



Growing Cambodia Inc

December 2023

# Child Protection Code of Conduct

## Overview

Growing Cambodia Organization (GCO) is a Cambodian Non-Government Organization (NGO) that holds a licence to teach English at local schools supported by Growing Cambodia Inc (GCI).<sup>1</sup>

This code of conduct outlines the obligations of volunteers and visitors to protect the children at schools supported by GCI.

Volunteers and visitors must sign a declaration committing to abide by the obligations in this Code.

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<sup>1</sup> GCO and GCI are collectively referred to as 'Growing Cambodia'

# Respect and Responsibility

## 1. Volunteers and visitors must:

### Fair safe and appropriate treatment

- a) Treat children with respect and courtesy regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- b) Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- c) Not show, or provide children with access to, inappropriate images or material
- d) Not use physical punishment or any threat of violence on children.
- e) Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury.

### Lawful and accompanied contact

- f) Not engage children under the age of 18 in any form of sexual activity, including paying for sexual services and acts, or in any other form of unlawful or harmful activity.
- g) Not engage with children while under the influence of alcohol or prohibited drugs
- h) Comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- i) Wherever possible, ensure that another adult is present when in the proximity of children.
- j) Not invite unaccompanied children into their home or accommodation, unless the child is at risk of injury or physical danger.
- k) Not sleep close to unsupervised children unless absolutely necessary, in which case they must obtain a supervisor's permission and ensure that another adult is present if possible.
- l) Not arrange personal contact, including online contact, with children unrelated to Growing Cambodia activities

### Appropriate use of multi-media

- m) Use any computers, mobile phones, video cameras, cameras or social media appropriately and never to harass children or access child exploitation material through any medium. At GCI supported schools, these devices can only be used after permission is obtained from the GCO manager.

### Reporting and disclosure

- n) Immediately report concerns or allegations of child harm, exploitation or abuse and policy non-compliance in accordance with Growing Cambodia's procedures
- o) Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during their association with Growing Cambodia that relate to child exploitation and abuse

## Photography and films

- 2. If photographing or filming a child or using children's images for purposes related to Growing Cambodia or personal use, volunteers and visitors must:

### Cultural compliance dignity and honesty

- a) Assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- b) Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- c) Ensure images are honest representations of the context and facts

### Informed consent

- d) Obtain informed consent from the child (if age 16 or more) or parent or guardian of the child (if under age 16) before photographing or filming a child. As part of this, explain how the photograph or film will be used. If it is not feasible to obtain the parent or guardian's informed consent, the GCO manager's informed consent must be obtained at a minimum.

### Confidentiality and privacy

- e) Ensure file labels, meta data and text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
  - f) Not disclose personal or sensitive information about a child without the consent of the child (if age 16 or more) or the child's parent or guardian (if under age 16).
  - g) Not give students their own personal contact details
3. Photographs and images of the children and of GCI supported schools must not be used for business purposes of a volunteer or visitor.

## Declaration

- I have read and understood this Child Protection Code of Conduct.
- I agree to comply with the obligations and requirements under the Code during my association with Growing Cambodia.
- I understand that the onus is on me, as a person associated with Growing Cambodia, to use common sense and avoid actions or behaviours that could be construed as child exploitation or abuse.

..... (Print Full Name)

..... (Signature)

..... (Date)