



CAMBODIAN EDUCATION AND DEVELOPMENT ORGANIZATION (CEDO)

In Partnership with Opportunity Cambodia

Local projects to protect and assist vulnerable children

Child Protection Policy:

1. Introduction:

CEDO commits to providing a secure and safe environment for all our students . CEDO's Child Protection Policy aims at preventing child abuse and protecting our students.

2. Principles, values and beliefs:

CEDO is a local NGO that promotes the safety of children and their protection from child abuse and exploitation. All children have the right to be protected and it is the responsibility of the staff, board members, and volunteers to protect these rights

3. Policy scope:

All staff in any position, board directors, volunteers, and visitors are responsible for the safety of children and must understand and follow the Child Protection Policy. The Director of CEDO and his Child Protection Officer (CPO) read and explain the Child Protection Policy to the staff who sign their agreement to the conditions of the policy. Finally, the Child Protection Policy is required to be read and signed by visitors before entering CEDO's office.

4. Definitions:

Child protection: Child protection is any activity or initiative designed to protect children from any form of harm, particularly arising from child abuse and exploitation. Child protection activities or initiatives can prevent and also respond to harm done to children. The goal of child protection is to promote, protect and fulfill children's rights to protection from abuse, neglect, exploitation and violence.

Child abuse: Child abuse includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child's health, development or dignity, according to The World Health Organization.

Types of Child abuse:

Physical abuse: use of physical force against a child (including hitting, shaking, punching, kicking, burning and poisoning) that causes harm to a child.

Emotional abuse: verbal or other acts towards a child which can damage a child's self-esteem or confidence.

Neglect or negligent treatment: failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their development and well-being.

Sexual abuse: use of children for sexual benefit by an adult or older child or teenager, including using children in child pornography. Sexually abusive behaviors can involve fondling genitals, masturbation, oral sex, vaginal or anal penetration by penis, finger or any other object, fondling breasts, voyeurism, and exhibitionism or exposing the child to, or involving the child in pornography. Both boys and girls can be victims of child sexual abuse. **Exploitation:** using children for profit, labor, sexual benefit, or for other personal or financial advantage. Includes producing, obtaining or distributing child exploitation material.

A child of any sex, race, religion and socioeconomic background can suffer child abuse and neglect. The impact of child abuse can last a lifetime. It can also include physical, emotional, psychological harm and death, including suicide.

5. Child rights:

According to UN Convention of the Rights of the Child in Cambodia. The four basic rights of all children are:

- The right to survival through food security, nutrition and health
- The right to protection from exploitation and abuse
- The right to basic education
- The right to equality within the family through education and child rights training






6. Laws references:

According to constitution of the kingdom of Cambodia, Article 48 states that “The State shall assure the protection of children’s rights as enshrined in the Convention on Children, especially, the right to life, the right to education, the right to protection during wartime and the right to protection from economic or sexual exploitation. The State shall protect children from all kinds of labor that can be detrimental to their education and their schooling, or to their health or their welfare.”

Policy Procedural guidelines:

7. Child protection Code of Conduct:

Staff, volunteers, visitors, board members, donors and any stakeholders involved with children must not:

-  Use inappropriate language with children such as obscenity, insult, scorn, or suspicious.
-  Use inappropriate behaviors with children such as discrimination, violence, physical abuse, sexual abuse, threat, inappropriate punishment.
-  Use physical punishment on children.
-  Hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
-  Engage children in any form of sexual intercourse or sexual activity, including paying for sexual services.

- ✚ Allow children to stay alone without surveillance.
- ✚ Be alone with a child in a quiet place.
- ✚ Go alone to visit family.
- ✚ Invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger.
- ✚ Sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible.
- ✚ Use any computers, mobiles phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.

Staff, volunteers, visitors, board of members, donors must:

- ✚ Report immediately any violation of the Child Protection Policy.
- ✚ Disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse.
- ✚ Be aware of behavior, and avoid actions or behaviors, that could be perceived by others as child exploitation and abuse.
- ✚ Treat all children with respect. Provide support when children face problems. Behave without discrimination, provide all children with attention and warmth, encourage children, be patient, speak ethically, evidence commitment to helping children.
- ✚ Respect confidentiality and privacy of children including not spreading personal information and not taking pictures without permission.
- ✚ Ensure that children are not alone without the presence of adults.
- ✚ Comply with all relevant local legislation, including labor laws in relation to child labor.

8. Various Alerts of child abuse

All behaviors of children which are suspicious should be reported to the child protection officer are as follow:

- ✚ Child has unexplained injuries, including bruises, welts, or cuts.
- ✚ Child is always watchful and "on alert".
- ✚ Child is avoiding one specific person.
- ✚ Child has a STD or pregnant.
- ✚ Child has trouble walking or sitting.
- ✚ Child likes being alone, silent, crying, and seems lonely.
- ✚ Child behaves violently, is aggressive, causes argument, disobeys orders, doesn't listen to social workers and staff.

- ✚ Child doesn't want to be involved in any activities and prefers a silent place.
- ✚ Child doesn't want to eat, to perform any tasks, doesn't sleep well, is sleepwalking, has urinary disorders or shows unusual behavior.
- ✚ Children act either like an adult (taking care of other children) or inappropriately young (rocking, thumb-sucking, a lot of anger).
- ✚ Children steal other's possession, hiding weapons, destroy properties of the Organization, and act against the state of the law and the center's policy.
- ✚ Children argue and use secret words.
- ✚ Children play with genital parts of others children, have unusual sexual behavior (charming, try to attract others people ...).
- ✚ Children try to commit suicide, to run away, or to threaten others person.

