

# Cambodian Children's Fund Child Protection Policy



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**This policy outlines Cambodian Children's Fund's commitment to ensuring the best possible protection of children's safety, dignity and well-being.**

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## INTRODUCTION

We take our duty of care responsibilities seriously and are committed to ensuring that CCF maintains a safe, nurturing and joyful environment for the students in its care. We recognize that any person working closely with children has a particular position with regard to their power and influence over a child, and we work diligently to prevent any abuse of this position.

Cambodian Children's Fund (CCF) as an organization, and all adults involved in CCF, accept the duty to safeguard the welfare of children in its care. This policy outlines our commitment to providing the children who live or study at our facilities or participate in our activities with the safest possible environment. This requires action to prevent intentional and unintentional abuse and harm of all kinds.

This mandatory policy applies to all "representatives" (staff, volunteers, sponsors, visitors, trustees, contract workers, implementing partners). For the purpose of this policy, "children" shall mean anyone under the age of 18 years and under the care of CCF.

## AWARENESS

All representatives will be individually and collectively responsible for child protection and will be made aware of this policy and any related guidelines, codes or protocols. Dedicated staff will be responsible for monitoring Child Protection issues and will facilitate policy implementation, staff training and awareness, and incident reporting.

Child-friendly information will be provided to ensure children understand about their safety and protection, and feel comfortable about speaking to someone if they have any concerns. Children will be made aware of an independent adult to whom they can refer any concerns. Children will be encouraged to say at any time what they find acceptable and unacceptable in the way they are approached by adults or other young people.

## RECRUITMENT & REPRESENTATIVES

Procedures for staff recruitment will take into account and promote the Child Protection Policy including, where necessary, requesting background information and references. CCF will reject on any reasonable grounds any persons who might reduce child safety.

All successful candidates and existing representatives will be made fully aware of this policy and will sign CCF's Code of Conduct prior to commencing work.

## **COMMUNICATION & INFORMATION**

We will ensure that information or images about children are never used in a way that places children at risk, or compromises their safety or dignity.

We will respect the confidentiality of information regarding children's health, family backgrounds and personal histories. This private information will only be accessed by authorized staff on a 'need to know' basis.

All representatives will behave with children in a manner that fully respects their dignity and rights, and minimizes any possible situation of risk, as consistent with CCF's Code of Conduct. Guidelines, rules and Implementation procedures relating to Child Protection will be made clearly available to all representatives. Only authorized personnel with approval from the Senior Management Team can make changes to the policy or decisions regarding child protection.

## **REPORTING & RESPONSE**

In the event of any incidents, comments, suspicions or concerns, the case will be immediately reported to senior management and any cases of abuse will be investigated thoroughly. When responding to concerns or allegations of harm or abuse, the ultimate guiding principle will be the best interests and well-being of the child or children involved.

A child reporting concerns or claiming to be the subject of abuse will be protected, taken seriously and treated with respect. He or she will be reassured that they are not to blame – he or she will never be treated with disbelief or in a manner that might cause shame or embarrassment. CCF will immediately remove a child from an abusive environment and seek medical treatment for any injuries. In the event of an incident or concern, CCF will ensure access to the organization's trained staff psychologist.

Failure of a CCF representative to report suspected child abuse may result in criminal liability and/or termination of employment.