



អង្គការ រួមគ្នាដើម្បីនាគត
LET US CREATE FUTURES



CHILD PROTECTION POLICY

Reviewed
2018



Rationale

All children have the right to protection, provision and participation without discrimination.

Let us Create Futures upholds the United Nations Convention on Rights of the Child as a core value and point of reference for the entire scope of operations conducted by the organization. This child protection policy reflects the duty of the organization to protect children and ensure that the rights of children are upheld.

Let us Create Futures provides safe learning environments and social services that aim to ensure that children have rights and are protected from all forms of abuse.

This policy has been developed to ensure that all individuals involved in working with the organization understand and follow the strict child protection guidelines in order to safeguard children from harm.

Implementation

- 1.1 The child protection standards that have been outlined in this document apply to:
 - Beneficiaries under the age of 20
 - Board members, employees, volunteers and independent consultants associated with Let us Create Futures who work with or have access to children in the community.



- 1.2 All board members, employees, volunteers and independent consultants associated with Let us Create Futures who are involved with the organization must read, understand and sign this child protection policy.
- 1.3 Let us Create Futures is responsible for updating this policy as per changes relevant to child protection procedure and practices that are identified. It is the organizations duty to ensure that relevant updates are documented in this policy, distributed and signed be every member of the board, employees, volunteers and independent consultants associated with the organization.

Screening

- 2.1 All prospective individuals to be associated with Let us Create Futures will be advised of and further receive a copy of this policy as part of the recruitment process. This includes potential new members for the board of directors, prospective employees, volunteers and consultants.
- 2.2 All candidates must submit two personal and two professional recommendations and undergo certified police screening applicable to the potential candidates home country standards.
- 2.3 Let us Create Futures reserves the right to not hire or to terminate any applicants or individuals under contract associated with the organization if any information reveals the person is not suitable to work with children or might put children at risk.



Code of Conduct and Behavior

- 3.1 Codes of conduct are standards of behavior expected from personnel associated with Let us Create Futures.
- 3.2 The welfare of children will always be paramount and staff must conduct themselves in a way that reflects this.
- 3.3 Let us Create Futures believes that specialized staff members are the best individuals to deliver services to the community. Interaction with children should be aligned with the individuals job role and responsibility descriptions.
- 3.4 Let us Create Futures personnel are advocates of child rights and considered role models for children and adults in the community. All Let us Create Futures personnel are expected to maintain awareness and actions that uphold principles of child protection during and outside of work hours.
- 3.5 Let us Create Futures personnel must not fondle, hold, kiss, hug or touch minors in an inappropriate way. Under no circumstances should any physical contact have the appearance of being sexual in any way.
- 3.6 At no stage will it be accepted for Let us Create Futures personnel to act against a minor with the use of physical force including to hit, slap or kick minors. These



- actions are considered abuse.
- 3.7 All Let us Create Futures personnel must not neglect children in their care. This is considered abuse.
 - 3.8 It is unacceptable for Let us Create Futures personnel to give gifts or money to children.
 - 3.9 Let us Create Futures personnel are required to be aware of language and tone when interacting with children. Humiliating or shaming a child in any form is considered to be abusive behavior.
 - 3.10 Let us Create Futures personnel are to avoid being alone with minors. A minimum of 2 staff members should be present when conducting activities or providing services to minors.
 - 3.11 Children must be given knowledge about his/her rights and encouraged to act in ways that empower those rights to be exercised.
 - 3.12 Children's rights, wishes and feelings will be respected by Let us Create Futures personnel.
 - 3.13 Failure to abide by the code of conduct guidelines listed above or any behavior by Let us Create Futures personnel deemed to negatively impact children will result in disciplinary action.

Visitors

- 4.1 Staff must ensure visitors must sign in and out of the logbook when entering and



- exiting center facilities.
- 4.2 Visitors must sign and abide by the guidelines of Let us Create Futures
 - 4.3 Visitors must not be left alone at any stage of the visit. They must be closely monitored.
 - 4.4 Any visitors that require permission to take photographs or videos including media representatives must have clearance from the Director. They must also have signed and abide by Let us Create Futures media policy guidelines.
 - 4.5 Visitors must not have direct unsupervised access to children.
 - 4.6 It is advised that visitors have no physical contact with children.

