

GRACE HOUSE (GH) CHILD PROTECTION POLICY



COMMUNITY CENTRE OF GRACE HOUSE ORGANISATION
(Also referred to as *GRACE HOUSE (GH)* or *GRACE HOUSE COMMUNITY CENTRE*)

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1. Introduction

GRACE HOUSE places the safety of the children in their care at the highest priority. We have a duty to protect the children in line with the UN Convention on the Rights of the Child.

A 'child' is defined as a child or young person under the age of 18.

The UN Convention on the Rights of the Child defines Child Protection

- All children should be protected from violence, abuse and neglect, and governments should protect them. Article 19
- Recognize that a mentally or physically disabled child should enjoy a full and decent life, in conditions, which ensure dignity, promote self-reliance and facilitate the child's active participation in the community. Article 23
- Children should not be allowed to do work that is dangerous or might make them ill or stop them going to school. Article 32
- Children have the right to be protected from dangerous drugs, and from the business of making or selling them. Article 33
- Nobody can do anything to your body that you do not want them to do, and grown-ups should protect you. Article 34
- No child should be punished in a way that humiliates or hurts them. Article 37

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2. Statement of Commitment

GRACE HOUSE is committed to the welfare and rights of children throughout Cambodia.

- GH provides holistic support to children in difficult circumstances so they can build on their future. Our target group is children and young people under the age of 18 years and their families. GH encourages information sharing and networking, is involved in joined advocacy initiatives and actively cooperates with agencies that work in the same field.
- GH is committed to uphold the laws on child rights and welfare (e.g: domestic violence, disability). These include the UN Convention on the Rights of the Child which was adopted by the Royal Cambodian government in 1992, the convention on the Minimum Age of Working Children No 138 in 1999, the declaration on the World Summit on Children in Stockholm in 1996 and the follow up World Congress in Japan in 2001 which led to the 5 year plan by the Ministry of Social Affairs, Veteran and Youth Rehabilitation of Cambodia Against Trafficking and Sexual Exploitation of children from 2000-2004 and the national Minimum Standards on Alternative Care for Children.
- GH is committed to ensure its entire staff treat children with respect and dignity. Child caretakers should be good role models, spend time with each child, take them seriously, listen to them, encourage them when they behave well and provide them with good explanations. Caretakers should keep their promises and should provide discipline only through appropriate verbal means
- GH is committed to ensuring all children have equal rights to be protected from abuse irrespective of race, social background, age, gender, skin colour, disability, religion or beliefs
- GH is committed to prohibit any form of Child abuse. Child abuse is never acceptable. Neither is, knowing of a child being abused without taking appropriate action.

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3. Types of child abuse

- **Physical Abuse** - Any physical punishment and abuse to a child such as beating (including with a stick or other implement), poisoning, shaking, pushing and anything that would deliberately harm the physical wellbeing of the child.
- **Mental or Emotional Abuse** - Any actions (gestures, words and behaviour) that deliberately affects a child's mental/ emotional wellbeing; for example, by making them afraid, anxious, annoyed or discouraged, isolated or neglected
- **Neglect** – Any persistent failure or deliberate actions that are aimed to place a child at risk of harm or inflict actual harm in his or her four essential rights (right to live, right to learn, right to participate and the right to speak).
- **Sexual Abuse** - Any action with sexual intent towards a child such as inappropriate touching; touching or non-touching activity with a child's genitals; voyeurism or exhibitionism; persuasion of a child to perform sexual acts; talking in a sexually explicit manner to a child; communicating with a child in a sexually explicit manner through writing, phone calls, messaging or internet; exploitative use of a child in unlawful sexual practices (e.g. Prostitution); exposing a child to pornographic material, either by viewing pornographic material or engaging a child to take part in pornography.
- **Spiritual Abuse** - Any actions by a spiritual leader, or someone with spiritual power or authority (whether organisation, institution or family), misusing their power or authority with the intention of controlling, coercing, manipulating or dominating a child. Giving substances e.g., herbal medicine without full explanation of what it is. Spiritual abuse results in spiritual harm to a child.