9. Ways to respond to child abuse:

Staff must follow the following strategies when they try to help a child that has been harmed:

- ✚ Try to keep calm and give the child your attention.
- ✚ Let the child take his or her time.
- ✚ Reassure the child that it is the right thing to tell.
- ✚ Let the child use his or her own words to tell.
- ✚ Don't make promises you can't keep.
- ✚ Let the child know what you will do next.
- ✚ Don't confront the person who has allegedly harmed the child (this can put yourself and the child in danger)

10. Photography:

- ✚ Visitors don't have the right to take photography of the children.
- ✚ CEDO staff must obtain an informed consent from the child and parent or guardian of the child before photographing or filming a child. The staff need to explain why the picture of the child is necessary,
- ✚ Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- ✚ Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Ensure children have clothes, are not devalued.
- ✚ Ensure images are honest representations of the context and the facts.
- ✚ Ensure file labels, Meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

11. Confidentiality:

- ✚ Keep background information of the children, staff, volunteers in a safe place, with key locked.

12. Selection and Recruitment procedures:

- ✚ CEDO recruitment aims to prevent risk of child abuse:
- ✚ During the interview, CEDO must mention the Child Protection Policy and the candidate must agree to accept the Child Protection Policy. For any roles that have contact with children, recruitment interviews should include behavioral – based interview questions.
- ✚ Candidate must provide a copy of their ID/passport to CEDO
- ✚ Candidate must provide criminal record to CEDO if requested. The candidate can also sign a Statutory Declaration
- ✚ Candidate must provide at least 2 previous employers' references.
- ✚ Human resource staff must ask referees questions related to child abuse.
- ✚ The following child protection reference must be included in the work contract : “ Personnel can be suspended or transferred to other duties if they are under investigation or dismissed if it is found out that they have breached the Child Protection Code of Conduct”.

13. Visitors:

- ✚ Visitors are not allowed to enter CEDO premises without permission of staff member in charge.
- ✚ Before entering CEDO office the Administration Manager, Child Protection Officer or representative of CEDO must explain the Child Protection Policy to the visitor and visitor must sign their acceptance of the Policy

14. Donors may visit CEDO programs not directly related to the private environment of children. They may visit workshops, training, etc.

15. Reporting/ responding to child abuse:

- ✚ In all cases, reporting of any suspicion of child abuse must be forwarded to the child protection officer, program manager, director or board of members within 24 hours. There must be more than one staff member designated to receive reports.
- ✚ The Director must be informed and investigate.
- ✚ Human resource manager, or other designated manager, must provide an incident report form signed and dated
- ✚ In the case of possible media involvement in an investigation, Director or his representative, must explain that no media coverage is permitted so that the rights of victim and offender are protected.
- ✚ In case of suspected child abuse, the Director must report to the local authorities. This may result in dismissal of the suspected perpetrator.

- ✚ If the Director is suspected of child abuse, it must be reported to the child protection officer and Board and local authorities.
- ✚ Any person who has a reasonable belief that harm to children occurred or could occur, must make a report to appropriate authority
- ✚ Counselling support must be provided to victim and suspect if requested.
- ✚ All information must be kept confidential.

16. Penalty:

A. Penalty for staff who fail to comply with the above-mentioned policies :

- ✚ Person must receive a written warning with one-month suspension from work if behaviour does not improve
- ✚ Person must be given the opportunity for self-correction at least twice, after consultation with CPO and management team/board. However, in the event of a severe case, where person is not prepared to address the issue and reform behaviour the person will be dismissed or refused entry to the premises.

B. Penalty for failing to report suspicious cases regarding abuse within a period of 24 hours is as follows:

- ✚ Person will be reminded of the Child Protection Policy

17. Child Safety Reporting Flow Chart:

Who can make a report?

Children, staff, volunteers, parents, members of the community



What do I report about?

Any child safety concerns including a child telling you of abuse/harm, an accusation, a suspicion, or observation of inappropriate behavior by anyone including other staff, a violation of the code of conduct.



How do I make the report?

Verbal report, letter, email, telephone call, meeting, outlining behaviour and reasons for report



Who do I report to?

CEDO Director- Mr Youchheng, Or Child Protection Officer



What happens next?

Internal Process and



Support offered to child,

Police involved if matter is serious

investigation
↓

family, staff and
any other person involved
↓

What will be the outcome?

Investigation, outcome determined, and relevant persons informed

Parents and child notified of investigation. Policies, procedures reviewed and updated where necessary to avoid the same thing happening again.

18. Child Protection training and awareness:

Twice a year, the Director and the CPO will read and explain the Child Protection Policy to staff, and any stakeholder working or involved with children.

Any new staff must undertake child protection training by Director or Child protection officer before starting work.

19. Statement of agreement:

I have read, and agreed to comply with, the Child Protection Policy of CEDO.

I have never been dismissed from my position as a result of failure to comply with the organisation's Child Protection Policy.

I have acknowledged that in the event of child abuse complaint made against me during my work in CEDO, the accusation will be thoroughly investigated in collaboration with authorities in charge. I have also acknowledged that I may be dismissed from my position or my position reviewed during the investigation.

Amendment

Child Protection Policy will be reviewed every 3 years by CEDO and shall be subject to changes.

Siem Reap, March 1st, 2019

Director

Youchheng Uch

Seen and approved by

Executive Director

Carolyn Fletcher