



Kids and Teens Education Association (KIDTEA)

Child Protection Policy

We ask that all volunteers, staff and visitors to please read and respect the KIDTEA child protection policy.

Introduction

Kids and Teens Education Association (KIDTEA) is a non-government organisation that provides free education to underprivileged children and youth of Trang Village, Cambodia.

This Child Protection Policy arises from KIDTEA's commitment to child protection and its zero tolerance approach to child abuse of any form. KIDTEA is determined to take all necessary steps to manage and minimize any potential risk of child abuse for the children and young people in the organization's care and to protect them from harm.

KIDTEA takes its duty of care responsibilities seriously and is committed to ensuring that it maintains a safe, nurturing and joyful environment for the students in its care. It recognizes that any person working closely with children is in a particular position with regard to their power and influence over a child, and works diligently to prevent any abuse of this position.

This policy outlines our commitment to providing the children who study at KIDTEA with the safest possible environment. Action is required to prevent intentional and unintentional abuse and harm of all kinds.

The Policy is fully approved and supported by KIDTEA Board of Directors.

Definitions

- **A child** means every human being below the age of eighteen years.
- **Child abuse** means sexual abuse or other physical or mental harm deliberately caused to a child.
- **Child Protection Policy** is a statement of intent that demonstrates a commitment to protect children from harm and clearly defines what is required to protect the children attending KIDTEA or participating in any functions related to KIDTEA. The Policy will be followed by all volunteers, staff, visitors and any other person who comes into contact with children at KIDTEA.

Purpose of the Policy

This child protection policy stipulates KIDTEA's zero tolerance approach to child abuse and child pornography. It provides a framework for managing and reducing the potential risks of child abuse by persons engaged in delivering KIDTEA's programs and activities.

The United Nations Convention on the Rights of the Child states that:

- All children have equal rights to protection from abuse and exploitation.
- Everyone has the responsibility to support the care and protection of children.



- We are all accountable and have a duty of care to eradicate child abuse.

Guiding Principles of the KIDTEA Child Protection Policy

A. Awareness

1. Child-friendly information will be provided to ensure children understand about their safety and protection, and feel comfortable about speaking out if they have any concerns.
2. Children will be made aware of an independent adult to whom they can refer any concerns.

B. Communications & Information

1. We will ensure that information or images about children are never used in a way which compromises the children's dignity, safety or places them at risk.
2. We will respect the confidentiality of information regarding children's health, family background and personal history; this private information will only be accessed by authorized staff on a "need to know" basis.

C. Equity

1. We believe in working together to safeguard the equity of all children and their fundamental rights.
2. We pledge to maintain and uphold a deep understanding of Cambodian culture as well as its societal customs and beliefs. We pledge to work within this cultural knowledge in our efforts to protect children from all forms of abuse and exploitation.

D. Accountability

1. We believe in operating with transparency and integrity at all levels of our work.
2. We stress the importance of professionalism, trust and responsibility in all our efforts, partnerships and activities.

E. Collaboration

Policies and behavioural standards are reviewed during new staff orientation, including procedures for reporting suspected abuse and any disciplinary/legal actions that could be taken as a result of an investigation. All new personnel shall acknowledge in writing their receipt and understanding of the policy, with signed copies of their acknowledgement kept in their personnel files.



Code of conduct

Best practice

All personnel should demonstrate the follow exemplary behavior. These are common sense examples of how to create a positive culture and environment.

Good practice means:

- Always working in an open environment and avoiding private or unobserved situations with children.
- Treating all children and young people equally with respect and dignity.
- Waiting for appropriate physical contact such as holding hands, to be initiated by the child.
- Asking for permission from children before taking photographs except under exceptional circumstances, based on the child/children's best interest, where this might not be possible or desirable.
- Always putting the welfare of each child first.
- Maintaining a safe, appropriate and respectful distance with children.
- Keeping balanced relationships based on mutual trust and empowering children to share in decision making and communication.
- Striving to make all contact with children fun, enjoyable and fair.
- Ensuring that if any form of manual/physical support or play is required is provided openly according to guidelines in this document.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people and being appropriately dressed.
- Giving enthusiastic and constructive communication and feedback to the children.
- Recognising the developmental needs and capacity of children – avoiding any instructions beyond their capability.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Things you should not do

For the protection of the children at KIDTEA you should not:

- Engage in any inappropriate conduct with children.
- Be alone with a child at any time one time.
- Engage in rough physical or sexually provocative games.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language without telling or explaining that it is inappropriate.
- Show favoritism or spend excessive amounts of time with one child.
- Make sexually suggestive comments to a child.
- Intimidate a child as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Invite or allow children to enter your accommodation.
- Encourage any inappropriate attention seeking behavior, such as tantrums by a child
- Allow children to engage in sexually provocative games with each other.



Use of photographic/filming equipment

Photographic sensitively is encouraged with regard to taking photos or videos of any children, both with respect to the intrusiveness and the rights of the child. Volunteers, especially ones who are staying for a shorter duration should remember that while this may be a unique opportunity for them to record images it is unhelpful for the children to be photographed time and again on a regular basis.

Always ask permission before taking any photographs or videos of children and explain to the child why you are taking the photograph.

Staff and volunteers should be vigilant and any concerns should to be reported to the relevant official.

Reporting and investigating abuse or suspected abuse

KIDTEA takes child abuse very seriously. Child abuse in any form including physical, emotional and sexual abuse is a serious offence. Any infringement of this type will be prosecuted to the full extent of the law.

Any personnel who suspects or witnesses any type of child abuse should contact the School Principal. A report should then be made immediately to allow early intervention and prompt investigation. This verbal report should be followed with a written statement. Failure to report suspected child abuse or misconduct may result in disciplinary action. On receipt of the report the School Principal will begin an internal investigation and where appropriate file the complaint with the police or NGO or authorities.

Where there is a misconduct complaint against or a disregard for KIDTEA's Child Protection Policy by anyone who is involved in KIDTEA the following actions will take place:

- Immediate removal of the suspected person from the relevant premises pending further investigation
- A report to the appropriate authorities
- A criminal investigation and prosecution as required.



I have read the complete KIDTEA Child Protection Policy. I fully understand and agree to follow all procedures contained within the KIDTEA Child Protection Policy. If I at any time fail to follow the procedures I understand that my involvement with KIDTEA may be terminated and action will be taken.

Staff/volunteer/visitor name _____ Date _____

Signature _____

KIDTEA administrator name _____ Date _____

Signature _____