• United Nations Convention on the Rights of the Child (Cambodia acceded 1992) Child Abuse Prevention and Treatment Act, 1974 (USA) • Children and Young People Act 2008 (Australia) • The Children Act 1989 (UK)

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4. Recognising Signs of Abuse

It can be difficult to recognise signs of abuse and there is no simple checklist to help with this.

Indicators listed in the chart below may help to recognise when abuse is occurring.

Please be aware that many of the children will have

poor personal hygiene, be hungry or tired due to living conditions. Changes to a child's general wellbeing are often a better indicator.

Possible Signs of Physical Abuse:	Possible Signs of Neglect:
<ul style="list-style-type: none">● Bruises, burns, sprains, dislocations, bites, cuts● Improbable or vague excuses given to explain injuries● Various injuries in different stages of healing● Refusal to discuss injuries● Withdrawal from physical contact● Fear of returning home or of parents being contacted● Chronic running away● Showing wariness or distrust of adults● Self-destructive tendencies● Being aggressive towards others● Being very passive or compliant● Bedwetting or soiling	<ul style="list-style-type: none">● Malnutrition / dehydration● Hoarding Food● Stealing Food● Frequent hunger● Poor personal hygiene● Constant tiredness● Frequent lateness or non-attendance at school● Comments from children that no one is at home to care for them● Untreated medical problems● Low self esteem● Poor social relationships● Compulsive stealing● Issues with alcohol and/or drugs

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Possible Signs of Mental or Emotional Abuse	Possible Signs of Sexual Abuse
<ul style="list-style-type: none"> ● Physical, mental and emotional development is delayed ● Highly anxious ● Showing delayed speech or sudden speech disorder ● Fear of new situations ● Low self esteem ● Inappropriate emotional responses to painful situations ● Extremes of passivity or aggression ● Issues with alcohol and/or drugs ● Fear of going home ● Chronic running away ● Compulsive stealing ● Bedwetting or soiling ● Excessive need for control ● Withdrawn behaviour ● Depressed behaviour 	<ul style="list-style-type: none"> ● A child reports sexual abuse directly or indirectly (e.g. I know a girl who) ● Age-inappropriate sexualised behaviour ● Age-inappropriate knowledge or sophisticated understanding of sexual behaviour ● Persistent and inappropriate sexual play with peers, toys, objects, animals or themselves ● Physical indicators such as discomfort, rashes, soreness (or complaints of these) in genital area ● Behavioural indicators e.g., unwillingness to participate in physical or recreational activities, especially if due to any discomfort; acute shyness of body; fear of being touched; changes in appetite; sleep disturbance; acting out; unexplained absences; alcohol and/or drug issues; self-injury; suicide attempts ● Unexplained accumulation of money or gifts ● Bedwetting or soiling ● Withdrawn /depressed behaviour ● Psychosomatic pain

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5. Child Protection Code of Practice and Behaviour

- All staff, volunteers, visitors, donors, guests or other stakeholders of Grace House are required to treat all children and other staff members with respect and dignity.
- All staff, volunteers, visitors, donors, guests or other stakeholders should promote a culture of openness where issues and concerns can be raised and discussed.
- All staff, volunteers and student placements must sign a statement to say that they have read the Child Protection Policy, will respect it and understand that action will be taken in case of inappropriate behaviour or breach of the policy. This will be the responsibility of the Project Manager for volunteers.
- There are designated persons who are responsible for dealing with Child Protection issues in the organisation. The names of the Child Protection Officers (CPOs) are displayed in each classroom and also in the administration block.
- If the child protection concern that is raised is related to the senior team or Child Protection Officers, staff and volunteers must go directly to the Community Chief.
- Information on the Child Protection Policy shall be introduced before and on acceptance of employment of Grace House staff and before and upon commencement of volunteers and student placements.
- New staff will receive training on child protection before being put in a position of trust; staff will be required to do refresher training annually.
- Child protection will be a point of discussion in the evaluation of new staff at the end of their probation period and in yearly staff evaluations.
- If protocols are broken the person involved will be disciplined and may be at risk of losing his/her job.

