Quality4 Children
Better safeguarding. Brighter futures.

TRAINING

Safeguarding Focal Persons

Build your skills. Strengthen your impact.

A practical, three-day training for **safeguarding focal persons** in NGOs, humanitarian and development organisations, schools and sports clubs working with children, young people and vulnerable adults.



When
9–11 December 2026
3 days, 09:00–17:00

Where
Prague, Czechia
Conference venue in the city centre

Group size
Max. 20 people
Minimum 12 to run

Participation fee
€600 per participant
Covers the trainer's fee, materials, venue, coffee breaks and lunch. Travel and accommodation are not included.

Language: English • **Registration deadline:** 24 November 2026 • **Certificate of attendance:** 18 training hours

What you will gain

A solid foundation
in safeguarding principles, standards and your own responsibilities.

Risk assessment skills
and practical tools for planning and running safeguarding measures.

Confidence in handling reports
from the first conversation through to escalation and follow-up.

Audit and monitoring know-how
to show your board and donors that the system actually works.

Training programme

- Key safeguarding principles, standards and responsibilities
- Risk assessment and risk management
- Planning and implementing safeguarding measures
- Receiving and responding to concerns and reports – first steps, escalation and survivor-centred practice
- Preventing and addressing sexual exploitation, abuse and harassment (SEAH)
- Monitoring, reporting and continuous improvement
- Safeguarding audits – purpose, process and practice

Theory + practice = real impact



Trainer
Jan Folda

Jan has worked in safeguarding since 2009. In his role as Team Leader for Child, Youth and Adult Safeguarding at SOS Children's Villages International, he developed the federation's first investigation methodology, and led audits, investigations and training workshops for member associations. Jan has worked as an independent safeguarding consultant since April 2026.

More about Jan: **linkedin.com/in/jan-folda**

Who should attend

Newly appointed and experienced safeguarding focal persons from national and international NGOs, humanitarian and development organisations, educational and sports organisations. The training serves as an initial orientation and refresher course.

No prior qualification is required. Group work and case discussion run throughout, so bring a real situation from your own organisation.

Register now →

quality4children.org/safeguarding-training-december-2026
Questions: office@quality4children.org
Registration closes 24 November 2026

Quality4 Children
Better safeguarding. Brighter futures.

Booking information and terms

Please read this page before you register. Submitting the registration form means you accept the terms set out here.

Fee and what it covers

€600 per participant. The fee covers the trainer's fee, all training materials, the venue, AM and PM coffee breaks and lunch on each of the three days. Travel, accommodation, dinners and any visa costs are the participant's own.

An invoice is issued on confirmation of your place and is payable within 14 days, and in any case before the training starts. Payment is by bank transfer in euro.

Registration

Register at **quality4children.org/safeguarding-training-december-2026** or by e-mail to **office@quality4children.org**. Places are allocated in the order registrations are received and confirmed in writing within three working days.

Registration closes on **24 November 2026**, or earlier once 20 places are filled.

Minimum numbers

The training runs with a minimum of twelve participants. If that number is not reached, Quality4Children will cancel by **25 November 2026** and refund the fee in full. We are not able to reimburse travel or accommodation booked independently, so please book flexible fares until you have our go-ahead.

Accommodation

The training will take place at a conference venue in the centre of Prague. Participants are asked to arrange their own accommodation, either at the venue itself (details to be provided) or elsewhere, depending on their preferences.

Changes and cancellation by the participant

- Until 10 November 2026: full refund, less a €50 administration fee.
- 11–24 November 2026: 50% of the fee is refunded.
- From 25 November 2026: no refund.
- A substitute participant can be nominated at any time, free of charge — just tell us the name before the training starts.

Cancellations must be sent in writing to office@quality4children.org.

Certificate

Participants who attend all three days receive a certificate of attendance confirming 18 training hours, suitable for continuing professional development records.

Access and dietary needs

Tell us on the registration form about any accessibility requirement, dietary need or adjustment that would help you take part. The venue is step-free and served by public transport.

Personal data

Quality4Children is the controller of the data you give us. We use it only to manage your registration, issue the invoice and certificate, and contact you about this training; we keep it for as long as accounting law requires and share it with no one else. Photographs are taken during the training only with the consent of everyone in the picture. To ask about your data, write to the address below.

Your three days at a glance

Day 1
Getting the foundations right

- Principles, standards and where the focal person's mandate begins and ends
- Mapping risk across your own activities, sites and partners
- Turning a risk register into measures people actually follow

Day 2
When something happens

- Receiving a concern: the first conversation and the first 24 hours
- Deciding what to escalate, to whom, and how to record it
- Survivor-centred practice, confidentiality and conflicts of interest
- SEAH: what makes it different and what it demands of you

Day 3
Showing that it works

- Monitoring and reporting that a board will read
- Safeguarding audits from the inside: preparing, running, following up
- Building your own 12-month action plan with feedback from the group

A note on confidentiality. Participants are encouraged to bring real cases, so the group agrees a confidentiality rule at the start: examples are discussed without names or identifying detail, and nothing shared in the room is repeated outside it. Please anonymise any material you bring with you.