

CODE OF CONDUCT

I, _____ agree that in the course of my work with Save the Children

I will:

1. Treat all children and young people with respect regardless of race, color, sex, language, disability, religion, political or other opinion, national ethnic or social origin, birth or other status;
2. Provide a welcoming, inclusive and safe environment for all children, young people, parents, employees and volunteers;
3. Encourage children, young people, parents, employees and volunteers to speak up about issues that affect them;
4. Not use corporal punishment on children;
5. Immediately report concerns or allegations of child abuse in accordance with Save the Children's reporting process;
6. Comply with local, national and international child protection laws;
7. Ensure that, whenever possible, another adult is present when I am working with children, or in the proximity of children;
8. Advise my superior/manager if I am involved in any situation where my actions could be misinterpreted;
9. Advise my superior/manager if I am involved in any situation which would be likely to bring the organization into disrepute; and
10. Advise my superior/manager if I am investigated for any crime or charged with any criminal offense.

I will NOT:

1. Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with or while in the presence of a child or young person;
2. Engage in behavior to shame, humiliate, belittle or degrade a child or young person or otherwise emotionally abuse a child or young person;
3. Marry or have sexual relations with a person under age 18;
4. Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services;
5. Hold, kiss, cuddle or touch in an inappropriate, unnecessary or culturally insensitive way;
6. Condone or participate in, behavior with children which is illegal, unsafe or abusive;
7. Discriminate against or in favor of particular children to the exclusion of others;
8. Spend time outside work requirements with any child or young person connected with Save the Children programs;

9. Hire children for domestic or any other labor which is inappropriate for their age or development, interferes with their education or play, or places them at risk of injury;
10. Do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes;
11. Sleep in close proximity to any children unless it is absolutely necessary, in which case I will keep my superior/manager informed and ensure another adult is present where possible;
12. Access or create sexually abusive images of children; and
13. Use computers, mobile phones, video or digital cameras or any other technology for the purpose of exploiting or harassing children.

Before photographing or filming a child for work related purposes, I will:

1. Assess and comply with local traditions or restrictions on reproducing personal images;
2. At a minimum, obtain and document verbal consent from children and/or their parent or guardian and explain how the photograph or film will be used. Written consent should be obtained, where possible;
3. 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 perceived as sexually suggestive;
4. Ensure images are honest representations of the situations and the facts;
5. Ensure the identities of children and young people in photographic and electronic images are not disclosed; and
6. Ensure these files are stored securely and access is limited on a needs basis to relevant staff only.

I confirm that I have read and understood Save the Children's Child Safeguarding Protocol and Code of Conduct.

1. I agree to comply with the Child Safeguarding Protocol.
2. I understand that it is my responsibility as a person engaged by Save the Children to use common sense and avoid actions or behaviors that are abusive or exploitative of children or young people, or could be construed as such.
3. I confirm my willingness to participate in Save the Children's trainings and workshops.

Signature Over Printed Name

Date

Sample List of Unacceptable Behaviour

Staff, partners and other representatives must never:

1. Hit or otherwise physically assault or physically abuse children.
2. Engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Develop relationships with children which could in any way be deemed exploitative or abusive
4. Act in ways that may be abusive in any way or may place a child at risk of abuse.
5. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
6. Behave physically in a manner which is inappropriate or sexually provocative
7. Have a child/children with whom they are working to stay overnight at their home unsupervised unless exceptional circumstances apply and previous permission has been obtained from a their line manager
8. Sleep in the same bed as a child with whom they are working
9. Sleep in the same room as a child with whom they are working unless exceptional circumstances apply and previous permission has been obtained from a their line manager
10. Do things for children of a personal nature that they can do themselves
11. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
12. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
13. Discriminate against, show unfair differential treatment or favour to particular children to the exclusion of others.
14. Spend excessive time alone with children away from others in a manner which could be interpreted as inappropriate
15. Expose a child to inappropriate images, films and websites including pornography and extreme violence
16. Place themselves in a position where they are made vulnerable to allegations of misconduct

This is not an exhaustive or exclusive list. Staff, partners and other representatives should at all times avoid actions or behaviour which may allow behaviour to be misrepresented, constitute poor practice or potentially abusive behaviour.

Signature Over Printed Name

Date