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- All persons are expected to be aware of any signs of abuse of children (in physical appearance, behaviour, material possessions and communication of children) and report any suspicions to a CPO.
- Staff and others must only provide discipline to students through appropriate verbal means and must never use physical means.
- Staff and others are not allowed to use language, make suggestions or offer any type of advice, which is offensive, inappropriate or abusive.
- In order to establish appropriate physical boundaries, staff and others must never touch a child in a way that is against the Convention on the Rights of the Child. A general guideline is not to touch areas that would normally be covered by shorts and T-shirt. This includes hugging, kissing, massaging or tickling in an inappropriate way.
- Staff and others must never do things for children of a personal nature that they can do for themselves. Staff and others must never develop sexual relationships with children.
- Staff and others shall not unnecessarily or inappropriately hold, hug, cuddle or kiss children or touch them in any culturally insensitive way.
- If a staff member or volunteer finds themselves in a situation where they are alone with a student, he/she should always be visible to others. If it involves a private meeting on site or transportation (in the case of emergency), they are required to meet in a public place and inform a project coordinator or other member of the management team when and where the meeting will take place.
- Any staff, volunteers, visitors and others are not permitted to take a child who is not their offspring to their place of residence.
- Adults are always responsible for their behaviour and cannot blame a child even if the child provokes or acts in an inappropriate or seductive way.

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- Staff and others must never act in ways to shame, degrade, coerce or humiliate children or use any other form of emotional abuse.
- Staff should never create dependency or discrimination of a child through preferable treatment by giving gifts or money.
- Staff should organise awareness raising workshops with children to define acceptable and unacceptable behaviour with adults.
- Communities and children with whom Grace House works will be informed of the Child Protection Policy and will be assured that support will not be discontinued if they report suspicious behaviour.
- All visitors should sign the additional conditions for visiting Grace House. These can be found in the accompanying Annexes.

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6. Criteria for Choosing Safe Volunteers

- Staff will identify experience and qualifications required.
- Keeping documentary records of each volunteer activity, which demonstrate the most suitable volunteers are recruited.
- Refer all volunteers and visitors to our child protection practices and Policy.
- Ensure all volunteers understand their child protection obligations and sign this Child Protection Policy including Code of Conduct prior to commencing with Grace House.
- Reference Checks
 - Two reference checks are required prior to acceptance of any placement.
 - Reference checks are undertaken by email/ phone or in person and written records of those checks are compiled for consideration.
 - Evidence of identity must be provided.
 - A thorough background check is undertaken enabling suitable people to be accepted for placement.
- Supervision, Support and Monitoring of Volunteers
 - Meeting regularly with volunteers- after one week and at the end of placement.
 - Support in their role.
 - Provide training/resources where as required.
 - Give and receive feedback to ensure we engage volunteers who are competent, enjoy their placement and are valued by the organisation.

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7. Child Safety Reporting

Perpetrators of child abuse are not likely to remain in an environment where staff members are trained to identify and report suspicious behaviour.

