



# GRACE HOUSE COMMUNITY CENTRE

## CHILD PROTECTION POLICY

Including

Codes of Conduct

Visitor Policy

Guidelines for Journalists

Social Media Policy

VERSION 6

July 2017

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# 1. Introduction

Grace House Community Centre 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



## 2. Statement of Commitment

Grace House Community Centre is committed to the welfare and rights of children throughout Cambodia.

- GHCC provides holistic support to children in difficult circumstances so they can build on their future. Our target group is children under 18 years old and their families. GHCC encourages information sharing and networking, is involved in joined advocacy initiatives and actively cooperates with agencies that work in the same field.
- GHCC is committed to uphold the laws on child rights and welfare (like 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 Ministry of Social Affair 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.
- GHCC is committed to encourage its entire staff to 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.

### GRACE HOUSE COMMUNITY CENTRE PROHIBITS ANY FORM OF CHILD ABUSE

- All children have equal rights to be protected from abuse irrespective of race, social background, age, gender, skin colour, disability, religion or believes
- Child abuse is never acceptable. Neither is, knowing of a child being abused without taking appropriate action.

## **GHCC identifies the following 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 well-being of the child.
- **Mental or Emotional Abuse** - Any actions (gestures, words and behavior) that deliberately affects a child's mental/emotional well-being; for example by making them afraid, anxious, annoyed or discouraged.
- **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; inducement or coercion of a child to perform sexual acts; talking in a sexually explicit manner to a child that is not age appropriate; 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 (eg. 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 organization, institution or family), misusing their power or authority with the intention of controlling, coercing, manipulating or dominating a child. Spiritual abuse results in spiritual harm to a child.



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

<b>Possible signs of mental or emotional abuse:</b>	<b>Possible signs of sexual abuse:</b>
<ul style="list-style-type: none"> <li>• Physical, mental and emotional development is delayed</li> <li>• Highly anxious</li> <li>• Showing delayed speech or sudden speech disorder</li> <li>• Fear of new situations</li> <li>• Low self-esteem</li> <li>• Inappropriate emotional responses to painful situations</li> <li>• Extremes of passivity or aggression</li> <li>• Issues with alcohol and/or drugs</li> <li>• Fear of going home</li> <li>• Chronic running away</li> <li>• Compulsive stealing</li> <li>• Bedwetting or soiling</li> </ul>	<ul style="list-style-type: none"> <li>• A child reports sexual abuse directly or indirectly (eg. I know a girl who....)</li> <li>• Age inappropriate sexualized behavior</li> <li>• Age inappropriate knowledge or sophisticated understanding of sexual behaviour</li> <li>• Persistent and inappropriate sexual play with peers, toys, objects, animals or themselves</li> <li>• Physical indicators such as discomfort, rashes, soreness (or complaints of these) in genital areas</li> <li>• Behavioural indicators (which must be interpreted with regard to the individual child's level of functioning and development stage) eg. 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;</li> <li>• Unexplained accumulation of money or gifts</li> <li>• Bedwetting or soiling</li> </ul>



## 4. Code of Practice and Behaviour

- All staff, volunteers, visitors, donors, guests or other stakeholders of GHCC are strongly expected to treat all children and other staff members with respect and dignity.
- Staff and others should promote a culture of openness where issues and concerns can be raised and discussed.
- Each individual 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 behavior or breach of the policy.
- There is a designated person who is responsible for dealing with Child Protection issues in the organization as a whole. This Child Protection Officer (CPO) should be known to all children, staff and others
- Information on the Child Protection Policy shall be introduced before and on acceptance of employment of GHCC staff and before and upon commencement of volunteers.
- New staff will receive training on child protection before being put in a position of trust; staff will be offered refresher training annually, conducted by the CPO or other suitably qualified personnel.
- Child protection will be a point of discussion in the evaluation of new staff at the end of their probation period.
- Child protection will be a point of discussion in the yearly staff evaluation
- If protocols are broken the person involved will be disciplined and may lose his/her job.
- Staff and others should be aware of any sign of abuse of children (in physical appearance, behavior, material possessions and communication of children) and report any suspicion to the CPO.
- Staff and others can only provide discipline 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.



