AGREEMENT ON THE APPOINTMENT OF CHILD PROTECTION FOCAL POINT

between
Austrian Doctors
(hereinafter referred to as "Austrian Doctors")

and
[Name of the appointed person]: _____
(hereinafter referred to as "the Child Protection Focal Point" or “CPFP”)

Preamble

Austrian Doctors is committed to the highest standards of child protection, as laid down in its **Child Protection Policy** and **Code of Conduct**, which are binding for all staff, volunteers, partners, and visitors.

In each project, at least two Child Protection Focal Points (one male and one female) shall be appointed. They serve as the first point of contact for all matters concerning child protection and violations of children’s rights.

This agreement defines the duties, responsibilities, and confidentiality obligations of the CPFP.

§ 1 Appointment and Role

1. The CPFP is appointed on a voluntary basis during the first annual child protection training in the project.
2. The CPFP serves as the first contact person for all concerns, questions, or reports related to child protection or violations of children’s rights.
3. The CPFP is responsible for:
    - Receiving and documenting any concerns, incidents, or allegations.
    - Filling out the official **Child Protection Incident Report Form** for each case.
    - Forwarding reports immediately to Austrian Doctors’ Child Protection Representative (CPR) in Salzburg, Austria.
    - Supporting Austrian Doctors in deciding on appropriate follow-up actions.

§ 2 Duties in Relation to the Child Protection Policy

1. The CPFP shall strictly adhere to and implement the Austrian Doctors’ **Child Protection Policy** and **Code of Conduct**.

2. The CPFP shall ensure that all staff members:
    - receive and sign the Child Protection Policy,
    - receive and sign the Code of Conduct.
3. The CPFP shall organize **annual Child Protection Training** for all project staff, ensuring that awareness, procedures, and responsibilities are refreshed and understood.

§ 3 Confidentiality

1. The CPFP undertakes to treat all information, reports, and cases related to child protection with the strictest confidentiality.
2. Information may only be shared with Austrian Doctors' CPR or authorized persons within the local child protection network, if necessary.
3. The duty of confidentiality continues even after termination of the CPFP role.
4. Unauthorized disclosure of information may lead to dismissal from the role and, if applicable, legal consequences.

§ 4 Documentation and Reporting

1. Each reported case must be documented factually, accurately, and respectfully using the **Child Protection Incident Report Form**.
2. Reports must be sent without delay to Austrian Doctors' CPR in Salzburg, Austria.
3. All personal data must be handled according to the standards of confidentiality and data protection.

§ 5 Final Provisions

1. This agreement is valid for the duration of the individual's role as CPFP.
2. Amendments or additions must be made in writing.
3. Should any provision of this agreement be or become invalid, the validity of the remaining provisions shall remain unaffected.

Place, Date: _____

Signature of the Child Protection Focal Point: _____

Signature of Austrian Doctors (representative): _____