Who can make a report?	Parent, child, staff, volunteer or any concerned person.
What can be reported?	Any child safety concerns. For example: <ul style="list-style-type: none"> • Disclosures by a child/children • Abuse/harm/neglect • An accusation • A suspicion or observation of inappropriate behaviour • A breach of the Code of Conduct; environment safety issues
How is a report made?	Verbal report, letter, email, telephone, meeting
Who to report made?	Child Protection Officers and/or Executive Officer
What happens next?	<ul style="list-style-type: none"> • Internal process, which involves documenting all concerns and investigation of the complaint • Child safety is assessed and action taken if required, ensuring safety for the child • Police or Child Support Network notified if appropriate • Support offered to the child, parent, person who reports and also to the accused staff member/volunteer where required • Investigation carried out by Child Protection Officer and Executive Director • Outcome determined and next steps identified
Outcome	<ul style="list-style-type: none"> • Response/solution communicated to appropriate persons and corrective actions taken • Review of the circumstances discussed with all staff and any corrective actions identified • Corrective actions implemented • Policies, procedures reviewed / updated where necessary to avoid a repeat situation

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8. Internal Process for Investigating Abuse or Suspected Abuse

1. Any person who has knowledge of, suspects, or has witnessed a potential child protection issue should immediately contact one of the following personnel - the Child Protection Officer or Executive Officer. Failure to do so may result in disciplinary action.
2. A report should be made immediately, to allow early intervention and prompt investigation.
3. An assessment of the child's safety will be undertaken, and action taken to address safety issues immediately if required.
4. Where a child has difficulties communicating or uses a non-speaking form of communication (sign language and/or pictorial) a competent staff member will be present to assist.
5. On receipt of the concern the Child Protection Officer and Executive Director will begin an internal investigation.
6. Within 24 hours a written report will be documented.
7. The accused will be informed that an allegation has been made against him/her and they will be given the opportunity to respond.
8. If an allegation is made, then the person(s) who have been brought into question may be asked to not remain off GH premises until the investigation is resolved.
9. Where appropriate a complaint will be filed with the relevant Police, NGO and/or authorities. Full co-operation will be given to the authorities during any external investigation.
10. Where the accused is an expatriate, the relevant law enforcement authorities will be informed with due regard given to the potential for extraterritorial proceedings by the expatriate's country of origin.
11. At all times the rights and welfare of the child is of highest importance. Any investigation will aim to respect the privacy and safety of the child, ensuring it is conducted in a child friendly manner.

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Response to the investigation.

1. At the conclusion of the investigation, the accused, the child and his or her family or guardian should be informed of concerns or allegation, the results of the investigation and what corrective action, if any, will be taken.
2. In the event an allegation is not substantiated, proven to be untrue, or fabricated, appropriate steps will be taken for follow up with the person who has been accused, the child and the person who reported the incident. Efforts will be made to provide assistance to the wrongly accused, including counselling or other appropriate forms of support.
3. If abuse is substantiated by the investigation, every effort will be made to assist the child and the family in coping with any physical or emotional trauma he or she may be experiencing. This may include medical treatment, psychological counselling (accessed through First Step Cambodia) or any other form of assistance deemed necessary and appropriate.
4. If the investigation concludes that child abuse has occurred, but which is not subject to criminal prosecution, the perpetrator (in the case of a staff member or volunteer) will be subject to disciplinary action within Grace House, up to and including release from placement or employment.
5. If the investigation concludes that abuse has occurred which is subject to criminal prosecution according to National laws, all findings will be reported to the relevant national police authorities and full co-operation afforded them during an external investigation.
6. In the event that a staff member or volunteer or other is released or stood down for a breach of the Child Protection Policy, Grace House will disclose such information as requested by police, a prospective employer or others in the best interests and safety of children. Such disclosures will be made in accordance with applicable law and / or customs.

If the media become involved when a concern or allegation is raised within Grace House, only the Directors will liaise with the media.

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Annex 1

Code of Conduct for Grace House Volunteers and Student Placements

This Code of Conduct outlines appropriate standards of behaviour for all volunteers and student placements, long term or temporary, towards the children in the care of Grace House. The Code serves to protect staff and volunteers to avoid allegations being made. It also serves to protect children and reduce any opportunities for abuse or harm to occur. All volunteers are required to comply with the Code of Conduct.

