**Code of Conduct for Child Protection Staff**

This aim of the Code of Conduct is to prevent/respond to violence, exploitation, abuse, neglect and any other form of harm against children. By setting standards for appropriate behaviour, the Code of Conduct also protects people who come into contact with children from unfounded accusations of improper conduct.

The Code of Conduct clarifies unacceptable forms of behavior. As a result of a failure to comply with the Code of Conduct, disciplinary measures can be taken, or criminal proceedings can be instigated.

This Code of Conduct applies to anyone who may come into direct contact with, or be responsible for, bringing children into contact with adults. This includes Community Learning Center Management Committee (CLCMC) members, Community Learning Center Support Committee (CLCSC) members, Teachers, Volunteers and anyone engaged in the community learning center (CLC)’s activities.

**These regulations will be posted in a location clear and accessible to all in the Community Learning Center, in Khmer as well as English.**

**Personnel must NOT:**

1. Discriminate against children, prevent them from accessing services, or exclude them on the basis of gender, cultural background, language, sexual orientation, ethnicity or religion
2. Knowingly make a child feel scared or afraid
3. Insult a child or shout in front of children
4. Embarrass children
5. Beat, slap or hit any child, or educate using violence
6. Ask for or accept personal favours in exchange for services or materials supplied by the project. Favours can include sexual contact, labour or goods
7. Ask for or accept personal favours in exchange for allowing someone to participate in the activities of the CLC.
8. Have sexual contact with anyone under the age of 18 years regardless of who initiates the contact or the physical appearance of the child
9. Sexually or physically harass other volunteers
10. Withhold information about any current or ongoing criminal convictions, charges or civil proceedings in relation to child abuse within the CLC or the wider community, which can affect the CLC
11. Make sexual advances towards anyone under the age of 18
12. Share personal information about children with anyone but their direct line manager, or through other channels which have been approved or specified

**Personnel MUST**:

1. Ensure that confidential information about children is not released unless it is a legal requirement
2. Promote inclusion
3. Maintain a culture of openness wherein children are free to share complaints and staff can use a whistle blowing mechanism to report abuse where necessary
4. Ensure that children have access to information and support
5. Take into consideration the personal, physical and mental condition of the child

The Community Learning Center Management Committee, Support Committee and Teachers will take the lead in ensuring that these agreed rules are respected. It is the responsibility of everyone participating in the Community Learning Center to abide by these regulations and promote a safe atmosphere for all.

No photos are allowed to be taken of the children unless the parents/guardians have signed a consent form; this includes donors, journalists, government officials, politicians.

In case of violation of any of the reported rules the personnel will report to the Community Learning Center Management Committee. Personnel can be dismissed and legal action can be taken if necessary.

To be signed and stored on file by CLCMC, CLCSC, teachers of CLC and any actors who will be on-site or in the vicinity of minors within the CLC grounds and within CLC programs

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understands and will follow all of the rules stated above.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_