



PROJECT:

»BALERIA – Social Inclusion Programme for Educators, School Kids and Parents«

PROGRAMME: Erasmus+ Sport Collaborative Partnerships

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OUTPUT: BALERIA CAMPUS TOOLKIT
METHODOLOGICAL NOTE

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PARTNER IN CHARGE WITH IO2



I.S.I.G.
ISTITUTO DI SOCIOLOGIA INTERNAZIONALE
INSTITUTE OF INTERNATIONAL SOCIOLOGY
GORIZIA

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1. INTRODUCTION

1.1. SCOPE

The present report represents the final version of the Baleria Toolkit Working Document that guided partners in the design, implementation and reporting of activities (i.e. Creative Workshops) within the project life span.

In its current version, this document is envisaged as a methodological companion for future users of the Baleria Toolkit (i.e. teachers, trainers, instructors, etc.).

Finally, the document presents within an operational approach, the work developed by Baleria project partners within the scope of IO2 – Baleria Toolkit.

1.2. AIMS AND TARGETS

The Baleria Toolkit (IO2) aims to develop an innovative educational and awareness-raising package, on the topics of social inclusion and fair-play.

The Toolkit's ultimate goal is that to promote, by means of a peer-to-peer approach, the equality of opportunities for all children, regardless of their abilities, cultural heritage and socio-economical background.

Within the project lifespan, the Toolkit built upon and was targeted mainly to the specific contexts represented within the Baleria project consortium. However, the Toolkit aims to reach out to a broad European audience, as well as to continue its development after the project ending. In fact, the Toolkit is made available on the Baleria project website, and, as such, will benefit from the Dissemination Strategy of the overall project.

Ultimately, the Toolkit represents a two-ways Online Repository, that collects and shares information on:

- **EDUCATIONAL ACTIVITIES** (i.e. creative workshops) – that aim to support teachers/operators/facilitators across and beyond the project consortium in promoting social-inclusion and fair play to children of 5-12 years old.
- **VISUAL MATERIALS** (i.e. drawings, paintings, sculptures, photos, etc) - produced by Baleria participants (i.e. children attending project activities and campuses) within the Creative Workshops implemented by Baleria partners. The materials aim to raise awareness among children at EU level, on the topics of social inclusion, fair-play and faire-life, within a peer-to-peer approach.

In fact, the information encompassed by the Toolkit has multiple targets, as follows:

- **PROJECT PARTNERS AND IMPLEMENTING ORGANISATIONS** - the Toolkit offered concrete guidelines that supported project teams (e.g. partners, facilitators, teachers, etc.) in organising and implementing Creative Workshops, as well as in reporting the collected visual materials (i.e. results of the Creative Workshops).
- **BALERIA BENEFICIARIES** (i.e. participants, their schools and their families) – the Toolkit includes the collection of visual materials/outputs produced by project beneficiaries within the Creative Workshops organised by Baleria partners (i.e. Baleria Toolkit Brochure), as well as the detailed explanation on how to implement the activities that led to the creation of the outputs .
- **BALERIA INDIRECT BENEFICIARIES** (e.g. schools and associations within the partnership and at EU level, citizens, etc) – the Online Repository will, simultaneously, serve as:
 - An **awareness raising campaign on the project topics** (i.e. collected visual material), and as
 - An **open source platform supporting teachers, members of associations, facilitators/etc across EU** in designing and implementing Creative Workshops aimed at raising awareness on social inclusion and fair play.

1.3. DEFINITIONS

1.3.1. Key concepts

- **SOCIAL INCLUSION**
 - The concept refers to the process of guaranteeing the equal access and participation to the life of a community/society of all its members, regardless of their cultural, social and economic background¹.
 - Within the Baleria project, social inclusion is promoted as the right of all children to equal opportunities to participate to the life of their school, community, etc. The concept is as well linked to the respect for diversity and the sense of solidarity towards disadvantaged groups in European society. Within project activities, and especially within the Creative Workshops, partners explored on the meaning of social inclusion for the project participants (i.e. children 5-12 years old involved in project activities), as well as on the possible strategies for raising awareness on the topic from a peer-to-peer perspective. Although activities aimed to maintain the transversal character of the concept (i.e. which applies to a wide range of disadvantaged groups), each partner tried to focus on

¹ European Youth Portal https://europa.eu/youth/sk/article/39/6145_en

vulnerable groups that are relevant for the context in which the activities were implemented.

- **FAIR-PLAY**

- The concept of fair play embodies several values, such as: fair competition, respect, friendship, team spirit, equality, integrity, solidarity, tolerance, etc².
- Within the Baleria project, the concept of fair-play is promoted in close link to the concept of fair-life. The message promoted by the Baleria project is that living in a community, being an active citizen of the European society, implies being a 'fair citizen', that is embracing the values of fair play in everyday life.

1.3.2. Methodological definitions

- **BALERIA CAMPUSES**

- Multiplier sport events organised by project partners, which imply the organisation of activities such as Creative Workshops, aimed to raise awareness among participants on the Baleria values and philosophy.

- **PEER-TO-PEER APPROACH**

- Refers to the elaboration of awareness raising materials on the project topics, by children (i.e. Baleria participants) for their peers (i.e. other children within the Baleria network and beyond).