WE WILL:

- Treat children and young people with respect, listen to and value their ideas and opinions.
- Welcome all children registered to attend Grace House and include them in activities.
- Listen to children and take action to protect their well-being.
- Report any violations of these standards of behaviour.
- Be aware of situations, which may present risks and manage them effectively with leadership from a Teacher, Child Protection Officer or Executive Director.
- Be visible and not work alone with the children, as far as possible.
- Ensure children have access to means of communication that is applicable to their individual needs.
- Ensure that a sense of accountability exists between volunteers and staff so that bad practices or potentially abusive behaviour does not go unchallenged.
- Ensure that a Grace House staff member accompanies any visitor or non-staff / volunteer member while on the property.
- Ensure a local member of staff attends to any child's personal care needs.
- Comply with the Video and Photography Code of Conduct and Social Media Policy. This condition continues to apply after any volunteer placement ceases.

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WE WILL NOT:

- Hit or otherwise physically assault or abuse children.
- Verbally abuse, threaten, intimidate or used raised voice towards children.
- Behave physically in a manner, which is inappropriate or sexually provocative.
- Seek to use children in any way to meet adult needs.
- Use prejudice, oppressive behaviour and language with children.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Unnecessarily or inappropriately hold, hug, cuddle, tickle or kiss children or touch them in any culturally insensitive way
- Develop 'special' relationships with specific children for your own needs.
- Develop physical/sexual relationships with children.
- Give gifts or show favouritism.
- Have physical contact with children outside of Grace House, except for a friendly "hello".
- Have a child/children with whom we are working to stay overnight.
- Be alone with a child in a room with the door closed.
- Travel alone with single children in any form of transport, without the prior approval of Grace House management. This also applies to drivers of vehicles belonging to or used by Grace House.
- Take a child on a bicycle, motorbike, tuk tuk or any other form of transport without the prior approval of Grace House management or Child Protection Officers.
- Contact or correspond with children attending the Centre via social networks, email or letters, except with written permission. Any request for this type of contact will be forwarded to Grace House management. This condition continues to apply after any term of employment or volunteer placement ceases.

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Annex 2 Visitor Policy

- Grace House leadership upholds the right to deny any person or persons' visitation to Grace House if there is a belief or suspicion that the person or persons may pose a potential risk to children or a risk to the best interests of Grace House.
- All visitors must seek permission from Grace House leadership or senior staff member to visit Grace House before coming to the property and arrange an appointment time in advance.
- All volunteers must present FORMAL identification to the Grace House office upon arrival at Grace House. For Khmer nationals, this is either an official photo ID card with stamp from their place of employment or their Cambodian Identification Card. For non-Khmer nationals, this must be their current and valid passport. A photocopy of this ID will be taken and kept in a visitor file for a minimum period of 12 months.
- Visitors must sign in at the office and be issued with a Grace House Visitors Pass.
- A Grace House member of staff must accompany all visitors and volunteers at all times.
- On leaving Grace House visitors are required to sign out and return their pass.
- All visitors must agree to the Grace House Child Protection, code of conduct, photography and social media principles.
- After leaving Grace House, visitors must not contact or correspond with children attending the Centre except with written permission from Grace House management.

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Annex 3

Photography and Video Code of Conduct

“All children have the right to privacy”

Article 16 - UN Convention on the Rights of the Child. Many Cambodian children enjoy having their photograph taken, but we ask you to respect their right to privacy. You are welcome to ask the children if you can take their photograph, but we ask that you agree to this code of conduct prior.

All volunteers agree:

- To seek consent from the management of Grace House prior to a recording, photograph or image being taken. Parent permission must have been given for children to be photographed and this consent needs to be checked by the management.
- To explain how and where this material will be used.
- Not to use a child's name on any social networking sites, webpage, or printed materials. This is for the child's protection. Names may be changed, and this change indicated.
- Not to post or publish photographs or videos of individual children without prior permission from Grace House management.
- Not to take images that could be perceived as sexually provocative, inappropriate, or degrading.