*\* There are exceptions regarding the GHCC education programme for children with disabilities and small group home for children with disabilities – Preahkoun House. Caretakers of children with special needs may need to assist the children in taking care of their basic hygiene (shower, toilet etc). The caretakers will do this with the respect of the disability, privacy and dignity of the child.*

- 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.
- Staff and others are not allowed to be alone with a child in the project area or outside it. If one is alone with a child, he/she should always be visible to others. If it involves a private meeting, they have to meet in a public place or in an office with opened windows, 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.
- For children staying at the GHCC, staff and others are not allowed to take children out of the GHCC without approval of the respective line manager.
- For children staying at the GHCC, relatives are allowed to visit their child at the GHCC, but are not allowed to stay overnight or take the child outside the GHCC without permission of GHCC management.
- Adults are always responsible of their behavior and cannot blame the child even if the child provokes or acts in an inappropriate or seductive way.
- Staff and others must never act in ways to shame, degrade 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 organize awareness raising workshops with children to define acceptable and unacceptable behaviour with adults.
- Communities and children with whom GHCC works will be informed of the Child Protection Policy and will be assured that support will not be discontinued if they report suspicious behavior.

- Case management files and child records are strictly confidential (see staff policy) and are kept in a safe place. Access to these files can only be granted by the Executive Director and the respective managers.
- Case studies are only provided after allowance of the respective managers. Case studies should always be kept anonymous.
- All visitors should sign the additional conditions for visiting GHCC projects. These can be found in Annex 5.
- All journalists should sign the additional GHCC guidelines for journalists. These can be found in Annex 6.
- All international volunteers will have to comply to the additional policy found in Annex 1.
- All staff, volunteers, visitors, journalists and others should be aware of GHCC's photography and filming restrictions and social media policy. See Annex 4 and 5
  - Photos should never be taken without the permission from staff and children's consent.
  - Under the trafficking law, newspapers and other mass media are prohibited from publishing or broadcasting any information which can lead to public knowledge of identities of victims in the offences specified in this law.
  - Full names of the children should never be mentioned in any publication or broadcasting.
  - It is strictly forbidden to take pictures of naked or half-naked children.
  - Copies of the original photos and videos should be shared with GHCC
- ❖ Reporting a Child Protection Concern:
 

A Reporting Procedure is included in the Child Protection Policy so people know what to do if they are concerned about a child protection matter. Child Protection Officers are appointed and it is their responsibility to respond to any complaints made by staff, volunteers or any other party. Details of the current Child Protection Officers are posted in the Grace House Community Centre Office, on the Social Work building and on the Children's Noticeboard adjacent to the office.
- ❖ Review and Update of Policy:
 

In order to ensure this Policy is still relevant and meets all Child Protection requirements, it will be reviewed by the Child Protection Officer and senior management annually. Staff, volunteers, parents and children will be consulted.



## 5. Criteria for Choosing Safe Staff And Volunteers

For each position, GHCC will develop Selection Criteria, Roles and Responsibilities:

- Identify experience and qualifications required.
  - Be accountable by keeping documentary records of each recruitment activity which demonstrate the most suitable staff/volunteers are recruited.
  - Advertise the position externally, encouraging the best qualified people to apply.
  - Include in advertisements that we are committed to child protection and have a Child Protection Policy.
  - Ensure all recruited staff/volunteers understand their child protection obligations and sign this Child Protection Policy including Code of Conduct prior to commencing duty.
- ❖ Interview Applicants
- Prepare interview questions in advance, including questions which reveal the candidate's motivation to work with children.
  - Ask questions on real life experience.
  - Seek examples of their previous experience.
  - Have 3 people on the interview panel, with a mix of gender. Translation will be available.
  - Appoint an interview chairperson.
  - Conduct a fair, transparent interview process which allows reasonable opportunity to assess candidates' skills and suitability.
  - Conduct a second interview if the interview panel is not sure, or finds additional information.

