



Safeguarding Policy
(Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment)
and Code of Conduct
for Volunteers to New Hope Cambodia

TABLE OF CONTENTS

1. INTRODUCTION AND COMMITMENT TO SAFEGUARDING
2. PRINCIPLES
3. IMPORTANT LEGISLATION
4. POLICY IMPLEMENTATION
5. EMPLOYEE AND VOLUNTEER RECRUITMENT AND TRAINING
6. COMMUNICATION AND USE OF IMAGES
7. SAFEGUARDING STANDARDS AND CODE OF CONDUCT
8. REPORTING AND INVESTIGATING ALLEGATIONS OF ABUSE OR MISCONDUCT
9. CONFIDENTIALITY

1. INTRODUCTION AND COMMITMENT TO SAFEGUARDING

- (a) **New Hope Cambodia** recognises the importance of protecting and safeguarding the welfare of children and adults in all aspects of **New Hope Cambodia's** activities.
- (b) The purpose of this policy is to provide clear instructions and practical guidance to prevent abuse, sexual exploitation, sexual abuse and sexual harassment of children and adults in all aspects of **New Hope Cambodia's** work and to protect, safeguard, promote and enhance their welfare and safety.
- (c) Vulnerable persons warrant special consideration with respect to Safeguarding. A person may be assumed to not be vulnerable but may be for various reasons (eg. hidden mental health issues) or in a particular situation or for a period of time a person becomes vulnerable.

2. PRINCIPLES

- (a) **Zero tolerance of inaction:**
Child abuse and Sexual Exploitation, Abuse and Harassment are never acceptable. All allegations will be acted on in a fair and reasonable way, with due regard for procedural fairness.
- (b) **Victim/Survivor needs are prioritised:**
Actions to address child abuse and Sexual Exploitation, Abuse and Harassment should be underpinned by a “do no harm” approach, prioritising the rights, needs and wishes of the victim/survivor, while ensuring procedural fairness to all parties.
- (c) **Stronger reporting will enhance accountability and transparency:**
Reporting will help to focus organisations on the issue of Safeguarding by providing a regular prompt that child protection and prevention of Sexual Exploitation, Abuse and Harassment is a core obligation of their work.

3. IMPORTANT LEGISLATION

This Policy builds on and compliments International and Cambodian legislation. If a provision of this Policy is in any way inconsistent with any law of Cambodia the law shall prevail.

4. POLICY IMPLEMENTATION

This Safeguarding Policy will be implemented through:

- (a) **New Hope Cambodia's** Safeguarding procedures;
- (b) Safeguarding Standards and Code of Conduct outlining acceptable behaviour;
- (c) Volunteer Induction and training;
- (d) Mandatory reporting for suspected cases of Sexual Exploitation, Abuse and Harassment.

5. EMPLOYEE AND VOLUNTEER RECRUITMENT AND TRAINING

- (a) **New Hope Cambodia** is committed to educating volunteers in Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment and how to reduce risks and create safe environments. **New Hope Cambodia** will provide volunteers with information on their rights and how they can expect to be treated. This information will include reporting poor behaviour, Sexual Exploitation, Abuse and Harassment if they have concerns about a **New Hope Cambodia** member of staff or other representative or volunteer in the organisation or in the community.
- (b) **New Hope Cambodia's** volunteers will be required to participate in Safeguarding training as part of their induction.

6. COMMUNICATION AND USE OF IMAGES

- (a) **New Hope Cambodia** will protect the privacy of children and adults and prevent opportunities where they can be identified and contacted by potentially harmful people.
- (b) Children and adults must always be portrayed in a dignified and respectful way.
- (c) Children and adults are adequately dressed and never portrayed in poses that could be seen as sexually suggestive or shown in isolation, rather they should be portrayed as part of their community and as resilient human beings and as partners in the development process.
- (d) Informed consent is always sought and documented from the adult or child (and/or parent or guardian of the child) before photographing or filming a child or adult or the use of their story.
- (e) There should be no identifying information of the person used in the publication of images unless consent is given. This includes the family name, community or other identifying information.
- (f) **New Hope Cambodia** will monitor the taking of photographs and reserve the right to curtail any sessions where it is felt that it is intrusive, or detrimental to the welfare of the subject.

7. SAFEGUARDING STANDARDS AND CODE OF CONDUCT

New Hope Cambodia's mandatory Safeguarding standards (Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment) and Code of Conduct require you to accept that:

I WILL:

- Act in a manner which upholds the values and reputation of **New Hope Cambodia** at all times.
- Provide a welcoming, inclusive and safe environment for children and adults at all times.
- Respect all children and adults and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, family and social background and culture, economic status or criminal background.
- Report any concerns of child abuse or Sexual Exploitation, Abuse and Harassment, or breach of the Policy.
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made.
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.
- Comply with all relevant laws and regulations as may apply to the local population.
- Consult with the Safeguarding Officer if I have any questions regarding Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment and how it relates to my work/relationship with **New Hope Cambodia**.
- At all times have respect for and uphold the culture and values of the Cambodian people including respect for and adherence to Cambodia's conservative dress culture when at **New Hope Cambodia** and in the villages.
- Commit to my agreed activity and work hours or give as much notice as possible to the Volunteer Coordinator if I need time off.
- Seek approval from the Managing Director or Safeguarding officer before undertaking any additional or extra-curricular activities within the NHC community.
- Direct any donations to NHC through its website, to the Accounts Department or the Donation Box.
- Take care of NHC property at all times.
- Treat vulnerable people with due respect.

