

Policy Name	LUCF Child Protection Policy
Approving Authority	Management Team, hereafter the Board of Directors
Signing Authority	Sopheap Kong Executive Director
Policy Owner	HR/Admin Officer
Date Approved	February 5, 2019
Mandated Review	February 5, 2021
Filing Online Hardcopy	Under Organizational Policies (centralized system) Under Organizational Policies
Circulation Online Hardcopy	Internal only Internal and with all volunteers and consultants

LUCF CHILD PROTECTION POLICY

Policy History and Version Control

Version	Action	Approval	Date
Revision of Child Protection Policy 2017	Approved by Management Team	Management Team, hereafter the Board of Directors	February 5, 2019

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LET US CREATE FUTURES CHILD PROTECTION POLICY

1. 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 principle 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.

2. SCOPE

- 2.1. 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.
- 2.2. 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.
- 2.3. 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 by every member of the board, employees, volunteers and independent consultants associated with the organization.

3. ROLES AND RESPONSIBILITIES

- 3.1. All personnel associated with LUCF including Board of Directors, employees, volunteers, and consultants are will
 - Commit to the principles stated in this policy
 - Agree to and sign the Child Protection Code of Conduct
 - Participate in the Child Protection Orientation
 - Adhere to the mandatory procedures for reporting child protection concerns
 - Raise awareness in the communities on child protection

3.2. Child Protection Focal Person

LUCF has a designated focal person for child protection who will ensure that the policy is being implemented. As a child-focused and specialized organization, this role will be taken by the Program Specialist.

4. CHILD PROTECTION AWARENESS

4.1. Orientation on Child Protection

All staff and volunteers will have to undergo an Orientation Child Protection within the first week of engagement. The orientation includes a discussion on the Rights of the Child, the LUCF Child Protection Policy, the Code of Conduct for Child Protection, reporting child protection issues.

4.2. Children must understand protection

Children in the LUCF programs will be given child-appropriate awareness on how to protect themselves

4.3. Holistic Approach

Child protection will be integrated in all the programs, projects, and activities of LUCF.

5. PREVENTION OF CHILD ABUSE

5.1. Screening of Personnel

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.

All candidates must submit at least two personal and professional recommendations and provide police clearance applicable to the potential candidate's home country standards.

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.

5.2. Tools for Prevention of Child Abuse

LUCF will endeavor to establish a system and develop tools for identifying children who may be suffering from physical emotional harm based on any physical, emotional or behavioral signs.

6. CHILD PROTECTION CODE OF CONDUCT

The Code of Conduct are standards of behavior expected from all personnel associated with Let us Create Futures.

- The children’s well-being will always be of utmost important to LUCF and all Board, staff, volunteers and consultants must always conduct themselves in such a way that they are protected and nurtured.
- 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.
- 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.
- 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.
- 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.
- All Let us Create Futures personnel must not neglect children in their care. This is considered abuse.
- It is unacceptable for Let us Create Futures personnel to give gifts or money to children.
- 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.
- Let us Create Futures personnel are to avoid being alone with minors. A minimum of two staff members should be present when conducting activities or providing services to minors.
- Children must be given knowledge about his/her rights and encouraged to act in ways that empower those rights to be exercised.
- Children’s rights, wishes and feelings will be respected by Let us Create Futures personnel.
- 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.

6.1. Volunteers

- Volunteers are expected to maintain appropriate boundaries with the children at the center and within the community. All volunteers must abide by the LUCF Child Protection Policy and regulations at all times.
- Volunteers must not encourage any form of intimacy with the children. This includes cuddling/hugging, kissing, letting a child sit in their lap and holding a child in their arms.
- Volunteers are not permitted to take photos at the center without prior permission from the CP Focal Person and the subject (child).

- Volunteers are not permitted to publish any photos, blogs, or any other form of record of the children and organization in a public forum without prior approval from the CP Focal Person.
- Volunteers are not permitted to work if hung over or under the influence of drugs or alcohol.
- Volunteers are not permitted to smoke or consume alcohol during shift or when in uniform
- It is against LUCF policies for volunteers to give money or gifts to LUCF staff or beneficiaries.

6.2. Visitors

- Staff must ensure visitors must sign in and out of the logbook when entering and exiting center facilities.
- Visitors must sign and abide by the guidelines of Let us Create Futures
- Visitors must not be left alone at any stage of the visit. They must be closely monitored.
- Any visitors that require permission to take photographs or videos including media representatives must have clearance from the CP Focal Person. They must also have signed and abide by Let us Create Futures Communications and Media Policy.
- Visitors must not have direct unsupervised access to children.
- It is advised that visitors have no physical contact with children.