❖ Conduct Reference Checks

- Not only accept written letters of reference.
- Undertake at least two reference checks by phone or in person and keep written records of those checks for the interview panel to consider.
- Insist on the current/most recent employer as a reference.
- Insist that evidence of identity be provided.
- Demand original qualifications ensuring the employment of genuine and suitable employees/ volunteers.
- Undertake as thorough a background check as possible enabling unsuitable people to be rejected.

❖ Supervision, Support and Monitoring of Staff/Volunteers

- Meet regularly with staff/volunteers.
- Support them in their role.
- Provide training/resources.
- Conduct annual performance reviews.
- Treat staff/volunteers with respect.
- Probation period for all staff/volunteers.
- Give and receive feedback to ensure we employ staff/volunteers who are competent, enjoy their work and feel valued by the organisation.



## 6. Child Safety Reporting

Perpetrators of child abuse are not likely to remain in an environment where staff 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"> <li>• disclosures by a child/children</li> <li>• abuse/harm</li> <li>• an accusation</li> <li>• a suspicion or observation of inappropriate behaviour;</li> <li>• a breach of the Code of Conduct;</li> <li>• environmental safety issues</li> </ul>
How is a report made	Verbal report, letter, email, telephone, meeting.
Who to report to	Child Protection Officers, Project Manager And/or Executive Officer.
What happens next	<ul style="list-style-type: none"> <li>• Internal Process which involves investigation of the complaint.</li> <li>• Relevant staff, volunteers, parents and child notified of investigation.</li> <li>• Police or Child Support Network notified if appropriate.</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>• Response/Solution decided and actioned.</li> <li>• Policies, procedures updated where necessary to avoid the same thing from happening again.</li> </ul>



## **7. 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, Project Manager and / or Executive Officer. Failure to do so may result in disciplinary action.
2. A report should be made immediately, within 24 hours, to allow early intervention and prompt investigation.
3. Within 48 hours a written report should be made.
4. On receipt of the report the Child Protection Officer and Project Manager will begin an internal investigation.
5. The accused will be informed that an allegation has been made against him/her and they will be given the opportunity to respond.
6. 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.
7. 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.
8. At all times the rights and welfare of the child is of the highest importance. Any investigation will aim to respect the privacy and safety of the child, ensuring it is contacted in a child friendly manner.
9. Where a child has difficulties communicating or uses a non-verbal form of communication (sign language and/or pictorial) a competent staff member will be present to assist.

## ❖ Response to 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 counseling or other appropriate forms of support.
3. If abuse is substantiated by the investigation, every effort will be made to assist the child in coping with any physical or emotional trauma he or she may be experiencing. This may include medical treatment, psychological counseling 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 will be subject to disciplinary action within GHCC, up to and including dismissal.
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. If the accused is an expatriate, the relevant law enforcement authorities will also be informed with due regard given to the potential for extraterritorial proceedings by the expatriate's country of origin.
6. In the event that a staff member or volunteer or other is dismissed or stood down for a breach of the child protection policy, GHCC 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 GHCC, only the Directors will liaise with the media.



## Annex 1

# Code of Conduct for Grace House Staff, Volunteers and Associates

This Code of Conduct outlines appropriate standards of behaviour for all staff and volunteers, long term or temporary, towards the children in the care of Grace House Community Centre. 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 staff and 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.
- Be visible and not work alone with the children, as far as possible.
- Talk to children about their contact with staff or others and encourage them to raise any concerns.
- Ensure children have access to means of communication that is applicable to their individual needs.
- Ensure that a sense of accountability exists between staff so that bad practices or potentially abusive behaviour does not go unchallenged.
- Have a named Child Protection Officer who has completed training and been awarded a certificate from a Cambodian recognised Child Protection training institute /NGO.
- 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 term of employment or volunteer placement ceases.



