



Salariin Kampuchea Regulation for Child Protection

1. Statement of Commitment to Child Protection

In the belief that all children and teenagers have the right to be supported and protected in their development, respected as independent actors, and included in decision-making, and in the knowledge that children may be victims of abuse at any time and in any context, Salariin Kampuchea does everything in its power to ensure that children's rights are enforced and that children are protected from abuse.

We aim to create a Child Safe environment where we promise to respect the absolute dignity and the rights of every human being. We are committed to taking all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

2. Foundations and scope of the regulations

Salariin Kampuchea has taken specific measures to protect children in many organisational areas – awareness, rigorous recruiting and selection processes for staff and volunteers who directly work with children, staff training, public relations work, working in partnership with other organisations etc. The present regulations are intended for incorporation into this catalogue of measures; they provide guidelines for organisational procedures as well as for individual conduct.

These regulations provide rules that are binding for all Salariin Kampuchea staff, for people carrying out mandates for Salariin Kampuchea, for visitors such as donors, corporate sponsors, journalists and supporters to Salariin Kampuchea projects, for volunteers working for Salariin Kampuchea either in Cambodia or abroad and for children and individuals involved with Salariin Kampuchea. Compulsory sanctions will be applied in the event that these rules are violated. The regulations are also intended for organisations / institutions working in partnership with Salariin Kampuchea. These organisations are expected to live up to the meaning and the spirit of this document in their work, as well as strive to see that the rights of children are enforced and that abuse of children is prevented.

These Regulations take their orientation from the mission statement of Salariin Kampuchea, which pledges to respect the inalienable dignity and the rights of every human being. They are also based on *A Handbook on Child Safety in Organisations in Cambodia* published by Child Wise.

The UN Convention on Child Protection is the underlying foundation on which these regulations are based.



3. Definition

As defined in these regulations, “abuse” occurs when children, i.e. people under the age of 18, are subjected to physical or other types of injury. The term “abuse” includes physical mistreatment as well as emotional mistreatment, cases of neglect, and sexual assault.

4. Individual rules of conduct

Salariin Kampuchea staff, volunteers and others acting on behalf of Salariin Kampuchea either in Cambodia or abroad (hereafter referred to as “staff”) must be aware of the risk of child abuse in the course of their work and recognise situations that represent particular risk. These rules of conduct outline appropriate standards of behaviour towards children and teenagers for all individuals involved with Salariin Kampuchea. It also serves to protect staff and volunteers to avoid allegations being made.

Staff must do everything in the course of their work to protect children from abuse. Projects and tasks should be planned and executed so that the chance of abuse is eliminated or at least minimised. Specifically, this refers to:

Sexual or physical contact

Staff must have no sexual contact of any kind with children or teenagers, regardless of local ordinances on legal age. This includes other inappropriate physical conduct – such as washing, undressing, or taking children to the toilet when they are able to go on their own. Sexual allusions in word, gesture or any other form are prohibited.

Physical punishment

Staff may not administer any type of physical punishment. This includes, but is not limited to, pushing, shoving, slapping or any other action that could cause fear, intimidation or distress.

Exploitation, extortion

Staff are prohibited from exploiting or extorting either children or adults. It is expressly prohibited for personnel to demand sexual or other illegitimate forms of service in return for goods, assistance, or services.

Emotional mistreatment and discrimination

Staff are prohibited from subjecting either children or adults to belittling, humiliating, embarrassing or demeaning treatment or other forms of emotional mistreatment. Staff may not discriminate against either children or adults, i.e. treat them differently on the basis of unrelated criteria.

Person-to person contact

Whenever possible, staff should not come into contact with children or teenagers during their work without at least one other adult present. If this is not possible,



staff must make prior agreements in advance with the manager or coordinator about contact with a child. Whenever possible, contact should take place in a location that can be easily monitored by other staff. Staff are never alone with a child in a room with the door closed.

Staff are prohibited in principle from having contact with children or teenagers outside of Salariin Kampuchea's programmes. Staff are prohibited from harbouring children or teenagers, taking them on a vehicle, taking them to a café, restaurant, buying food or give presents of any kind without prior agreement from the manager/coordinators. Staff are prohibited from inviting children or teenagers to their homes / guesthouses, or spending the night in the same room with them unless they have the right of custody over the child.

Employment

Salariin Kampuchea does not employ children. Nor are staff allowed to employ or occupy children privately.

Offensive material and mind-altering substances

The consumption, possession, production and distribution of child pornography is prohibited.

Staff are prohibited from bringing children or teenagers purposely or negligently into contact with offensive materials.

Staff are prohibited from bringing children or teenagers purposely or negligently into contact with alcohol or other mind-altering substances.

Film and photography

Staff must ensure that the dignity of the child / teenager is guaranteed when children / teenagers are being filmed or photographed. In particular, they must ensure that graphic material cannot be misused for purposes of satisfying sexual or other illegitimate needs.

Information flow

Staff are prohibited from making it difficult in any manner for children or teenagers to contact persons in whom they wish to confide.

Staff has an obligation to report any reasonable suspicion of abuse to their superior.