- **CREATIVE WORKSHOPS**

- Activities coordinated by project partners/teachers/facilitators within the Baleria Campuses, aimed at simultaneously raise awareness on project topics among the participants, while contributing to the elaboration of visual materials for the Baleria peer-to-peer awareness raising campaign.

- **VISUAL MATERIALS**

- The outputs/the results of the Creative Workshops produced directly by participants (i.e. Artistic products such as drawings, pictures, etc) or that engage participants as protagonists (i.e. Documentary products – such as footage of the workshop itself).

² <http://www.fairplayinternational.org/home>



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1.3. APPLICABILITY & REPLICABILITY

The Baleria Campus Toolkit (i.e. awareness-raising products/outputs) have a high transferability rate to the EU public, as it is mainly based on visual inputs.

The Toolkit is made available on the Baleria project website and will be disseminated to a wide audience across EU.

2. METHODOLOGY

2.1. PEER-TO-PEER APPROACH

The Baleria peer-to-peer approach refers to the elaboration of visual materials by young participants (i.e. educational drawings, images and video clips, etc) that are encouraged to express their own views on social inclusion (i.e. challenges, vulnerable groups, how to strengthen social inclusion behaviours and attitudes, etc.) and transmit their solidarity message to other peers that are not directly involved in the project.

The peer-to-peer approach aims to facilitate the transfer of such messages related to social inclusion & sport good practices, in a simple and efficient way, across and beyond the Baleria partnership.

2.2. CREATIVE WORKSHOPS

The Creative Workshops are sport activities (max 2-3 h) that engage medium size groups of children involved in the project activities.

Within the Baleria project, the Creative Workshops were organised during Baleria campuses, but also outside the Baleria campus timeframe, as preparatory or follow-up activity of the Campus. The Creative Workshops were coordinate by project partners and/or facilitators/teachers/experts that work for the Baleria project.

The aim of the Creative Workshops is that of:

- Engaging participants in games that aim to stimulate thoughts around the concepts of fair-play, fair-life and social inclusion;
- Involve participants in the design and elaboration of visual products (i.e. drawings, paintings photos, etc) aimed to raise awareness on the projects' topics among peers from other schools, countries, etc.

Ideally, a standard Creative Workshop should include the following sessions:

- **SESSION 1** - Introduction to Baleria philosophy and values: fair-play for a fair-life; sports as a way to promote 'social inclusion'; 'social inclusion' vs 'social exclusion';
- **SESSION 2** - Stimulating brainstorming/debates session on:
 - Potential target groups at risk of social exclusion;
 - What is social inclusion;
 - How can social inclusion be promoted through sports; etc...

- **SESSION 3 – CREATIVE WORK** – participants use materials at their disposal in order to create artistic products (e.g. drawings, paintings, collage, sculptures, etc) that promote social inclusion.
- **SESSION 4 – FEEDBACK** – the facilitators/teachers/coordinators of the workshop make a brief summary of the activity and main results.

Within the project, the outputs of the Creative Workshops were collected by each partner (Ref. Section 4) and transmitted to ISIG (partner responsible for the elaboration of the Baleria Toolkit).

2.3. TARGET-GROUP MAPPING

In order to better stimulate debate and creative works around the concepts of 'social inclusion', each partner identified, for each Creative Workshop, one or more target groups, relevant for the specific context in which the activity was implemented (e.g. at school level, within the community, national level, etc).

By Target Groups is intended:

“Vulnerable groups within society that are at risk of social exclusion, such as ethnic/cultural minorities, migrants/refugees/asylum seekers, persons with physical or mental disabilities, etc.”

Focusing the Creative Workshop on a specific/single target group was not however obligatory. The focus should represent an added value to the exercise, supporting children in better relating to the idea of 'social inclusion'. Partners and/or coordinators of the activity must, however, were encouraged to pay particular attention so not to 'impose' a focus, but rather to grasp (if there is the case) the need of strengthening inclusive behaviours towards specific targets/vulnerable groups (e.g. in communities with ethnic/cultural minorities, partners might want to focus on encouraging peaceful relations between different ethnic/cultural groups of one community).

2.4 VISUAL MATERIALS

The outputs of the Creative Workshops can be classified as follows:

- **ARTISTIC PRODUCTS** – drawings, paintings, posters, etc; the participants to the workshop are directly producing the material.
- **DOCUMENTARY PRODUCTS** – photo footage of the activity developed within the workshop.

2.5. GDPR ISSUES

All materials collected during the Creative Workshops (photos and other materials of the activities) are in compliance with GDPR. ISIG provided the Privacy Notice (Annex II) for the purpose of the organisation of the Baleria Campus and the authorisation to use the audio visual and/or photographic material acquired during every event.

3 COLLECTED EDUCATIONAL ACTIVITIES

During the Creative Workshops, partners organised and coordinated several activities that stimulated the artistic production of the children. In these workshops the children not only learned about and practice the four key aspects of Fair Play & Fair Life (Justice, Respect, Solidarity, Tolerance), but also think about rules and responsibilities which are necessary to provide equal opportunities and fairness to everybody. All activities were provided to ISIG, using a Report Tool Template.

