



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,
Battambang Province, Cambodia.
Email: kngocamb@mail.com
www.kngovolunteer.org

VOLUNTEER AGREEMENT 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.

KHMER CULTURE

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.

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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,
Battambang Province, Cambodia.
Email: kngocamb@mail.com
www.kngovolunteer.org

- 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.
- Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- 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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,
Battambang Province, Cambodia.
Email: kngocamb@mail.com
www.kngovolunteer.org

- 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.
- 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

As a visitor/volunteer at KNGO I understand that:

- 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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,
Battambang Province, Cambodia.
Email: kngocamb@mail.com
www.kngovolunteer.org

I declare that I have read and understand the terms and conditions outlined in the above KNGO Volunteer Agreement and Child Policy Form. By signing this form, I fully understand and agree to follow all procedures contained within.

If at any time I fail to follow the guidelines set forth by this policy I understand that my employment / volunteer association may be terminated by the Director of KNGO and appropriate action will be taken.

Full Name Sex.....Nationality.....Passport No...

Email address:.....

Signature

Date