This is not a complete list. The basic understanding is that staff, volunteers, visitors, and others should avoid actions or behaviour, which may constitute bad practices or potentially abusive behaviour.

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Annex 4

Policy on the use of Social Media

This policy is for use by all staff and volunteers at Grace House, and any other key stakeholders identifying themselves as associated with Grace House. The aims are:

- to outline respectful and appropriate use of social media
- to ensure the safety and protection of children and young people
- to assist in protecting the reputation of the individual and the reputation of Grace House
- to ensure all parties are aware of their responsibilities and consequences in regard to the use of social media in a professional and personal context

For the purposes of this document, social media refers to Internet based tools for sharing and discussing information among users. Social media tools may include, but are not limited to:

- Social networking sites (e.g. Facebook, LinkedIn, Instagram, Snapchat)
- Video and photo sharing websites (e.g. YouTube, Vimeo, TikTok)
- Blogs, including corporate blogs and personal blogs
- Forums, discussion boards and groups
- Video and web conferences
- Online funding platforms
- Email and instant messaging
- All other electronic/digital communication, including any new applications (apps) which are available in the future.

'Content' includes photographs, images, audio, videos, personal comments and content created by other users that a person chooses to share or re-post.

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Personal Responsibility:

- Teachers, carers, staff, volunteers, and other stakeholders are personally responsible for any content they post on social media, whether the information is posted via a professional profile or personal profile or a group medium.
- No person is to post on the Grace House CCGH website or other Grace House CCGH exclusive social media sites without permission from or having discussed this with the Grace House Project Manager.
- No photographs, videos or references to students or families involved with Grace House should be posted on personal social media accounts or public sites without prior consent of Grace House leadership. All content must be in line with Grace House Photography and Video Code of Conduct.
- Staff and volunteers are not to access social media during work hours unless it is for the direct purpose of their job role at that time. Anyone found to be exploiting his or her use of social media during work hours may be subject to disciplinary action.

Guidelines:

- *Use common sense when posting online:*
 - This policy is not intended to limit freedom of speech; however, it remains good practice to not post anything that would embarrass yourself or Grace House or bring any professional reputation into question or ill-repute.
- *Nothing is really private and nothing is ever permanently erased:*
 - Be mindful that anything posted online remains there for a long time and can show up on other sites and search engines, such as Google. Even if a post is deleted or marked 'private', it can still be accessed, it is never permanently erased. Private posts can be accessed for legal purposes if necessary. Some corporations can store content for up to 7 years for use in employee background checks. Additionally, screenshots can be taken from any social media site at any time.
- *Integrity and discretion:*
 - It is advisable before posting anything on social media, asking oneself if they would share this in a classroom or in the newspaper.
- *Offensive or inappropriate content:*
 - Where a staff member or volunteer publicly identifies himself or herself as associated with Grace House or is known to be associated with Grace House, any unprofessional or offensive public postings from personal accounts could lead to damage for the reputation of Grace House and bring

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Grace House work into question. This will be managed by way of dismissal or severing of the association.

- *Always check content of any electronic material for classroom activities prior to the lesson:*
 - If a teacher or volunteer is planning to use any resource or information from the internet in the classroom, it is advisable that the content is downloaded onto a laptop or at least checked prior to the class. Incidences have occurred where inappropriate content has popped up on a screen or a video automatically following the item, which was being shown for students' viewing.

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Annex 5

Kingdom of Cambodia Child Protection

The Prime Minister of the Royal Government of Cambodia gave a speech to Ministry of Social Affairs Veterans and Youth (MOSVY) in 2006 demonstrating his support for child protection:

“Cambodia has ratified a number of other International Conventions such as the Conventions of the International Labour Organisation (ILO) – the Convention No. 138 on Minimum Age for Admission to Employment, and the Convention No. 182 on Prohibition and Immediate Elimination of the Worst Forms of Child Labour, The United Nations Protocol on Prohibition of Using Children in Armed Conflict and Prohibition of Child Sexual Exploitation and Child Pornography.