The following tables illustrate such activities per each involved project country. The Baleria toolkit Brochure (available on the project website) illustrates the resulting visual outputs of the following activities.

3.1 SLOVENIA

Table 1 - Drawing

PARTNER IMPLEMENTING THE CREATIVE WORKSHOP	Media Sport
PLACE (CITY, COUNTRY)	Ljubljana, Slovenia
DATE	21.03.19
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	OS Ketteja in Murna, Ljubljana
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> 9.30 – 11.30 (2h)

N° OF PARTICIPANTS	<ul style="list-style-type: none"> • 26 participants
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • The participants attended the workshop were from 6 to 12 years old
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 1 facilitator / group • groups of 8-9 participants
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • Persons with special needs (we had participants from a School for children with special needs)
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none"> • Indoor
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>rawing paper,</i> • <i>water colors,</i> • <i>tempera paint,</i> • <i>brushes,</i> • <i>glitter,</i> • <i>glue,</i> • <i>scissors,</i> • <i>some pre-prepared forms for cutting</i> • <i>markers</i> • <i>crayons</i>
OBJECTIVES	<ul style="list-style-type: none"> • <i>they are promoted through conversation with the participants</i> • <i>artwork, that is produced, raises awareness on the project topics</i>
ACTIVITY	<ul style="list-style-type: none"> • <i>a short presentation of the Baleria values and a guided debate with the participants about the topic</i> • <i>children were asked to translate this conversation into an art product</i>
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • <i>drawings, that the participants produced</i> • <i>photo material of the process & final outcomes (drawings)</i> • <i>video material of the workshop with some statements of the participants, on the topic of solidarity, tolerance, respect, Fair play...</i>
NOTES AND RECOMMENDATIONS	<p>/</p>



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3.2 GREECE

Table 2 - The Present Activity

PARTNER IMPLEMENTING THE CREATIVE WORKSHOP	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece
DATE	14 & 25 of January 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none"> • 6th Public Primary School of ILOUPOLI, Athens, Greece • Private Primary School "Theomitor", ILIOUPOLI Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • from 09:30 a.m. to 11:30 a.m.
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • Ideally an approximate number could be 50 participants
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • The participants attended the workshop were from 10 to 12 years old
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 3 staff members as facilitators and the P.E. teachers of the involved school who regulated the students flow
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • The focus group was the persons with disabilities
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none"> • Could be carried out both indoors and outdoors.
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>Two paper bags where you can put a potential present</i> • <i>"rubbish A4 or newspapers" as many as you may need to fill in the two paper bags.</i> • <i>Enough sweets chocolates etc for all the students</i>



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OBJECTIVES	<ul style="list-style-type: none">• <i>The activity aims to promote the social inclusion of persons with disabilities.</i>• <i>Highlight the importance of giving a second chance to what is inside someone and not rejecting him because of his physical appearance-disability</i>
ACTIVITY	<ul style="list-style-type: none">• <i>The participants at the beginning of the workshop were asked to choose between two present bags.</i>• <i>The first should be a good looking one filled with rubbish paper and the second one should be in a bad condition but filled with sweets and candies.</i>• <i>Once you have the students split into two groups based on the presents selection, tell them that before leaving the class you will need a volunteer from each team to open the present on behalf of their team.</i>• <i>When the rubbish will be revealed an exclamation of disappointment will be heard but soon when the sweets will appear the happiness will be spread across participants.</i>• <i>Now is the proper time to ask them to have a second look to the presents and always give a second chance to the interior and not to the external appearance.</i>
OUTPUT FOR BALERIA TOOLKIT	
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none">• <i>After introducing yourself tell the participants that you brought two presents to say thank you for hosting you at their place/schools. This is a potential attention catching technique.</i>• <i>The vast majority of the students will choose the good looking one.</i>• <i>Use candies and sweets to fill the "bad looking" present so that they can have some sweet memories while listening to you explaining the meaning of the activity.</i>• <i>The activity has been tested in a pilot phase to students aged from 4-6 and seems that it works at this age group too.</i>

Table 3 - The medals

PARTNER	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece
DATE	14 & 25 of January 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none"> • 6th Public Primary School of ILOUPOLI, Athens, Greece • Private Primary School "Theomitor", ILIOUPOLI Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	(it is advised to give the students approximately a month to prepare the pins/medals)
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>Ideally an approximate number could be 50 participants or even more</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>The participants attended the workshop were from 10 to 12 years old</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 3 staff members as facilitators and the Arts teacher of the involved school who guided the students while painting
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • <i>The focus group was the persons with disabilities</i>
SETTING (INDOOR, OUTDOOR)	Normally indoors.
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>A4 sized papers with a circle (white inside and black border)</i> • <i>Different coloured markers and pencils</i> • <i>Find a local store which make pins</i> • <i>Ribbons of different colours</i>