## **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 Community Centre's programs, except for a friendly "hello".
- Have a child/children with whom we are working to stay overnight at a staff volunteer's house / guest house unless the house is used as a place of safety and then only with supervision of a senior female staff member and authorised by GHCC management.
- 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 GHCC management. This also applies to drivers of vehicles belonging to or used by Grace House Community Centre.
- Take a child on a bicycle, motorbike, tuk tuk or any other form of transport without the prior approval of GHCC management or Child Protection Officer.
- 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 GHCC Management. This condition continues to apply after any term of employment or volunteer placement ceases.



## Annex 2

### Small Group Home Code of Conduct

All of the children living in GHCC small group home have the right to survival, protection, development and participation according to the Convention on the Rights of the Child and the United Nations Convention on the Rights of People with Disabilities (UNCRPD).

We will always act in the child's best interests and will work in a manner that does not discriminate against them in any way.

- Provide all of the children's basic care to keep them healthy
- Provide the children with a safe place to stay.
- Ensure the children develop and are given opportunities to reach their full potential.
- Encourage children to participate in their own care, decision-making and the running of their home.
- Always treat children with respect.
- Use communication methods to suit the individual child.
- Full version available on request from [social@gracehousecambodia.org](mailto:social@gracehousecambodia.org)



## 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.

All staff and volunteers agree:

- To seek informed consent from the child and/or his/her parents or guardian prior to a recording, photograph or image being taken.
- 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 Community Centre 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.

I have read and understood this Child Protection Policy including the Code of Conduct and Photography Code of Contact. I agree to comply with it at all times.

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_



## Annex 4

# Policy on the use of Social Media

### **Purpose:**

This policy is for use by all staff and volunteers at GHCC, and any other key stakeholders identifying themselves as associated with GHCC. 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 GHCC
- to ensure all parties are aware of their responsibilities and consequences in regards 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)
- Blogs, including corporate blogs and personal blogs
- Forums, discussion boards and groups
- Video and web conferences
- 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.

### **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 GHCC website or other GHCC exclusive social media sites without permission from the GHCC Board of Directors
- No photographs, videos or references to students or families involved with GHCC should be posted on personal social media accounts or public sites without prior consent of GHCC management. All content must be in line with GHCC 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 their use of social media during work hours may be subject to disciplinary action.

## **Guidelines:**

- *Use common sense when posting on line:*  
This policy is not intended to limit freedom of speech, however, it remains good practice to not post anything that would embarrass yourself or GHCC 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 on line 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 be 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 publicly identifies himself or herself as associated with GHCC or is known to be associated with GHCC, any unprofessional or offensive public postings from personal accounts could lead to disciplinary action if the reputation of GHCC could be brought into question or damaged in any perceivable way
- *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 lap top 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 one which is shown is not suitable for students' viewing.

## **Staff and Student Relationship**

Staff and volunteers are not to initiate or accept friend requests from students or engage with students via social media personal profiles. The reasons for this are:

- **Child Protection:** In accordance with GHCC Code of Conduct, staff and volunteers will not "contact or correspond with students attending the Centre or under the umbrella of GHCC via social networks, emails or letters, except with written permission from GHCC management. This condition continues to apply after the term of employment or volunteer placement ends".
- **Staff and Volunteer Safety and Privacy;** Relationships between staff and students must remain professional at all times, and the blurred lines between professional and personal on social media can bring this into question. By accepting a request from a student or having communication via social media, the staff member or volunteer is giving that student access to their personal information and life
- **Favoritism** can be perceived, which contradicts the GHCC Code of Conduct

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_



## Annex 5

### Visitor Policy

Grace House Community Centre welcomes visitors. We are proud of our Centre and are happy to share with you what we have and hope to achieve.

In the interest of the children's safety and well-being we request that you respect and comply with our Visitors Policy.