Procedures

- 5.1 Child abuse within the organization in any form being physical, sexual, neglectful or emotional will not be tolerated under any circumstances and is an offence according to Cambodian Law.
- 5.2 All Let us Create Futures personnel are expected to understand the rights of children, types of abuse and report any suspicious behavior to the Director.
- 5.3 Any person with knowledge of a potential Child protection issue of any kind, involving Let Us Create Futures personnel



- must report to the Director. Failure to do so may result in disciplinary action
- 5.4 The Director is responsible for ensuring that the child's confidentiality and rights preserved when informing the relevant parties to investigate the matter
 - 5.5 Staff members are expected to ensure children feel safe and supported and are encouraged to talk.
 - 5.6 If children make any allegations of abuse this must be taken seriously and reported to the Director.
 - 5.7 If any suspicious behavior is identified this must be reported to the Director.
 - 5.8 It is important that all Let Us Create Futures Personnel are able to understand and identify children displaying sexually harmful behavior amongst each other. It is a serious child protection risk and must be treated as such, even if the perpetrator is another child
 - 5.9 Young children that display sexually harmful behavior require specialist services Let us Create Futures will endeavor to ensure that the child has access to maximum levels of support from health consultants and counsellors.
 - 5.10 Should a case of suspected abuse involve a child with disabilities or special need, the Director will ensure that the children and their family have access to specialists staff to support communication, health consultants and counsellors
 - 5.11 Any claim of child abuse made to the



Director of Let us Create Futures will be investigated.

Investigation

6.1 The Director will take action within 24 hours of the complaint being made.

6.2 The Director will either report and work with police on the assault claim or create a committee to investigate the claim further before reporting the matter to the relevant government authorities.

6.3 The Director will ensure that the families of the child are notified and informed throughout the process.

6.4 The Director will ensure that families and the child have access to medical and counselling services.

The rights and welfare of the Child are of prime importance. The Director will ensure that all case investigations respect the privacy and Rights of the Child

6.5 Abuse claims that are proved to be fictitious will be handled sensitively. The Director will coordinate resolution of fictitious claims.

6.6 If the investigation shows that the child has been physicaly, mentally or sexually abused Let us Create Futures will work with the government authorities to ensure that the matter is handled in accordance with Cambodian Laws.



6.7 If the investigation shows that the child has been physicaly, mentally or sexually abused Let us Create Futures will endeavor to ensure that the child and family has access to maximum levels of support from health consultants and counsellors.

6.8 If the child abuse case is made against a member of Let us Create Futures personnel, the personnel member will be informed of the charges that have been made against them and be temporarily suspended from working at Let us Create Futures, until the outcome of the investigation has been determined, and presented to the Director.

6.9 Upon the conclusion of the investigation, the employee, the child and / or their parents or legal guardians (as appropriate) will be informed of the results of the investigation, with an explanation of what further action, if any will be taken

6.10 If the child abuse case is made against a Let us Create Futures personnel member, upon the outcome of investigation if found guilty, termination of staff status with Let us Create Futures will be effective immediately.

6.11 If the investigation shows that the child has been physicaly, mentally or sexual abused by a Let us Create Futures personnel member who is a foreign citizen, the organization will further report the abuse to the relavant embassy.

6.12 In the case of abuse claims and findings Let us Create Futures will allocate one individual to represent Let us Create Futures in providing information to the media and related communication. This individual will work closely with the Director of Let us Create Futures.



I, _____ have read and understand the content of the Let Us Create Futures Child Protection Policy. I agree to follow all the procedures outlined in that document. I understand that failure to comply or follow any of the listed guidelines will effect my employment with Let us Create Futures and may result in termination of my employment or membership with Let us Create Futures. Further to this I understand that I may be subject to appropriate action listed in this Child Protection Policy.

Signature:

Date:



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