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OBJECTIVES	<ul style="list-style-type: none"> • To create the prizes of the upcoming game day. • The activity aims to promote the social inclusion of persons with disabilities. • Gives the chance to the students to think about the topics of Respect/ Sport for All/ Acceptance of Diversity and paint the game day medals using their imagination
ACTIVITY	<ul style="list-style-type: none"> • The participants at beginning of the activity should attend a short ppt. presentation related to issues of disability and topics like Respect/Sport for All/ Acceptance of Diversity • After a short conversation they are asked to paint and create the medals of a mixed population (e.g. disabled & no disabled students) sport event • The Arts teacher collects the paintings and the project facilitator is in charge to transform the paintings into pins/medals. • The pins/medals are going back to the school so that a ribbon is placed on each medal.
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • The medals of the game day are a creation of the students who already participate at the mixed event.
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none"> • It is a tested and worthwhile activity that gives the chance to the participants to take their time and think, create and reflect the topics in an artistic way. • A good idea is to the awards ceremony to have some students who created the pins/medals giving the medals to the athletes (disabled & no disabled students)

Table 4 - The Poster Contest

PARTNER	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
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PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece
DATE	14 & 25 of January 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none">• 6th Public Primary School of ILOUPOLI, Athens, Greece• Private Primary School "Theomitor", ILOUPOLI Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none">• it is advised to give the students approximately a month to prepare the poster
N° OF PARTICIPANTS	<ul style="list-style-type: none">• <i>Ideally an approximate number could be 50 participants or even more</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none">• <i>The participants attended the workshop were from 10 to 12 years old</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none">• 3 staff members as facilitators and the Arts teacher of the involved school who guided the students while painting
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none">• <i>The focus group was the persons with disabilities</i>
SETTING (INDOOR, OUTDOOR)	Normally indoors.
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none">• <i>A4 sized papers</i>• <i>Different coloured markers and pencils</i>
OBJECTIVES	<ul style="list-style-type: none">• <i>To create the invitation/poster of the upcoming game day.</i>• <i>The activity aims to promote the social inclusion of persons with disabilities.</i>



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	<ul style="list-style-type: none"> • Gives the chance to the students to think about the topics of Respect/ Sport for All/ Acceptance of Diversity and develop the game day poster/invitation using their imagination
ACTIVITY	<ul style="list-style-type: none"> • The participants at beginning of the activity should attend a short ppt. presentation related to issues of disability and topics like Respect/Sport for All/ Acceptance of Diversity • After a short conversation they are asked to paint and create the poster/invitation of a mixed population (e.g. disabled & non disabled students) sport event • The Arts teacher ask each of the students to paint a poster or splits the students into several working teams who will create in cooperation a final poster • In order to select the winning poster, you may create an on line vote (e.g. Facebook).
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • The poster/s of the game day are a creation of the students who already participate at the mixed event.
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none"> • It is a tested and worthwhile activity that gives the chance to the participants to take their time and think, create and reflect the topics in an artistic way

Table 5 - Baleria 3D House of Solidarity

PARTNER	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
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PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece
DATE	20 April 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none">Fleming Square, ILOUPOLI, Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	10:00 a.m. to 15:00 p.m.
N° OF PARTICIPANTS	<ul style="list-style-type: none"><i>Its is an open event so the more people attracted the better it is.</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"><i>The participants attended the workshop were from 4 to 12 years old and their parents</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none">1 staff member as facilitator who guided the students while painting.
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"><i>The focus group was the express solidarity to children in need.</i>
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none">The activity was carried out outdoors but could be held indoors too.
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"><i>Different coloured markers and tempera colours</i><i>A 3D house from a toy store like a kids shelter (normally its made from plastic frames and it is covered by a plastic material painted outside but inside is white)</i><i>Brushes</i>
OBJECTIVES	<ul style="list-style-type: none"><i>To create a space for collecting the toys and books for children in need.</i><i>To give the chance to children to interact by painting a 3D house which will host the solidarity material.</i><i>To convert the abstract concept of Solidarity in a visualized place.</i>

ACTIVITY	<ul style="list-style-type: none"> • The participants at beginning of the activity should be stimulated by the facilitator to paint the house and reflect on it concepts like Respect/Sport for All/ Acceptance of Diversity/ Solidarity. • Soon more and more children are attracted by the activity and spontaneously asking what is going on with the house and potentially they want to paint the house
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • The Solidarity house as a strong reminder for those who want to express their solidarity in the future.
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none"> • It is a tested and worthwhile activity that gives the chance to the participants to take their time and think, create and reflect the topics in an artistic way. • It is a good way to help school aged children to convert abstract concept of showing their solidarity to a visualized output.

Table 6 - The Pyramid of Healthy Eating Habits

PARTNER	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece

DATE	20 April 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none"> Fleming Square, ILOUPOLI, Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	10:00 a.m. to 15:00 p.m.
N° OF PARTICIPANTS	<ul style="list-style-type: none"> <i>It is an open event, so the more people attracted the better it is.</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> <i>The participants attended the workshop were from 4 to 12 years old and their parents</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> 1 staff member as facilitator who guided the students while playing.
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> <i>The focus group was the children regardless age or ability.</i>
SETTING (INDOOR, OUTDOOR)	The activity was carried out outdoors but could be held indoors too.
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> <i>A big compressed white paper sized (100cm X 70cm)</i> <i>Velcro tape</i> <i>Glue</i> <i>Markers</i> <i>Images & photos from all food categories</i> <i>A Lamination machine</i> <i>Thermal Laminating Pouches A4</i>
OBJECTIVES	<ul style="list-style-type: none"> <i>Raise awareness regarding healthy eating habits among students</i> <i>To convert the abstract concept of healthy eating habits into a visualized interactive game.</i>
ACTIVITY	<ul style="list-style-type: none"> <i>The participants at beginning of the activity should be stimulated by the facilitator who asks them questions like 'what your preferable meal is', or 'if you could choose what would be your daily favourite mea', how</i>

