



## អង្គការខ្មែរជំនាន់ថ្មី

### **Khmer New Generation Organization (KNGO)**

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,  
Battambang Province, Cambodia.  
Email: [kngocamb@mail.com](mailto:kngocamb@mail.com)  
[www.kngovolunteer.org](http://www.kngovolunteer.org)

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## **CODE OF CONDUCT AND CHILD PROTECTION POLICY**

KNGO believes the welfare of a child is critically important and that all children without exception have the right to protection from harm or abuse. Many of the children involved in KNGO programmes come from the poor and impoverished community of Bospo village and the surrounding areas and as a result are subjected to significant health, social and emotional pressures. At KNGO we aim to provide assistance and brighten the future of these children through our various education and training programmes. We place the highest importance on ensuring the highest level of safety, protection and welfare of the children and youth with whom we work and aim to help.

### **VOLUNTEER CODE OF CONDUCT**

I am a volunteer with Khmer New Generation Organization (KNGO) agree that while supporting KNGO program activities will read KNGO's Child Protection Policy and, by signing this document, agree that I will meet the terms of the Child Protection Policy and I agree that I will be held accountable for complying with it.

### **CHILD PROTECTION**

**During contact with children through KNGO's program activities, I will:**

- Treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- No child is to be taken on a motorbike, tuk-tuk, car or any other vehicle as part of an organised KNGO program or otherwise without the permission of the Director.
- No child is to be taken to any KNGO associates home, guesthouse, hotel or accommodation.
- No KNGO associate is permitted to be in contact or socialise with the children outside the school or KNGO associated premises apart from a friendly greeting in a public place.
- No presents of any kind are to be bought for the children without prior arrangement with the Director.
- No weapons, dangerous objects or substances (potential or otherwise) are to be brought onto the premises either on your person or in baggage.
- Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.



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- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child, the child is below the age of consent or the act(s) are an offence under relevant laws.
- Ensure that a member of KNGO's management team or a person approved by a member of KNGO's management team is present when working in the proximity of children.
- Not invite unaccompanied children into my home or place of residence.
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium.
- Not exchange email addresses with children nor set up an email address for any child.
- Refrain from physical punishment of children.
- Refrain from hiring children for domestic or other labour.
- Comply with all relevant legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child abuse to the KNGO Volunteer Manager, any of the teachers at KNGO's management team or any police officer.
- Request approval for any additional activities with children, families and communities.

## **USE OF CHILDREN'S IMAGES**

### **Before photographing or filming a child, I will:**

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Obtain consent from the child or a parent or teacher of the child. As part of this I must explain how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.



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- Ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure that images are honest representations of the context and the facts.
- Not place a photograph and/or personal information (age, last name, geographical location, health, education or other) of a sponsored child online, or on a website or e-mail it to others.
- Understand that as a person supporting KNGO's program activities, to use common sense and avoid actions or behavior that could be construed as child abuse.

### **VISITOR AND VOLUNTEER'S RESPONSIBLE BEHAVIOUR**

All visitors and volunteers must provide all required identification information to the Director for record. **This will include a copy of passport and country of original police check ID.** In the case of visitor accommodation within the village - Cambodian law requires that passport and visa photocopies and length of intended stay are to be given to the police for record. This will process will be organised by the KNGO Director.

No visitor will be allowed to enter the KNGO premises or participate in organized activities without first informing the KNGO coordinator or undertaking the required check in, unless prior authority from the Director has been granted.

While interacting with Khmer nationals through KNGO's program activities, I will:

- Prior to undertaking any volunteer work associates are encouraged to discuss with KNGO members / teachers the cultural and social customs of the Khmer / Cambodian people to ensure that clothing, conduct and behaviour are culturally appropriate and sensitive.
- Recognize that culturally Cambodian dress is very conservative and respect this and ensure that at all times my dress is appropriate both at KNGO and in the villages.
- At all times have respect for and uphold the culture and values of the Cambodian people.
- At all times maintain respect and compliance for Cambodian government laws and regulations.



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#### **As a visitor/volunteer at KNGO I understand that:**

- All communications regarding the children of KNGO needs to be such that the protection, privacy, dignity and best interest of the child are paramount. Children should be adequately clothed in photographs or images taken from them and not in poses that could be interpreted as sexually suggestive.
- Before any recording, photographs or images can be taken from the children of KNGO, its intended use(s) must be explained and permission needs to be sought from the project coordinator. Where possible, the child and family should be shown the finished product before it is published.
- Discrimination and/or physical violence between volunteers is unacceptable.
- That wrong, false or misleading information must not be given at any time.
- Volunteers must exhibit a high level of integrity, honesty and self-discipline at all times.
- Any additional activities with children, families or communities must be first approved by management and be in accordance with the requirements of KNGO's Child Protection Policy.
- A commitment to my chosen work hours must be given. If I need time off or would like to travel, I will give as much notice as possible to my Volunteer Coordinator.
- I will check with management before inviting friends or visitors to KNGO.
- I will not sell or use prohibited drugs within the vicinity of KNGO.
- I will not smoke in the vicinity of the KNGO Complex.
- I am not to consume alcohol at KNGO while children are present.
- Conducting business of any kind for self-gain in the vicinity of KNGO is prohibited.

#### **Reporting and investigating abuse or suspected abuse:**

In the case of suspicion, concern or witness to incidence of misconduct, KNGO staff members and others acting on behalf of the KNGO projects are required to undertake the following procedures:



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The Director must fully document the allegation, including time and place of the alleged incident, who was present and what allegedly occurred. This should be done with Director and the person who reported the incident.

Any KNGO staff member, volunteer, visitor, or other person acting on behalf of the charity found guilty of misconduct will be immediately terminated from duties and will not be allowed contact with the children and will no longer be able to participate in KNGO programmes or activities.

The KNGO Director shall report any allegation of physical or sexual abuse to local authorities through Cambodia's National Police Hotline for child abuse and trafficking (023 997 919) as well as the local Police Unit. Other allegations will be reported to the local authorities at the discretion of the Director in consultation with the KNGO Board Members. The Director will document his actions.

In the event of suspected or witnessed child abuse, harm or exploitation KNGO will aim to conduct all investigations both internally and in conjunction with relevant external government agencies, with the highest degree of professionalism, confidentiality, respect, sensitivity and fairness to protect all those involved. Every effort will be made to obtain independent, confidential interpreters when needed. Children who have been abused or are suspected of being abused will be supported and closely monitored with the highest degree of care and sensitivity wherever possible. Through supported education it would be KNGO's aim to help restore a stable, secure and predictable element in the child's life.



Mr. Sun Saveth  
KNGO Founder and Executive Director