The Constitution of Cambodia includes the following articles:

Article 31:

“The Kingdom of Cambodia shall recognise and respect human rights as stipulated in the UN charter, the UNCHR, the covenants and conventions related to human rights, women’s and children’s rights.”

Article 46:

“The commerce of human beings, exploitation by prostitution and obscenity which affect the reputation of women, shall be prohibited.”

Article 48:

“The State shall protect the rights of children as stipulated in the Convention on Children, in particular, the right to life, education, protection during wartime, and from economic or sexual exploitation.”

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The government of Cambodia has established laws and action plans against child exploitation:

1996 Laws on the Suppression of the Kidnapping, Trafficking and Exploitation of Human Persons were adopted 2000 the Royal Government officially adopted The Five-Year National Plan of Action (NPA) against Trafficking and Sexual Exploitation of Children (TSEC)

2000 The Inter-ministerial Commission for the Suppression on the Exploitation or Performing and Selling of Pornographic Video Cassette in Phnom Penh was created

2002 The Anti-Human Trafficking and Juvenile Protection (AHTJP) Department at the Ministry of Interior was established

2002 the National Assembly ratified two Optional Protocols to the Convention on the Rights of the Child on the Involvement of Children in Armed Conflict and on the Sale of Children, Child Prostitution and Child Pornography.

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Form 2 - Child Protection Declaration



A core principle of The Community Centre of Grace House Organization (GH) is the protection and safety of all children. Everyone connected with GH who may have contact with children and young people or have access to their personal details is therefore required to sign this declaration before commencing work with GH.

Please read carefully the GH Child Protection Policy (including the Code of Conduct) and other attached Annexes as may be provided. If necessary, seek clarification from GH Management on any points of which you are unclear.

	Circle as appropriate	
Have you ever been known to any Family or Child Services Department or any NGO in any Province, State or Country as being a risk or potential risk to children?	YES	NO
Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children, young people or colleagues?	YES	NO
Have you ever been convicted of any criminal offence, or do you currently have any criminal matters pending or under investigation?	YES	NO
<p>If you answered YES to any of the above, please provide details of further information below or on a separate sheet if more space is required.</p>		

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Form 2 – Child Protection Declaration

By signing this declaration, you are stating that you have read, understood and agree to abide by the contents outlined in these documents.

I (full name) _____

of (current address) _____

Declare that:

- I have received, read and understood the GH Child Protection Policy, Code of Conduct and related documents sent to me by email
- I am aware that a printed copy of the Child Protection Policy is available on site at the GH Office and on the GH website (www.gracehousecambodia.net) for my future reference
- I agree to abide by all the behaviour protocols and reporting requirements as set in the GH Child Protection policy and all related documents
- I do not have a criminal record in regard to any investigation or disciplinary procedure related to any form of child abuse or neglect, nor have I been or continue to be subject to any past or present investigation related to any form of child abuse or neglect.
- I agree to inform GH Management within **24 hours** if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
- I understand that any offer of employment or of a voluntary position may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the attention of GH.
- I understand that that the information on this form, and any information supplied by third parties may be supplied by GH to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Any breach of this Child Protection Policy, Code of Conduct or Annexes may result in disciplinary action which could lead to dismissal (paid or volunteer staff) and/or criminal charges. Any false declaration made may also lead to disciplinary and/or lead to legal action.

*Signature: _____ Date: _ / _ / _____

*To be signed and returned by email plus printed copy brought to GH on your first day

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Form 2 – Child Protection Declaration

FOR COMPLETION ON YOUR FIRST DAY AT GRACE HOUSE

**Signature: _____ Date: _ / _ / _____

**To be signed on your first day in front of a GH witness

Witnessed by GH Management:

Signature:

Name:

Position:

SAMPLE ONLY – NOT
FOR PRINTING