	<p>many times per week do you consume red meat or poultries etc.</p> <ul style="list-style-type: none"> • The facilitator explains the structure of the Pyramid and familiarizes the students with the images and their function on the Pyramid. • Soon after the participants are asked to place on the "Pyramid" the food options according to their current beliefs or eating habits. • If a significant deviation, from healthy eating habits, is observed the children are asked to revise their options until they come up with the appropriate model Pyramid of healthy eating habits
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • The Pyramid stands as a strong reminder for those who want to maintain healthy eating habits in the future. It could be easily placed within a school class.
NOTES AND RECOMMENDATIONS	

Table 7 - The Puzzle of Values

PARTNER	Association of Adapted Sport & Recreation Activities "KINITIKO ERGASTIRI"
PLACE (CITY, COUNTRY)	Ilioupoli, Athens, Greece
DATE	14 & 25 of January 2019

SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none"> • 6th Public Primary School of ILOUPOLI, Athens, Greece • Private Primary School “Theomitor”, ILIOUPOLI Athens, Greece
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • it is advised to give the students approximately a month to prepare the Puzzle of Values pieces
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>Ideally an approximate number could be 10 students for the preparation of the Puzzle pieces.</i> • <i>While playing the Educational Puzzle Game they can participate equal number of students with the puzzle pieces.</i> • <i>Important! Participants should be mixed population (e.g. in our case 10 typically developing children and 10 disabled children)</i> • <i>After a game has finished could be played by other students so there is no limitation on the final participants number.</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>The participants attended the workshop were from 10 to 12 years old</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 3 staff members as facilitators and the Arts teacher of the involved school who guided the students while painting
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • <i>The focus group was the persons with disabilities</i>
SETTING (INDOOR, OUTDOOR)	Should be prepared indoors and played indoors and outdoors either
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>Big size compressed papers (rectangle shaped)</i> • <i>Different coloured markers and pencils</i> • <i>Scissors or a sharp cutter</i> • <i>Tape for decorating the edges of the puzzle pieces.</i>
OBJECTIVES	<ul style="list-style-type: none"> • <i>To create and educational puzzle for the upcoming game day.</i> • <i>The activity aims to promote the social inclusion of persons with disabilities.</i> • <i>Gives the chance to the students to think about the topics of Respect/ Sport for All/ Acceptance of Diversity</i>

	<ul style="list-style-type: none"> Develop the game day puzzle activity brainstorming with the words related to the topic.
ACTIVITY	<ul style="list-style-type: none"> The blank compressed paper pieces are matched in pairs of two. The students are asked to think words related to the set topic (e.g. Respect/ Ability/ Diversity/Fair Play) We used BALERIA acronym to create related words Then each word is written in a pair of two compressed papers in a form (Res-pect) The participants are split into two teams, preferably mixed teams of disabled and no disabled students. All pieces should be placed on the floor with the words hidden. The top surface must be the same for all pieces (there you can put the logo & EU disclaimers). Once the music plays, the two mixed groups are looking to find their couple puzzle person and shape the right words. Once they find their couple should go at the finish line to stand where the other "words" are standing
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> An education Puzzle Game.
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none"> It is advised to have big letter balloons under which the couples/words will stand once they find their right puzzle Use a motivating song while the participants are looking to find their couple

3.3 ITALY

Table 8 - The Collage of Solidarity

PARTNER	ISIG
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PLACE (CITY, COUNTRY)	Gorizia, Italy
DATE	17 July 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none">• Dinamic Gym of Gorizia during its summer camp
TIME FRAME OF THE CREATIVE WORKSHOP	2 hours
N° OF PARTICIPANTS	<ul style="list-style-type: none">• 30 participants
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none">• 3- 6 years old
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none">• 2 facilitators and the instructors of the gym (4)
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none">• Vulnerable young persons
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none">• Indoors
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none">• Posters• Scissors• Newspapers and magazines• Glue
OBJECTIVES	<ul style="list-style-type: none">• The activity aims to promote the values of friendship and solidarity• Gives the chance to the young participants to think about the importance of team spirit and fair play



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ACTIVITY	<ul style="list-style-type: none"> • The facilitators explain the importance of the team spirit and the value of solidarity in ever day life • The participants start to cut images from the magazines that represent the values of solidarity, friendship and brotherhood; • After that, they should glue the images on the poster creating different collages
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • The Collage of Solidarity represent the work of the young participants that understand the importance of Fair play values
NOTES AND RECOMMENDATIONS	

Table 9 - The Colours of Friendship

PARTNER	ISIG
PLACE (CITY, COUNTRY)	Gorizia, Italy
DATE	17 Juy 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	<ul style="list-style-type: none"> • Dinamic Gym of Gorizia during is summer camp
TIME FRAME OF THE CREATIVE WORKSHOP	2 hours
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • 30 participants
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • 3- 6 years old



