past President not already on the panel will then fill their place.

Note by the EJP: This policy does not apply on national levels as the evaluation and recommendation system is not applied on the national level. However appropriate evaluation and recommendations are highly encouraged on the national level.