- All visitors must seek permission to be on the property at the GHCC office.
- Once approved, visitors will sign in at the office and be issued with a Grace House Visitors Pass.
- All visitors must be accompanied by a member of staff or long term volunteer at all times.
- On leaving Grace House visitors are requested to sign out and return their pass.
- After leaving Grace House, visitors must not contact or correspond with children attending the Centre except with written permission from GHCC management.

#### Photography and Video

Journalists please refer to our "Guideline for Journalists"

I agree:

- To seek informed consent from the child and/or his/her parents or guardian or staff prior to a recording, photograph or image being taken.
- 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 in such a manner that might led to that child being identified or put at risk. Prior permission from Grace House Community Centre must be given prior to publication.
- Not to take images that could be perceived as sexually provocative or degrading.
- To comply with these conditions after leaving the Centre.

I agree to comply with the Grace House Community Centre Visitor Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Annex 6

### Guidelines for Journalists

Grace House Community Centre is a Cambodian non-government organization working with vulnerable children and their families, by enabling the families to become sustainable through Education, Family Support and Health Care

Our work is possible thanks to the support of international donors. GHCC works under formal agreements with the relevant Cambodian ministries.

GHCC works with groups of vulnerable and underprivileged children and their families, children with disabilities and old people.

The GHCC team is highly committed to support these children and families in developing their capacities and optimize their opportunities in realizing their rights and accessing their basic needs. For 'outsiders' it can be difficult to understand the complex context in which we are working. As we focus on the protection of children and respect the minimum standards, we are particularly rigorous on external visitors. To prevent visitors and journalists having a negative effect on our work, we have developed the following guidelines and rules:

Grace House Community Centre requests anyone visiting to apply the following rules:

1. GHCC has a Child Protection Policy you will have to read, approve and sign. You will have to read our most recent annual activity reports, in order to get a better understanding of our work.
2. You will always be with one of our staff.
3. Before any interview conducted with children, the topic and questions must be discussed and approved with the director and or managers.
4. Any questions you would like to ask the children, must first be discussed with the corresponding staff, in order to avoid interfering in the children's well-being and rehabilitation process.
5. The Executive Director will be responsible to seek the following information:
  - Who is your employer?
  - What is the subject of your reportage?

- Where will it be published?
  - How long do you plan to stay?
  - How many people in your team's composition?
  - Why have you selected GHCC for this reportage?
  - Any other question(s) not stated here, but deemed relevant in the particular situation.
6. You must respect the dignity, privacy and intimacy of the children.
7. All visitors should be aware of GHCC's photography and filming restrictions.
- Photos should never be taken without permission from staff and children's consent.
  - Photos or films can never be taken without the presence of a staff member. Under the trafficking law, newspapers and other mass media are prohibited from publishing or broadcasting any information which can lead to public knowledge of identities of victims in the offences specified in this law.
  - Full names of the children should never be mentioned in any publication or broadcasting.
  - It is strictly forbidden to take pictures of naked or half naked children.

**Further requests:**

- Any article or material produced using GHCC programmes as a subject, must reflect the organization's vision and mission, also in translations.
- Before publishing any article, documentary or other production, we expect you to show us the final version and GHCC has the right to request changes
- GHCC address will be shown clearly in final productions.
- A sample version will be sent to our office when published.
- Copies of the original photos and videos should be shared with GHCC
- Any lack of respect concerning those measures could lead to legal proceedings
- Grace House Community Centre will take legal measures (e.g. report to relevant authorities) against journalists when concerns of child abuse arise





## Annex 7

### 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.”

The government of Cambodia has established laws against child exploitation:

1996 Laws on the Suppression of the Kidnapping, Trafficking and Exploitation of Human Persons were adopted

2000 The Five-Year National Plan of Action (NPA) against Trafficking and Sexual Exploitation of Children (TSEC) was officially adopted by the Royal Government

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 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 were ratified by the National Assembly.