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N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 2 facilitators and the instructors of the gym (4)
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • <i>Vulnerable young persons in need</i>
SETTING (INDOOR, OUTDOOR)	Normally outdoors
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>Posters</i> • <i>Washable finger colours</i>
OBJECTIVES	<ul style="list-style-type: none"> • <i>The activity aims to promote the values of friendship and brotherhood;</i> • <i>The activity gives the chance to the young participants to think about the importance of teamwork and collaboration</i>
ACTIVITY	<ul style="list-style-type: none"> • <i>The facilitators explain the importance of the teamwork and the value of brotherhood in ever day life</i> • <i>The participants start to use the finger colours to paint on the posters using creative imagination</i> • <i>The facilitators collect the paintings representing the values of friendship and brotherhood.</i>
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • <i>The Colours of Friendship represent the work of the young participants</i>
NOTES AND RECOMMENDATIONS	

3.4 GERMANY

Table 10 - The Baleria Domino

PARTNER	German Sports University Cologne
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PLACE (CITY, COUNTRY)	Cologne, Germany
DATE	17.06.2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	GGS Braunsfeld (Europaschule)
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 25 min
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • 12 – 250 children
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • 6 – 10 years old (primary school)
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 1 facilitator (children are grouped in subgroups up to 25 to 30 children to create the A4-BALERIA Dominos)
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • all children, ability: drawing and reading
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none"> • both is possible
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • A4-sheets with a printed hand & 1 syllable / word string related to Fair Play (e.g. Fair-Play, Res-pect, Tole-rance, Jus-tice, Soli-darity) • coloured pencils (one for each child) • String to create a collar
OBJECTIVES	<ul style="list-style-type: none"> • Title of the activity: Baleria domino • Baleria value: ALL (all related values can be used for the game) • The activity promotes teamwork and highlights the number of words related to Fair Play and Fair Life.
ACTIVITY	<ul style="list-style-type: none"> • Children sit together in a big circle with their own class. Every child gets a prepared A4-sheet (with a printed hand and a word string). • Personalization: The children draw the border of their own hand on the sheet. Then they write their name into the hand.



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	<ul style="list-style-type: none"> • Once all children have personalized their A4-sheet, everyone gathers for the grand finale with the A4-sheets hanging visibly around the neck. • Now each child searches the matching word-string to form the complete word. After that the "matched Dominos" form a large circle (For younger kids, matching word strings printed in the same colour can help). • Holding hands, all children shout together: "Together we are united!" <p>Variations for older children:</p> <ul style="list-style-type: none"> • Split words into more syllables
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • Artistic output: photos of the painted Din 4 papers • Documentary output: photos – Children paint their pieces of cardboard and form a sorted circle together
NOTES AND RECOMMENDATIONS	

Table 11 - The Baleria Puzzle

PARTNER	German Sports University Cologne
PLACE (CITY, COUNTRY)	Cologne, Germany
DATE	June 8, 2018
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	Europaschule GGS Braunsfeld
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 10 – 15 min



N° OF PARTICIPANTS	<ul style="list-style-type: none"> • 400 children in 16 classes (each class has 25 children)
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • 6 – 10 years old (primary school)
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 2 facilitators
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • All children, ability: painting
SETTING (INDOOR, OUTDOOR)	<p>outdoor (not feasible when it rains)</p>
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • din a 3-sheets (for 25 children 4 sheets), coloured pencils (one for each child), glue to put the sheets together
OBJECTIVES	<ul style="list-style-type: none"> • Title of the activity: Baleria puzzle • Baleria value: tolerance • The activity promotes recognizing differences between people and respecting everyone equally. The children have to work as one team and support each other.
ACTIVITY	<ul style="list-style-type: none"> • A big puzzle of the BALERIA family will be made with all children. Each class designs 4 puzzle pieces that need to be glued together. • The class is divided into 4 groups. Each group gets a piece of paper ('puzzle piece') and one pen per child. Each child paints himself and his siblings as BALERIA puppets, who hold hands. The children write the name and the age under the puppets. • The completed puzzle pieces have to be glued together as a rectangle. • With each group, the puzzle gets bigger and bigger. <p>The children should help each other and act as a team.</p>



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OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • <i>Artistic output: photos - Baleria family "big picture (coming soon)</i> • <i>Documentary output: photos (see below) - children paint the Baleria family</i>
NOTES AND RECOMMENDATIONS	<ul style="list-style-type: none"> • <i>A solid ground is recommended. If possible, set up a table.</i>

3.5 BULGARIA

Table 12 - The Puppets of Friendship

PARTNER	Sdruzhenie "Priyatel na Deteto" / Association "Child's Friend"
PLACE (CITY, COUNTRY)	Bulgaria
DATE	March 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • <i>2/3 hours of activity</i>
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>20/25 children</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>From 4 to 6 years old</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • <i>5 facilitators</i>



