



អង្គការខ្មែរជំនាន់ថ្មី

**Khmer New Generation Organization
KNGO**

VOLUNTEER INDUCTION

*CHILD PROTECTION CODE OF CONDUCT
and RESPONSIBLE BEHAVIOUR*

Updated February 2020



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,

Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

VOLUNTEER INDUCTION

CHILD PROTECTION CODE OF CONDUCT & RESPONSIBLE BEHAVIOUR

1. INTRODUCTION

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.

No volunteer will be allowed to enter the KNGO premises to participate in organized activities without first informing the KNGO Director and undertaking the required induction.

2. CHILD PROTECTION POLICY CODE OF CONDUCT

The following behaviours form the KNGO Child Protection Policy Code of Conduct for all employees, volunteers (including work experience and work placements), board members and all work associates. As a KNGO volunteer I agree to abide by all the following behaviours:

- 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.
- Do not sleep close to unsupervised children unless absolutely necessary, in which case the Director's permission must be obtained, and ensuring that another adult is present.
- 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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,

Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

- 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.
- Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Do 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.
- Volunteers must always ensure that another adult is present when working near children.
- Never use any computers, mobile phones, video and digital cameras, or any social media to exploit or harass children, or access child pornography through any medium.
- Do not exchange email addresses with children nor set up an email address for any child.
- Do not use physical punishment on children.
- Do not hire children for domestic or other labour which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
- Comply with all relevant legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedure.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with KNGO.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,

Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

- Request approval for any additional activities with children, families and communities from KNGO Director.

When photographing or filming a child or using children's images:

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Obtain informed consent from the child and parent or guardian of the child **before** photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- 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.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- No photograph and/or personal information (age, last name, geographical location, health, education or other) of a sponsored child is to be placed online, or on a website or e-mailed to others.
- Avoid actions or behavior that could be construed as child abuse.

3. INCIDENT REPORTING AND RESPONSE PROCEDURES

In the event of suspected or witnessed child abuse, harm or exploitation, KNGO aims 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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,

Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

The following processes must to be followed by all KNGO personnel who have any concerns or accusations of child abuse, or any suspected breach of the KNGO Child Protection Policy:

- **The requirement to report** – All workers and volunteers MUST report any suspected breach of the KNGO Child Protection Policy to a Management Team member.
- **What to report** – All concerns or allegations of child abuse, exploitation, or any alleged breach of the KNGO Child Protection Policy must be reported. These can come in many forms – disclosures from children, witnessing abuse, or noticing someone acting in a concerning way.
- **How to report** – the allegation must be fully documented on the **KNGO Child Protection Incident Reporting Form** by the complainant, including time and place of the alleged incident, who was present and what allegedly occurred. This document should be signed and submitted to a Management Team member by the person who reported the incident.
- **When to report** – All incidents, allegations or concerns must be reported to a Management Team member within 24 hours of the suspicion becoming evident.
- **Who to report to** – All reports of suspected harm or alleged breach of the KNGO Child Protection Policy must be reported to a member of the KNGO Management Team. Every report will be fully investigated and will be reported by KNGO Management to the local Police Unit or Cambodia’s National Police Hotline for Child Abuse and Trafficking if appropriate.
- **Strategies for responding to disclosures** – Strategies to help staff and volunteers when talking to children who reveal details of harm include:
 - Try to keep calm and give the child your attention
 - Let the child take his or her time, and allow the child to use his or her own words to tell you
 - Reassure the child that it is the right thing to tell you
 - Don’t make promises you can’t keep
 - Let the child know what you will do next
 - Don’t confront the person who has allegedly harmed the child (it can put you and the child in danger)

4. VOLUNTEER’S RESPONSIBLE BEHAVIOUR

All international volunteers must provide a Criminal Record check from their home country. If this is not possible to obtain, the volunteer must provide a signed Statutory Declaration stating they have not been charged or convicted of any child related offence.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,

Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

Volunteers must provide an official form of identification prior to commencement at KNGO. Copies of ID and Criminal Record checks will be held by the KNGO Director for record.

In the case of volunteer 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 process will be organised by the KNGO Director.

As a volunteer interacting with Khmer nationals through KNGO's program activities, I will:

- 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. Trousers/shirt/dresses should be below the knee in length and all shirts should cover shoulders.
- 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.

As a 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.



អង្គការខ្មែរជំនាន់ថ្មី

Khmer New Generation Organization (KNGO)

#379, Gr.25, Bospo Village, Odambang I Commune, Sangker District,
Battambang Province, Cambodia.

Email: kngocamb@mail.com

www.kngocambodia.org

-
- 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.

5. VOLUNTEER AGREEMENT

As a volunteer with Khmer New Generation Organization (KNGO) I agree to comply with KNGO's Child Protection Code of Conduct and Responsible Behaviours while supporting KNGO program activities. By signing this document I acknowledge that I have read and understand the terms of KNGO's Child Protection Policy and agree to be held accountable for complying with it.



Mr. Sun Saveth
KNGO Founder and Executive 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.kngocambodia.org

VOLUNTEER INDUCTION

I declare that I have read and understand the terms and conditions outlined in the KNGO Child Protection Policy. By signing this form, I fully understand and agree to follow the Child Protection Code of Conduct and Responsible Behaviours procedures outlined in this induction.

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

Full Name: Sex:

Nationality: Passport No.:

Residential Address:
.....

Email Address:

Date: Signature: