

Child Protection Policy

Introduction and Mission

The mission of Community Support Association is to provide sustainable financial, medical, emotional and educational assistance directly to the impoverished and abandoned children of Cambodia. Community Support Association is committed to create and maintain a safe environment for children and young people and to prevent any form of physical, sexual or emotional abuse.

Community Support Association believes it is our responsibility to inform and educate staff, board members, volunteers, and visitors, our policies and commitment to the protection of each child. The Child Protection Policy contained herein shall be provided to and acknowledged by all staff, board members, volunteers and visitors of Community Support Association and all Beneficiary Programs to ensure the safety, security and well-being of the children under the care of the association.

The Child Protection Policy must be understood and followed by all staff, board members, volunteers and visitors. If a complaint is brought against any member of staff, board member, volunteer or visitor of Community Support Association regarding the abuse of any child or children, the allegation will be taken seriously and thoroughly investigated in cooperation with the appropriate authorities including, but not limited to, report made to the person or persons in question national embassy.

The legal definition of a child in Cambodia is Person or persons below the age of eighteen years. However, inappropriate behavior or misconduct with any child, age eighteen or older, that is under the care of Community Support Association will not be tolerated.

Reporting Abuse

Community Support Association believes it is the responsibility of all individuals who come in contact with the children under support to report any suspected forms of child abuse. All employees, board members, volunteers and visitors are advised to make report directly to the Program Manager, Mrs. Than Rathany if any form of abuse is observed or suspected. Any and all allegations of abuse will be investigated immediately and in cooperation with the appropriate authorities.

To make an abuse report, please contact:

Name: Mrs. Than Rathany

P/H: +855 (0) 17714552

Email: communitysupportassociation@live.com

Code of Behavior

- All employees, board members, volunteers and visitors of Community Support Association shall receive and acknowledge by signature a copy of the Child Protection Policy and code of behavior before any visitation with the children or young people will be granted.
- All children are to be respected and proper care given at all times to ensure the children's safety and well-being.
- No employee, board member, volunteer or visitor shall use, abuse or exploit the children in any way. This includes physical, sexual or emotional abuse or negligence.
- All children discipline matters shall be the responsibility of the appointed staff member. No volunteer or visitor shall discipline a child or children in any way. Any concerns of improper behavior by a child or children shall be reported to appointed staff member.
- No employee, board member, volunteer or visitor shall act flirtatiously with any child or children or touch any child or children inappropriately. Inappropriate touching shall include, but is not limited to, touching children in areas that are normally covered by shorts and shirt and picking up, lap-holding, hugging, kissing or tickling inappropriately.
- No employee, board member, volunteer or visitor shall hit or otherwise physically assault or physically abuse a child or children.
- No employee, board member, volunteer or visitor shall develop physical/sexual relationships with a child or children.
- No employee, board member, volunteer or visitor shall develop relationships with a child or children that could in any way be deemed exploitative or abusive.
- No employee, board member, volunteer or visitor shall act in ways that may be abusive or may place a child or children at risk of abuse.
- No employee, board member, volunteer or visitor shall use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- No employee, board member, volunteer or visitor shall behave physically in a manner that is inappropriate or sexually provocative.
- No employee, board member, volunteer or visitor shall do things for a child or children of an intimate nature that they can do for themselves.
- No employee, board member, volunteer or visitor shall act in ways intended to shame, humiliate, belittle or degrade a child or children, or otherwise perpetrate any form of emotional abuse.

- No employee, board member, volunteer or visitor shall discriminate against, show differential treatment or favor to a particular child or children to the exclusion of others.
- No child or children shall be taken to an area out of direct staff supervision.
- Volunteers or visitors are not permitted to remain alone with any child or children and at no time shall a staff member leave a child or children unaccompanied when a volunteer or visitor is present.
- When practical and possible, two or more adults shall supervise all activities involving a child or children.
- No adult is permitted to stay overnight in the same house of a child or children.
- At no time shall a child or children be permitted to stay overnight with an adult at their home, hotel of volunteers or visitors.
- The adult is always considered responsible for maintaining an appropriate relationship, even if a child behaves inappropriately. Adults should not place themselves in compromising or vulnerable positions.
- It is not permissible for volunteers or visitors to take photographs or video footage of children, youth or project locations without prior authorization from the Association Manager; in which case strict regulations will be implemented on the nature of how photographs are taken and used.
- Community Support Association visitors shall not disclose any information (names of children, names of staff, events, locations, stories of specific children, etc.) relating to children, youth or member organizations that are considered confidential and/or internal to any outside party. This includes verbal disclosure, distributing internal documents, sharing project locations and posting information on the internet.
- Inappropriate behavior towards a child or children, including failure to follow Community Support Association's Child Protection Policy is grounds for discipline, up to and including dismissal from employment, volunteer/internship, or board/advisory council membership.

Declaration of Commitment

All staff, board members, volunteers and visitors of Community Support Association and Beneficiary Programs, must sign this declaration prior to having contact with any child under the care of Community Support Association.

I DECLARE THAT:

- _____ I have read and understand Community Support Association's **Child Protection Policy**.
- _____ I will follow the procedures and protocols as provided for and defined by the **Child Protection Policy**.
- _____ I will immediately report any unusual or abusive behavior toward a child to the Manager of Community Support Association.
- _____ I have not been accused or convicted of any offense involving physical or sexual abuse of children or young people.

I understand that if a complaint is brought against me regarding the abuse of children while engaged in Community Support Association activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities, including but not limited to report made to the relevant national embassy.

Name (Please Print): _____

Nationality: _____

Passport No.: _____

Signature: _____

Date: _____