5. Institutional rules

Employment of staff and volunteers

In filling positions that require either direct or regular contact with children or teenagers, the qualifications of the applicant for the position must be thoroughly investigated. In each case, information must be obtained from two reference persons, and the applicant's records must be examined in a suitable fashion.



Introductory procedures

Managers and others in positions of responsibility must ensure that staff, people carrying out mandates for Salariin Kampuchea, and volunteers working for Salariin Kampuchea either in Cambodia or abroad are informed about these regulations from the time they begin their work, and that they have access to a copy of the regulations (see *contract of employment, volunteer's agreement*). These regulations are an integral part of every employment contract with Salariin Kampuchea. Signing an employment contract or a volunteer's agreement with Salariin Kampuchea constitutes acknowledgement that the undersigned person is aware of these regulations and recognises that they are applicable.

Management

Individuals in management positions must ensure that the risk of child abuse has been eliminated or at least minimised in their projects and in the work they do. Appropriate importance must be given to this concern in management of staff / volunteers. In addition, appropriate means must be employed to inform children or teenagers involved in projects carried out by Salariin Kampuchea about their rights and about acceptable and unacceptable forms of conduct by adults.

Personal information about children and rights of access

Personal information must be confidential and made available only to staff who require access to it in order to carry out their responsibilities. Salariin Kampuchea will ensure that distribution of information about a child takes place only with the agreement of a child capable of sound judgment or the agreement of the child's guardian. Direct contact between external visitors to projects run by Salariin Kampuchea and children / teenagers involved in the projects can take place only in the presence of Salariin Kampuchea staff.

Reporting incidents and suspicious cases

Managers need to create a working climate that makes it possible for children / teenagers in particular to report possible cases of abuse. Salariin Kampuchea will guarantee that under no circumstances will individuals who report cases of abuse or suspicious cases in good faith be put in a harmful position. Individuals who knowingly spread false suspicions will be sanctioned. When there are reasonable proofs to suspect that Salariin Kampuchea staff, people carrying out mandates for Salariin Kampuchea or volunteers working for Salariin Kampuchea either in Cambodia or abroad are guilty of abuse, this suspicion must be reported immediately. Salariin Kampuchea staff should report such suspicious cases to their immediate superiors (manager or coordinator). When this is not possible, their immediate superior should be informed about the case. When reasonable suspicion is reported to persons in positions of responsibility, these persons must immediately inform the director. The director must then inform the management of the division involved, as well as the person responsible for child protection at Salariin Kampuchea. The manager in agreement with the director will immediately launch an investigation and see to it



that local experts and organisations specialising in child protection are called upon to undertake further investigation of the incident. Confidentiality must be maintained in all such cases.

Dealing with complaints and suspicious cases

When there are reasonable proofs for suspecting that Salariin Kampuchea staff are guilty of abuse, measures must be taken to ensure that the person suspected has no further contact with children and teenagers in their work until the investigation has been completed. If no suitable alternative employment can be found, the person suspected will be suspended from employment for the duration of the investigation. Salariin Kampuchea will take care to see that the reputation of a suspected person is not unnecessarily damaged in the course of dealing with a case where abuse is suspected. Persons who maliciously damage the reputation of suspected persons will be sanctioned.

Support for victims

Should a child or teenager become the victim of abuse in the context of a project run by Salariin Kampuchea, Salariin Kampuchea will provide appropriate support for the victim.

Sanctions

Child abuse is a grave offense that will be sanctioned by Salariin Kampuchea in every instance, and that will normally lead to immediate notice of termination of employment and possibly to the initiation of further legal steps. Actual or alleged misestimates of a child's age will not shield a guilty party from sanctions.

6. Rules for dealing with partner institutions and organisations

Cooperation

Salariin Kampuchea will only cooperate with other organisations if they implement child protection measures based on the UN Convention on the Rights of the Child and which are appropriate to their respective projects and circumstances. Salariin Kampuchea supports its partner organisations in formulating and implementing appropriate measures. In the event that partner organisations refuse to implement appropriate and reasonable measures, Salariin Kampuchea will suspend or terminate its cooperation with them.

Monitoring

Salariin Kampuchea will regularly monitor whether partner organisations are implementing their child protection measures and are observing the regulations for child protection that they have established.

Procedures when child protection measures are not observed

If Salariin Kampuchea determines that staff in partner organisations is displaying behaviour that contradicts the meaning and the spirit of these regulations, the



individual responsible for the programme at Salariin Kampuchea will contact his/her superior. The superior will contact the local person responsible and launch an investigation if necessary, carried out by an independent organisation specialising in child protection.

In cases of repeated abuse or lack of response following a warning, cooperation may be terminated.

7. Final provisions

In order to ensure this regulation is still relevant and meets all Child Protection requirements, it will be reviewed by the management and board of directors annually. Staff, volunteers, parents and children / teenagers will be consulted.

These regulations were approved by the presidential board on March 31, 2009 and entered into force on April 1, 2009.

Bern, Switzerland and Siem Reap, Cambodia

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Board of Directors