



អង្គការសកម្មភាពសម្រាប់ការអប់រំនៅកម្ពុជា
Kampuchea Action to Promote Education (KAPE)

Annex 1

CODE OF CONDUCT FOR THE CHILD SAFEGUARDING

I have received and understood KAPE's Code of Conduct and Child Safeguarding Policy

(PRINT NAME)

(SIGNATURE)

(DATE)

As a staff member of KAPE, I commit myself to:

1) Treat all children fairly, and with respect and dignity, regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

I will always seek to care for and protect the rights of children, and act in a manner that ensures their interest.

2) Defend the integrity of KAPE, having a high standard personal and professional conduct

I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will be patient and respectful to all persons, including children.

I recognize that my personal conduct will reflect KAPE's reputation and may impact on community perceptions therefore I will refrain from inappropriate behavior that may be compromising KAPE.

3) Safeguard and make responsible use of the information and resources to which I have access by reason of my employment with KAPE

I will be responsible for all work information, and I will not divulge any confidential information about a child and other work-related matters in accordance with the staff regulations and rules and current guidelines.

I will protect, manage and utilize KAPE human, financial and material resources appropriately. I will never use KAPE resources to exploit or harass children or access child pornography. When photographing or filming a child for work-related purposes, I must:

1. Before photographing or filming individual children, check to comply with local traditions.
2. Obtain the consent of the child and her/his parents or caretakers before taking any photographs or film etc. . As part of this I must explain how the photograph or film will be used.
3. Obtain the consent of the teacher/school director for general pictures in the classroom and school. KAPE should sign a periodical consent with each school every academic year.
4. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
5. Ensure images are honest representations of the context and the facts
6. Ensure file labels do not reveal identifying information about a child
7. Not publish any picture that may reveal children and their families locations, in order to protect their safety and privacy
8. The images and messages can only be used with the consent of KAPE.

4) Prevent, oppose and combat all exploitation and abuse of the child.

Staff should never:

- Use language, make suggestions and offer advice that is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative.
- Have a child/children with whom they are working stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working.
- Do things for children of a personal nature that children can do themselves.
- Condone or participate in behavior of children which is illegal unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle, or degrade children or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential treatment to, or favor particular children to the exclusion of others.
- Develop physical/sexual relationships with children.
- Engage directly or indirectly in commercial sexual exploitation of children.
- Develop relationships with children, which could in any way be deemed exploitative or abusive.
- Spend excessive time alone with children away from others.
- Hire children as “house help” or provide shelter for children in their home in inappropriate circumstances.
- Fondle, hold, kiss, hug, or touch children in an inappropriate or culturally insensitive way.
- Use behavior towards children which could be interpreted as being abusive.
- download and/or store any image or video in their computers, where children are portrayed in indecent/inappropriate ways, as defined by National and International Law.
- Marry with any person under 18 years old, or as defined by Law.

5) Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of KAPE.

I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labor, child pornography and trafficking of human beings and commodities. I will not engage children under the age of 18 in any form of sexual activity or acts, including paying for sexual services or acts. This is regardless of the local age of consent, i.e., the local or national laws of the country in which I work. Ignorance or mistaken belief of the child’s age is not a defense. Failure to report such a relationship may lead to disciplinary action described in KAPE’s policies and procedures.