
CHILD SAFE HORIZONS CHILD SAFEGUARDING POLICY

APPENDIX 1 CHILD SAFEGUARDING CODE OF CONDUCT

Child Safe Horizons believes all children have the right to protection from all forms of violence, abuse and exploitation. Child Safe Horizons (CSH) takes a **'ZERO TOLERANCE'** approach to child abuse and exploitation. This Child Safeguarding Code of Conduct outlines the behaviour that is expected of all staff, consultants, and others associated with Child Safe Horizons (CSH). It applies to behaviour both inside and outside of working hours. This Code of Conduct is mandatory for anyone working with or associated with Child Safe Horizons (CSH), and a signed copy will be kept in the consultant's file. This Child Safeguarding Code of Conduct is to be read in conjunction with the CSH Child Safeguarding Policy.

As a staff member, consultant, or other person associated with Child Safe Horizons, **I will:**

- ✓ Always work in the best interests of children;
- ✓ Treat all children equally and with respect for their rights, regardless of their gender, ethnicity, religion, ability, country of origin, legal status, sexual orientation, or any other status;
- ✓ I understand that child abuse,¹ including sexual exploitation and sexual abuse, constitute acts of serious misconduct and are therefore grounds for disciplinary measures, criminal procedures and dismissal;
- ✓ I understand that exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited;
- ✓ This includes any exchange of assistance that is due to beneficiaries of assistance.

I will:

- ✓ Treat all children² with respect, regardless of race, colour, gender, sexual identity, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

¹ Child Abuse can be defined as an act, or failure to act, on the part of a parent and / or caregiver, including those that have access to a child, that results in the death, serious physical or emotional harm, sexual abuse, or exploitation of a child, or which places the child in an imminent risk of serious harm, and / or serious impacts the Child's long-term development and potential. Please also see Article 19 of the UNCRC.

² Persons under the age of 18



- ✓ Conduct myself in a manner which is consistent with the values of Child Safe Horizons (CSH).
- ✓ Respect cultural differences which do not harm the child.
- ✓ Abide by the **CORE PRINCIPLES OF THE CODE OF CONDUCT** as outlined in the **SECRETARY GENERAL'S BULLETIN ON SPECIAL MEASURES FOR PROTECTION FROM SEXUAL ABUSE AND EXPLOITATION (ST/SGB/2003/13)**.
- ✓ Abide by the principles of the **UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD** and its optional protocols – <http://www.unicef.org/crc/>
- ✓ Encourage open communication between all children, parents, staff and volunteers, and enhance and promote the participation of children in the decisions that affect them.
- ✓ Be transparent in my actions and whereabouts.
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with the CSH Child Safeguarding Focal Point.
- ✓ Never abuse my position by withholding humanitarian and development assistance, nor give preferential treatment, in order to solicit sexual favours, gifts, payments of any kind, or advantage.
- ✓ Report any concerns of child abuse or policy non-compliance in accordance with the CSH reporting mechanism.
- ✓ Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the relevant parties including the CSH Child Safeguarding Focal Point.
- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow consultant, or by staff or others associated with the agency I am working with, in line with CSH reporting procedures.
- ✓ Comply with all relevant international and national legislation, including labour laws in relation to child labour.
- ✓ Immediately disclose all charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures.

I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child.
- Invite unaccompanied children into my home or alone with me, unless they are at immediate risk of injury and / or in immediate physical danger.



- Hit or physically assault children.
- Use physical punishment on children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18.
- Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child.
- Behave provocatively or inappropriately with a child.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact, in person, by phone, or electronically, and/or spend time with any child that I come into contact with in my role as a representative of my agency, outside of designated work and activity times of my role.
- Discriminate against children for any reason or show special favour towards any child or group of children.
- Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the relevant persons, including the CSH Child Safeguarding focal point.
- Use any computer, mobile phone, video or digital camera to exploit or harass children. I will not access child pornography through any medium (see also 'Use of Children's Images' below)
- Hire children to perform domestic labour or any 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 or any other harm.

USE OF CHILDREN'S IMAGES

WHEN PHOTOGRAPHING OR FILMING A CHILD / CHILDREN FOR WORK PURPOSES, I MUST:

- Gain permission from the agency I am contracted to work with, and be clear with the agency about how the images will be used.
- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- Obtain consent from the child and a parent/guardian of the child. As part of this I must explain how and where the photograph or film will be used. I must follow my agency's guidance on obtaining consent for taking photos of groups of children.
- Ensure photographs or films present children in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.



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- Ensure images are honest representations of the context and the facts.
- Ensure children are portrayed as part of their community.
- Ensure file images do not reveal identifying information about a child when sending images electronically.
- Ensure there is no identifying information of the child used in the publication of images with their location. I will ensure all recorded identifying details are stored confidentially.
- Not post images or details of children associated with an agency's or Child Safe Horizon's work on personal social media sites (Facebook, Twitter, etc.).

I understand that the onus is on me, as a person engaged or associated with Child Safe Horizons, to use common sense and avoid actions or behaviours that could be construed as child abuse when engaging in activities or visiting projects of any agency when contracted by Child Safe Horizons.

I have read the Child Safe Horizons Child Safeguarding Policy and Child Safeguarding Code of Conduct and discussed its contents with the Child Safe Horizons Child Safeguarding Focal Point. I am aware that Child Safe Horizons expects me to uphold at all times the standards of behaviour described in the Child Safeguarding Code of Conduct above. I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Child Safeguarding Code of Conduct.

Signature of Consultant

Name

Date

Signature of Witness

Name

Date