

**Code of Conduct for Child Protection**  
**The Cambodian Organization for Children & Development (COCD)**

**1. Code of Conduct**

The Code of Conduct below clarifies adults' appropriate and inappropriate behaviors towards children, children's behaviors towards adults and amongst their peers, in order to protect the children from abuse and employees from groundless accusations of child abuse.

All employees shall construe the code of conduct with transparency and common sense, and perform their duties in the best interests of the children.

**1.1 Adults' behaviors towards children:**

**Don'ts:**

**A. Physical**

- Hit, assault, or abuse any child.
- Physically abuse or exploit any child such as child labor exploitation.
- Physically punish or discipline any child.
- Engage any child in any kind of household chores which are deemed inappropriate to any child's age or stage of physical and mental development and which affect's their education or causes harm to the child.
- Hire children to do household chores or other work which is inappropriate given their age or development stage, which interferes with their availability for education and recreational activities, or which places them at significant risk of injury.
- Do any activities which interfere with a child's development.

**B. Mental**

- Use inappropriate or offensive or suggestive language or provide advice which upsets children.
- Demonstrate an intention to shame, humiliate, belittle or degrade a child, or otherwise perpetrate any form of emotional abuse upon a child.
- Disseminate any child's information which is intended to degrade and humiliate the child.
- Discriminate against, demonstrate inequality or displeasure against any child or any group of children on the basis of their gender, nationality, race, social origin, ethic, color, status, etc.
- Deny or demonstrate denial behaviors that inhibit any child's participation.
- Make a child feel that their value is degraded or that any love towards them is denied.
- Do any activities which produce negative effects on the mental development of a child.

### **C. Risky or sexual abusive activities**

- Spend too much time with any child alone and isolated from others
- Spend time with a child alone (same sex or opposite sex) in a vulnerable or isolated location hidden from other people, including taking a child away from any activity or dating a child. If any private meeting is necessary, other staff will be aware of this meeting and the door must be open (in cases of meeting in a room).
- Take any child who is co-working and other children to stay overnight at home with a lack of proper guardian or no authorization from the child's guardian.
- Sleep in the same bed as a child who is co-working and other children (if unnecessary). Assist a child to do things which they can do by themselves such as dressing and showering.
- Develop an unusual or sexual relationship with a child, which can be means of child exploitation or abuse.
- Behave inappropriately (for example, cuddling, hand holding, holding, kissing, or any inappropriate touching) or engage in sexual arousal behaviors with a child or have sexual intercourse with a child.
- Show sexual organs to a child, do things or play games to arouse sexual feelings with a child.
- Behave and develop a relationship with a child which is deemed inappropriate such as riding a motorbike with a child alone of the opposite sex in an unnecessary circumstance.
- Use any computers and cameras of the organization, and mobile phones or digital cameras, and other electronic appliances to engage in any activities which jeopardizes the rights, dignity, and honor of a child by filming child pornography whether or not there is consent, copying any video related to child pornography for personal entertainment or distribution to other people, or any child for the purpose of any form of abuse against the child.
- Hire a child to be engaged in or serve any form of sex including solicitation by giving money in exchange for sexual services with the child. I am aware that confusion with child's age is an excuse.

### **D. Neglect or ignorance**

- Neglect or ignore or fail to meet the needs of children by not paying enough attention to children.
- Leave children exposed to dangerous or high risk situations and not protect children from any known harm.
- Fail to report any suspicious case of child abuse to child protection officers and to any member of the COCD management staff.
- Leave or be engaged with any child in the perpetration of illegal or unsafe behaviors towards children.

## **Do's**

- Be aware of any circumstance which may expose any child to danger (for example, being left alone with the child for photographing or interviews for working and reporting purposes). You can do the work if the circumstance is within the limitation of the child protection policy and code of conduct and after obtaining consent from the guardian, child's family and the child.
- Shall develop a plan and work location which reduces the vulnerability of children.
- Empower children by discussing child rights with the children. Address child's awareness of what is acceptable and unacceptable and what can be done if any problem occurs.
- Notice and pay attention to the mental signs, behaviors and medical irregularities of any child suffering from abuse.
- Advise children on who can help them in case of any abuse and encourage them to raise concerns including abuse against them.
- Report concerns or incidents of child abuse to COCD Management and Child Protection officers to address the issue.
- Participate in open discussions to know the problems and concerns of children.
- Think about the benefits and safety of children while working with children or visiting them and ensure that the child protection policy and code of conduct of the organization is not undermined.
- Have willingness and responsibilities before the law and the management of the organization in cases of any incident related to children occurs as set forth in the child protection policy and code of conduct for staff members and related co-workers.
- Empower children to express opinions on issues related to them or the community in which they are living.
- Treat all children with love and fairness regardless of race, color, sex, language, religion, political, or other opinion, national, especially disability and other status.
- Be a positive role model to children with whom I work and other persons who work with the children.
- Be aware of any suffering which children encounter as a result of any form of child abuse.
- Work with children in a public environment under the observation of other people. Avoid any situation in which I and the children are left alone with no observation.
- Work in partnership with parents or guardians and other professionals to ensure child protection.

## **1.2 Visitor**

Any person who wishes to visit any program of the Cambodian Organization for Children & Development (COCD), and his/her visit has direct contact with children, shall follow the

procedures below in order to ensure he/she behaves appropriately. It is the organization who is responsible for developing and monitoring the procedures to ensure compliance as follows.

**Before the visit, the visitor shall:**

- Read the child protection policy of the Cambodian Organization for Children & Development (COCD)
- Sign on Signed Statement of Visitor Commitment, one copy of which shall be kept in a safe place by the administration of the organization and one copy of which is kept by the visitor.

**During and After the visit, the visitor shall:**

- Behave in accordance with the child protection policy of the Cambodian Organization for Children & Development (COCD) after they are in the proximity of or in contact with children;
- Comply with the norms set forth regarding Use of Images (photography and articles) about children if they wish to photograph or record information about the children;
- Maintain the confidentiality of any child they meet (ie. there is to be no discussion regarding details of the child or anything related to the situation of the children (which could reveal their identity) with any person outside the organization);
- Report any concerns regarding abuse of any child to staff immediately;
- To be accompanied by at least one staff member. Under no circumstances should the visitor be left alone with any child.

**Signed Statement on Visitor Commitment**  
**Child Protection Policy of the Cambodian Organization for Children & Development**  
**(COCD)**

I, the undersigned, \_\_\_\_\_, hereby confirm that I have read and understood the Child Protection Policy. I agree to comply with the virtues and beliefs of the Cambodian Organization for Children & Development (COCD) concerning child protection. During my visit on any program of the Cambodian Organization for Children & Development (COCD), I agree to:

- Behave in line with COCD child protection code of conduct;
- Comply with the norms set forth concerning images and articles of children;
- Maintain confidentiality of any child I meet (by not discussing the child or anything related to situation of the child with any person other than the COCD organizational staff)
- Promptly report to staff any concern regarding any abused child for investigation to be taken in accordance with the norms and procedures of the organization.

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

Position and Organization: \_\_\_\_\_

(If any)

Reason for the Visit: \_\_\_\_\_

Signature: \_\_\_\_\_

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