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TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • <i>All Children</i>
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none"> • indoor
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>Coloured fabric</i> • <i>Needles</i> • <i>Buttons</i> • <i>Scissors</i>
OBJECTIVES	<ul style="list-style-type: none"> • <i>Promote the values of friendship and respect</i>
ACTIVITY	<ul style="list-style-type: none"> • <i>Cut some long pieces of coloured fabric</i> • <i>Embroidering the fabric trying to make little puppets, also using the buttons and other materials</i>
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • <i>The activity promotes the importance of teamwork and solidarity</i>
NOTES AND RECOMMENDATIONS	

Table 13 - The Drawings of Brotherhood

PARTNER	Sdruzhenie "Priyatel na Deteto" / Association "Child's Friend"
PLACE (CITY, COUNTRY)	Bulgaria
DATE	June 2019
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	

TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • <i>2/3 hours</i>
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>25/30 participants</i>
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • <i>6-10 years old</i>
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • <i>2-3 facilitators</i>
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • <i>All children</i>
SETTING (INDOOR, OUTDOOR)	<p><i>Indoor</i></p>
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • <i>A3 Sheets</i> • <i>Tempera colours</i> • <i>Water colours</i>
OBJECTIVES	<ul style="list-style-type: none"> • <i>The activity promotes the importance of working together foster the values of brotherhood and solidarity</i>
ACTIVITY	<ul style="list-style-type: none"> • <i>The participants start to use the tempera colours or the water colours to paint on the posters using creative imagination</i> • <i>The facilitators help the children to make the best use of colours</i> • <i>The facilitators collect the paintings representing the values of friendship and brotherhood.</i>
OUTPUT FOR BALERIA TOOLKIT	<ul style="list-style-type: none"> • <i>The Drawings of the Brotherhood represent the work of the young participants</i>
NOTES AND RECOMMENDATIONS	

3.6 PORTUGAL

Table 14 - Baleria Basketball

PARTNER	IEBA-Centro de Iniciativas Empresariais e Sociais
PLACE (CITY, COUNTRY)	Portugal
DATE	
SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	
TIME FRAME OF THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 1/2 hours
N° OF PARTICIPANTS	<ul style="list-style-type: none"> • 32 participants (4 groups of 8 children). One team is composed by 4 players
GROUP AGE OF PARTICIPANTS	<ul style="list-style-type: none"> • 6-10 years old
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	<ul style="list-style-type: none"> • 2 facilitators (one holds the game time the other focuses on the score)
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	<ul style="list-style-type: none"> • All children
SETTING (INDOOR, OUTDOOR)	<ul style="list-style-type: none"> • Outdoor/Indoor
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	<ul style="list-style-type: none"> • 2 baskets of Mini basketball (2,60 m. high) • 1 ball of Mini basketball (size number 4)



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OBJECTIVES	<ul style="list-style-type: none">• <i>The activity aims to promote the values of teamwork, respect of the rules and the opponent;</i>• <i>The activity gives the chance to the young participants to think about the importance of team spirit and helping each other to achieve the same targets</i>
ACTIVITY	<ul style="list-style-type: none">• <i>The purpose of each team (composed by 4 players) is to throw the ball into the opponent's basket and to prevent the opposing team from taking possession of the ball or to score, respecting the rules and the opponent. The game is divided by 2 times, 5 minutes each. The team that reaches 10 points (one shot, one point) wins the game.</i>
OUTPUT FOR BALERIA TOOLKIT	
NOTES AND RECOMMENDATIONS	

4 CONCLUSIONS

The Baleria Toolkit (IO2) developed an innovative educational and awareness-raising package, on the topics of social inclusion and fair-play.

The Toolkit promoted, by means of a peer-to-peer approach, the equality of opportunities for all children, regardless of their abilities, cultural heritage and socio-economical background.

The Baleria Toolkit collected and shared information on:

- **EDUCATIONAL ACTIVITIES** (i.e. creative workshops) – that aim to support teachers/operators/facilitators across and beyond the project consortium in promoting social-inclusion and fair play to children of 5-12 years old.
- **VISUAL MATERIALS** (i.e. drawings, paintings, sculptures, photos, etc) - produced by Baleria participants (i.e. children attending project activities and campuses) within the Creative Workshops implemented by Baleria partners.



Ultimately, the Toolkit aims to reach out to a broad European audience, as well as to continue its development after the project ending. The Toolkit will be made available on the Baleria project website, and, as such, will benefit from the Dissemination Strategy of the overall project.

5 ANNEX I – REPORTING GUIDELINES AND TOOL

The following paragraphs illustrate the working guidelines upon which partners developed their activities under the scope of IO2 -Baleria Toolkit.

All partners must organise at least one Creative Workshop.

Partners are requested to record the activities, as well as the final results/outputs, regardless of their nature (i.e. drawings, pictures, etc).

To this end, partners must:

- Keep the record of activities implemented within the Creative Workshops, by means of photos and videos (*NB. in collecting such data, partners must comply with the GDPR instructions*).
- Fill in the Reporting Tool Template, with all necessary information for the description of the Creative Workshop.
- Upload the visual materials (artistic and/or documentary products) in the shared Dropbox folder (i.e. a link will be shared with partners by ISIG).

All materials must be transmitted to ISIG in maximum 30 days since the end of the Creative Workshop.

Partners are encouraged to use the following template in reporting upon their activities carried out in the Creative Workshops.

The table can be replicated in case partners implement more than 1 Creative Workshop/activity.

Table 15 - Reporting Tool Template

PARTNER	
PLACE (CITY, COUNTRY)	
DATE	



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SCHOOL /ORGANISATION THAT HOSTED THE EVENT (IF APPLICABLE)	
TIME FRAME OF THE CREATIVE WORKSHOP	
N° OF PARTICIPANTS	
GROUP AGE OF PARTICIPANTS	
N° OF FACILITATORS ENGAGED IN THE CREATIVE WORKSHOP	
TARGET GROUP ON WHICH THE CREATIVE WORKSHOP FOCUSED ON	
SETTING (INDOOR, OUTDOOR)	
MATERIALS NEEDED FOR THE ELABORATION OF THE VISUAL PRODUCTS	
OBJECTIVES	
ACTIVITY	
OUTPUT FOR BALERIA TOOLKIT	
NOTES AND RECOMMENDATIONS	

6 ANNEX II – CONSENT FORMS/GDPR GUIDELINES

The following paragraphs illustrate the guidelines on GDPR issues that were provided to partners so to support them in the development of their activities under the scope of IO2 – Baleria Toolkit.

STEPS

- Participants must be given the Privacy Notice;
- Participants must reply to the questions below;
- For minors (under 18) the consent needs to be collected from the parents/family;

QUESTIONS

- In compliance with the provisions of art. 7 of the Regulation (EU) 2017/679, the undersigned:
 - Declare to have read and fully understood this information (*)
- In compliance with the provisions of art. 7 of the Regulation (EU) 2017/679, the undersigned:

The undersigned agrees to the processing of personal identifying data for the organisation of the (Name, place, date of the event) for the purposes and according to the procedures defined in the privacy notice (* consent is required)

The undersigned authorizes to use the audio visual and/or photographic material acquired during the event (Name, place, date of the event) for publication on (communication channels, such as institutional websites or social networks):

- Yes
- No

PRIVACY NOTICE WITHIN THE MEANING OF ARTICLE 13 OF D.LGS. 196/2013 AND ARTICLE 13 OF REGULATION (EU) 2016/679

1. Data controller

The Data controller of personal data referred to in this Notice is Project consortium BALERIA, represented by the coordinator Media Sport, pursuant to art. 4 of EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data, as well as on the free movement of such data (hereafter: "EU

Regulation”) and in implementation of art. 13 of the EU Regulation (“Information to be provided if personal data are not collected from the data subject”) provides the following information.

For “personal data” (pursuant to article 4 number 1 of EU Regulation 2016/679), is intended any information concerning an identified or identifiable natural person (“concerned”); an identifiable natural person can be identified, either directly or indirectly, with particular reference to an identifier such as a name, an identification number, location data, an online ID or one or more characteristic elements of his physical identity, physiological, genetic, psychological, economic, cultural or social.

By “treatment” (pursuant to article 4 number 2 of EU Regulation 2016/679), is intended any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as the collection, registration, organization, structuring, preservation, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of making available; comparison or interconnection, limitation, cancellation or destruction.

2. Personal data collected

- The personal data collected are as follows:
- Identifying data (name and surname, organization, e-mail address) provided by users who send requests or reports;
- Data relating to the audio-visual material concerning the person concerned.

3. Contact details of the Data controller

- Name
- Address
- Telephone
- E-mail

4. Purposes of the treatment

- Identifying data provided by users are used only to execute the request from time to time forwarded and are communicated to third parties only if this is strictly necessary and functional to that purpose, in compliance with the specific information given to pursuant to art. 13 D.lgs. 196/03 and of the art. 13 of Regulation (EU) 2016/679;
- Data relating to the audio-visual material concerning the person concerned may be published on the institutional communication channels /project (Facebook, website, Twitter).

5. Data processing

The processing of data will be done with the aid of computer systems, with logic strictly related to the aforementioned purposes and, in any case, in order to guarantee the security and confidentiality of the data, by persons specifically appointed to do so.

Specific security measures are observed to prevent data loss, illicit or incorrect use and unauthorized access to them.

All the people who will process the User's data are individually entrusted and authorized and are bound to professional secrecy, in addition to compliance with the rules laid down by the law on privacy.

6. Transfer of data to a non-EU country

The Data Controller does NOT transfer personal data to non-EU territory.

7. Retention period

The data will be stored for a period of time not exceeding that necessary for the purposes for which they were collected or subsequently processed in accordance with the provisions of the legal obligations.

8. Rights of the interested party

The interested parties have the right to request access to their personal data and the correction or cancellation of the same or the limitation and opposition to their processing, in addition to the right to lodge a complaint with the Guarantor for the protection of personal data.

For information on how to submit applications concerning the exercise of the above rights, you can write an email to: _____

If the purpose of processing pursued by the owner has as a legal basis the consent, the person concerned has the right to proceed, at any time, to the revocation, by sending an email to: _____

Pursuant to art. 7 of the EU Regulation, the withdrawal of consent does not affect the lawfulness of the treatment based on consent made prior to the revocation, in particular with regard to publications in magazines, books, brochures, booklets and digital documents.



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