6.3. Disciplinary Action

Failure to abide by the Code of Conduct or any behavior deemed to negatively impact the organization would be subject to disciplinary action and potential termination of engagement with LUCF upon the discretion of the Management Team and ultimately the Executive Director.







7. REPORTING AND RESPONDING TO CHILD ABUSE

7.1. Reporting

- Child abuse within the organization in any form being physical, sexual, neglectful or emotional will not be tolerated under any circumstance and is an offence according to Cambodian Laws.
- All Let us Create Futures personnel are expected to understand the rights of children, types of abuse and report any suspicious behavior to the CP Focal Person.
- Any person with knowledge of a potential child protection issue of any kind, involving Let Us Create Futures personnel must report to the CP Focal Person. Failure to do so may result in disciplinary action
- The Child Protection Focal Person is responsible for ensuring that the child's confidentiality and rights preserved when informing the relevant parties to investigate the matter
- Staff members are expected to ensure children feel safe and supported and are encouraged to talk.
- If children make any allegations of abuse this must be taken seriously and reported to the Focal Person.

- Any suspicious behavior identified must be reported to the CP Focal Person.
- 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
- 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.
- Should a case of suspected abuse involve a child with disabilities or special need, the CP Focal Person will ensure that the children and their family have access to specialist staff to support communication, health consultants and counsellors
- Any claim of child abuse made to LUCF will be investigated.

Reporting Child Abuse

 <p>WHO can report?</p>	<ul style="list-style-type: none"> ▪ Children ▪ Parents or other adults ▪ Staff ▪ Volunteers ▪ Associated LUCF Personnel
 <p>WHAT to report?</p>	<ul style="list-style-type: none"> ▪ A child's concern ▪ Allegations ▪ Disclosures ▪ Observations ▪ Suspected breaches of Child Protection Policy and Child Rights
 <p>WHEN to report?</p>	<ul style="list-style-type: none"> ▪ All child protection-related concerns ▪ All concerns, abuse, and or suspected abuse must be reported within 24 hours, or as soon as practically possible
 <p>WHO to report to?</p>	<ul style="list-style-type: none"> ▪ Any person in the LUCF Management Team ▪ Directly to the Child Protection Focal Person
 <p>HOW to report</p>	<ul style="list-style-type: none"> ▪ By phone to 016531591 ▪ By email at info@letuscreatefutures.org ▪ Directly by talking to the LUCF Child Protection Focal Person ▪ To any staff of LUCF. You will be turned over to the Child Protection Focal Person.
 <p>HOW will the report be handled?</p>	<ul style="list-style-type: none"> ▪ The LUCF Child Protection Focal Person will implement immediate preventive measures to ensure child safety and protection. ▪ The situation and information will be immediately assessed. An investigation and a confidential report will be made in compliance with this Policy and the laws of the Kingdom of Cambodia.

7.2. Responding to Reports

- The Focal Person will take action within 24 hours of the complaint being made.
- The Focal Person 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.
- The Focal Person will ensure that the families of the child are notified and informed throughout the process.
- The Focal Person 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 Focal Person will ensure that all case investigations respect the privacy and rights of the child
- Abuse claims that are proved to be fictitious will be handled sensitively. The Focal Person will coordinate resolution of fictitious claims.
- If the investigation shows that the child has been physically, 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.
- If the investigation shows that the child has been physically, 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.
- 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 Executive Director.
- 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.
- If the child abuse case is made against a Let us Create Futures personnel, upon the outcome of investigation if found guilty, termination of staff status with Let us Create Futures will be effective immediately.
- If the investigation shows that the child has been physically, 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 relevant embassy
- Should there be a need to inform the media or other stakeholders, the Executive Director will provide information and be the official spokesperson of the organization.

8. POLICY REVIEW

The LUCF Volunteer Policy is reviewed every two years by the Management Team. The proposed revision will be recommended to the Board of Directors for approval. The policy review also involves review of its implementation in the course of two years. However, the Executive Director may recommend the review of the policy before the mandated review as needed.

9. APPROVAL

This policy has been discussed and agreed upon by the Management Team. The Executive Director, as the signing authority, affixes signature and date of signing on each page of this policy.

10. ANNEX

LUCF Child Protection Form



LUCF Child
Protection Form.docx

Signed:

SOPHEAP KONG
Executive Director
February 5, 2019