I WILL NOT:

- Engage in behaviour that is intended to shame, humiliate, belittle, degrade or exploit any child or adult.
- Engage in physical or verbal abuse.
- Use inappropriate, offensive, blasphemous, profane or discriminatory language.
- Take any local person to my home or other private location or sleep in the same room or bed as them or engage in sexual relationships with them.
- Sexually exploit, sexually abuse or sexually harass any child or adult.
- Develop relationships with any child or adult that may be deemed exploitative or abusive.
- Act in a way that shows unfair and differential treatment of a child or adult.
- Photograph, video or interview a child or adult without the informed and documented consent the person or of a child's parents or guardians.
- Condone or participate in behaviour with children or adults that is illegal, unsafe or physically or verbally abusive.

- Hold, kiss, cuddle or touch a child or adult in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any local person outside of my volunteering responsibilities.
- Smoke or consume alcohol or consume illicit drugs while in a volunteering capacity.
- Conduct any business for self-gain while associated with **New Hope Cambodia**
- Give false or misleading information.
- Give money to any NHC employee.
- Vary my agreed volunteering role or change established systems without permission from the Managing Director or Volunteer coordinator.
- Place any personal demands on NHC staff.

All volunteers of **New Hope Cambodia** shall be required to know and comply with this Policy, failing which disciplinary action will be taken and may result in loss of their volunteering position and criminal charges.

8. REPORTING AND INVESTIGATING ALLEGATIONS OF ABUSE OR MISCONDUCT

- Reporting allegations of abuse: It is mandatory for all **New Hope Cambodia's** volunteers to report any witnessed, suspected or alleged incidents of abuse, misconduct or any breach of this Safeguarding Policy or Standards of Conduct.
- Concerns should be raised immediately to the Managing Director or Safeguarding Officer who will assist you in completing an Incident Report Form.
- Do not respond to perceived abuse or harassment from another person with abuse or harassment. Consider Conflict Resolution Techniques.

New Hope Cambodia will ensure that the interests of anyone reporting an incident in good faith are protected.

9. CONFIDENTIALITY

- An employee or a volunteer shall not use for any other purpose unrelated to their employment, documents, data or other information, which may come to the employee's or volunteer's knowledge in the discharge of official duties.

Declaration of Acceptance

I have read, understand and will comply with New Hope Cambodia's Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and Code of Conduct.

Volunteer Name:

Volunteer Signature:

Date:

Appendix: Definitions

In this Policy, unless the context otherwise requires :

“Abuse” or “harm” is any significant unfavourable or detrimental effect on personal holistic (mental, physical or emotional) well-being. This can include physical, sexual, emotional, psychological or spiritual abuse, or by way of neglect, bullying or child labour.

“Allegation” is an assertion that someone has caused harm or done something wrong.

“Associate” means any persons interacting with any of **New Hope Cambodia’s** programs in any capacity; including but not limited to visitors, contractors, sub-contractors, consultants, interns.

“Child” means a person between the ages of 0 and 18, and for purposes of this Policy, shall be used in reference to a child under the care or protection of **New Hope Cambodia**.

“Discipline” is orderly or prescribed conduct or pattern of behaviour but in the absence of this, discipline also refers to training that corrects, moulds or perfects the moral character.

“Employee” means an employee of **New Hope Cambodia** in Cambodia.

“Mental/Emotional abuse” is any action (gestures, words, behaviour) that deliberately affects a person’s mental or emotional well-being causing them to be afraid, anxious or discouraged.

“Neglect/Negligence” is any action that deliberately seeks to affect the undisputable rights of children and vulnerable people, e.g. the right to live; the right to learn; the right to participate; the right to speak; the right to privacy; not being used for commercial gain.

“Physical abuse” is any punishment or physical harm such as striking - with or without an implement, poisoning, shaking, burning, smothering or forcing the child to work in an unsafe way/environment. These actions deliberately and negatively affect the physical well-being of children.

“Safeguarding” means actions, policies and procedures that create and maintain protective environments to protect people, including children from exploitation, harm and abuse of all kinds.

“Safeguarding Officer” means the appointed focal person to oversee and respond to any allegations of abuse or wrongdoing under this policy. They may also be the Child Protection Officer.

“Sexual Abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with someone under the age of consent is considered to be sexual abuse.

“Sexual Exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially or politically from sexual exploitation of another.

“Sexual Harassment” means unwanted physical, verbal or non-verbal conduct of a sexual nature that can include indecent remarks or sexual demands.

“Volunteer” means a person who offers volunteer services under specified terms to **New Hope Cambodia**. This include local as well as international volunteers, and both short and long-term visitors to a project.

“Vulnerable Person” means those who may be either compromised or unable to take care of themselves – due to their age, an illness, trauma, disability, or some other disadvantage – or unable to protect themselves against harm or exploitation. The vulnerability may be permanent (for example, an aged-related vulnerability) or temporary (for example, a woman forced to move to a shelter due to personal circumstances). An organisations own workers and volunteers may be vulnerable, particularly if living and working in remote communities or countries experiencing conflict or disaster.