

ACODO Child Protection Policy

Child abuse happens in all societies throughout the world. Child abusers can be anyone, including those who work, visit or care for children.

For the purposes of the ACODO Child Protection Policy the term “ACODO Associates” is taken to mean all ACODO staff, ACODO contractors, partner organization members, ACODO volunteers, sponsors and visitors.

To protect all our children from any form of abuse ACODO has the following Child Protection Policy. This policy applies to all ACODO Associates. The policy must be adhered to at all times.

I. Visitors to ACODO Premises

1. All visitors entering our premises must sign in at the ACODO security desk, where they will receive a visitor’s pass.
2. All visitors should display their visitor’s pass prominently whilst they are on our premises.
3. No visitor will be allowed onto our premises without informing a senior ACODO staff member, unless prior authority has already been granted.
4. All visitors must be closely monitored at all times by ACODO staff.
5. No visitor will be left alone whilst they are on ACODO’s premises.
6. Under no circumstances will any visitor be left alone with our children.
7. Visitors are not permitted to give any gifts directly to our children. All gifts and donations should be given to a senior member of ACODO staff.
8. All visitors must be signed out and return their visitor’s pass upon departure.

II. Code of conduct for all ACODO Associates

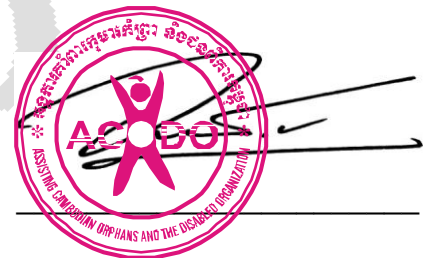
1. ACODO has a separate Photographic Policy. All ACODO Associates must adhere to this policy at all times.
2. No child is to be taken on a bicycle, motorbike, tuk-tuk or car without making prior arrangements from the ACODO Executive President or ACODO Child Protection Officer (CPO). Every ACODO child who leaves our premises must be accompanied at all times by a member of our staff.
3. No child is to be taken to any ACODO Associates’ home, guesthouse, hotel or other accommodation.
4. No ACODO Associate is permitted to socialise with the children outside the ACODO premises apart from a friendly hello.
5. No ACODO Associate is permitted to take any child to a café or restaurant or to buy them food, unless permission has expressly been given by senior ACODO staff. Every child must be accompanied by a member of staff.

6. No ACODO Associate, except those designated, should enter the sleeping space, bathroom or washing area of the children at any time without permission from a senior member of ACODO staff.
7. No email access is permitted with a child without the permission of the ACODO Executive President or ACODO CPO and under the supervision of an authorised ACODO staff member.
8. No presents of any kind are to be bought for the children without prior arrangement with the Executive President, senior member of ACODO staff or CPO.
9. ACODO Associates should not act in ways intended to shame, humiliate, belittle or degrade children or perpetrate any form of emotional or physical abuse.
10. ACODO Associates must display appropriate language, actions and relationships with children at all times.
11. Permission must be sought from the Coordinator of each ACODO Project for any contact with the children outside of that ACODO Project Centre.
12. ACODO Associates should not hire any ACODO children to do domestic work or to perform other work without prior permission from the ACODO Executive President.
13. ACODO Associates must not fondle, hold, kiss, hug or touch minors in an inappropriate or culturally insensitive way. Under no circumstance should any physical contact be or have the appearance of being sexual or violent in any manner.
14. ACODO Associates must not exert inappropriate physical force when dealing with the children. This includes, but is not limited to, pushing, shoving, hitting, slapping or any other action that could cause fear, intimidation or distress.
15. Where possible and practical ACODO staff and volunteers should implement the 'two-adult' rule, whereby two or more adults supervise all activities with children. If for any reason an individual conversation or counselling session is warranted with a child, a senior member of ACODO staff must be within visual contact.
16. An ACODO staff member must accompany any visitor or non-staff member to any ACODO Project facility.
17. No ACODO Associate is permitted to give the children any medicine without prior permission from a senior member of ACODO staff or CPO.
18. No ACODO Associate is permitted to smoke on ACODO's premises or off-site when in the presence of ACODO children.
19. All ACODO staff and volunteers must dress conservatively at all times whilst working on ACODO's premises or working off-site for ACODO. They must wear modest clothing nothing skimpy, particularly women. Please consider what type of impression you make by what you are wearing. Be sensitive to the Cambodian culture.
20. All ACODO staff and volunteers must wear their ACODO t-shirt and their identification badge whilst working on ACODO's premises or working off-site for ACODO.
21. Inappropriate conduct towards our children, including failure to follow the behaviour standards stated above is grounds for discipline, up to and including dismissal from employment or placement and/or police notification and legal action.

III. Communication with ACODO Children

1. All communications regarding the ACODO children will ensure that the protection, privacy, dignity and best interests of the child are paramount.
2. The informed consent of senior ACODO staff should always be obtained before a recording, photograph or image is taken and its intended use(s) explained. Where possible, the child should be shown the finished product.
3. Children should be adequately clothed in all photographs, movies or images taken of them and not in poses that could be interpreted as sexually suggestive.
4. The real names of vulnerable children should be changed and it should be indicated that they have been changed.

Siem Reap, Dated on the 01st of January 2011



Hengchhea Chheav
Founder & President