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StudyBeyondBorders Organisation

CHILD & VULNERABLE PEOPLE PROTECTION POLICY

Change begins with Education

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CHILD & VULNERABLE PEOPLE PROTECTION POLICY

1. INTRODUCTION AND PREAMBLE

StudyBeyondBorders is a not-for-profit organisation that is registered as a local non-government organisation in Cambodia. Our mission is to provide Cambodian children with access to quality teaching and learning at school.

StudyBeyondBorders' staff, volunteers and program participants work in schools with teachers, children and young people, therefore it is imperative that the organisation has a clearly defined child and vulnerable people protection policy and effective procedures that govern all StudyBeyondBorders operations.

2. PURPOSE OF THE POLICY

StudyBeyondBorders is committed to the protection and safeguarding of all children and vulnerable people from all forms of harm and abuse and this policy sets how, in the context of our work, we will endeavour to reduce the risk of such harm and abuse occurring and deal with specific incidents where they are identified. Given our endeavours to improve the lives of the communities with whom we work, the safety and wellbeing of the children and vulnerable people coming into contact with StudyBeyondBorders' personnel and programs are of paramount concern.

StudyBeyondBorders recognises the definition of safeguarding to encompass protecting children from maltreatment, preventing impairment of children's health or development, and ensuring children grow up in safe circumstances and these values are the basis for this policy. Our activities related to child protection, as outlined in this policy, aim to protect both children and vulnerable people where we identify that they are suffering, or are at risk of suffering, significant harm.

StudyBeyondBorders recognises that the risk of abuse to children and vulnerable people exists from the staff and believes a key mitigating factor is the recruitment process for all personnel.. We also support the rights and welfare of StudyBeyondBorders' personnel, encourage their active involvement in ensuring safe and respectful environments whilst engaged in any StudyBeyondBorders activities so minimising risks for themselves and other participants.

3. SCOPE OF THIS POLICY

This policy applies to all StudyBeyondBorders personnel, defined as

- board members and trustees
- current staff and volunteers
- external consultants and contractors (paid or voluntary)
- contracted staff or personnel of contracted organisation and services
- project team participants

Any other person working for or on behalf of StudyBeyondBorders.

This policy also applies to other individuals and third parties who through their association with StudyBeyondBorders may visit our project activities (i.e. donors, Partner Organisations, service providers) although the management process for these groups may differ in certain aspects given their involvement.

4. GUIDING PRINCIPLES

The child and vulnerable people protection policy has five guiding principles:

➤ Zero tolerance of abuse and exploitation:

Abuse and anything else that causes harm to children, young people and vulnerable people is not tolerated by StudyBeyondBorders, nor is possession of or access to child images or films of children being sexually abused or exploited.

➤ Recognition of children's interests:

StudyBeyondBorders is committed to upholding the rights of children and recognises that some children, such

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as children with disabilities and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.

➤ Shared responsibility for child and vulnerable beneficiary protection:

To effectively manage risks to children and vulnerable people, StudyBeyondBorders requires the active support and cooperation of all its personnel. StudyBeyondBorders personnel must comply with this policy and will be held accountable for complying with it.

➤ Use of a risk management approach:

Careful management can reduce the incident of child and vulnerable people abuse associated with development activities. This policy introduces strategies for minimising a range of recognised risks to children and vulnerable people..

➤ Duty of Care:

StudyBeyondBorders recognises its Duty of Care responsibilities and takes all reasonable steps to safeguard the children and vulnerable people in its programs.

StudyBeyondBorders also uses DFAT Australia's 9 Minimum Child Protection Standards, as set out in Appendix B, as a basis for this policy and related procedures.

5. DEFINITIONS

Child and young person: In accordance with the United Nations Convention on the Rights of the Child (1989), StudyBeyondBorders defines a child or young person as any person below the age of 18 years, regardless of local laws or other definitions.

Abuse : includes physical abuse, emotional abuse, neglect, exploitation or sexual abuse. Both boys and girls, women and men can be the victims of abuse, and abuse can be inflicted on a child or other vulnerable person by men, women and other children.

- **Physical abuse** occurs when a person purposefully injures or threatens to injure a child or vulnerable people. This may take the form of slapping, hitting, beating, punching, shaking, kicking, burning, shoving or grabbing.
- **Emotional or psychological abuse** occurs when a child or vulnerable person is repeatedly rejected and/or intimidated through verbal and/or non-verbal means. This may involve insults, taunts, threats, isolation and ridicule including using gestures as well as language.
- **Sexual abuse** occurs when an adult, more powerful child, or adolescent, uses his or her power to involve a child or vulnerable person in or expose them to sexual activity. That coercive power can be physical, verbal or emotional. Sexual activity includes a wide range of behaviour from inappropriate touching or fondling, grooming behaviour, exposing a child to pornography, to having sex with a child.
- **Neglect** is the continual and deliberate failure to provide a child or vulnerable person with the conditions essential for their physical and emotional development and well-being, or failure to address issues around health and illness.
- **Ill-treatment** is disciplining or correcting a child or vulnerable person in an unreasonable and seriously inappropriate or improper manner; making excessive and/or degrading demands; hostile use of force; and/or a pattern of hostile or unreasonable and seriously inappropriate degrading comments or behaviour.

Protection : An activity or initiative designed to protect children/vulnerable people from any form of harm, particularly arising from abuse. Child Protection is an activity that contributes to successful safeguarding.

Duty of care : Duty of care is a common law concept that refers to the responsibility of the organisation to provide children and vulnerable people who are participating in StudyBeyondBorders' programs with an adequate level of protection against harm. It is the duty of the organisation to ensure that there is no negligence on its part and to protect children and vulnerable people from all reasonably foreseeable risks of injury.

Safeguarding : Safeguarding is a broader term than Child Protection. It is the process of protecting children and vulnerable people from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables beneficiaries to have optimum life chances.

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Vulnerable Person : This can be defined as a person who may be vulnerable to abuse because of their age, health, physical or mental abilities, or economic circumstances and dependencies for their basic needs. This is not limited to children, but could also apply to adults who participate in StudyBeyondBorders' programs.

6. PERSONNEL RECRUITMENT, SCREENING AND ORIENTATION

Recruitment and screening of personnel and associates reflect StudyBeyondBorders' commitment to protect children and vulnerable people by ensuring appropriate, relevant checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and vulnerable people and attract the safest people who share StudyBeyondBorders' values and commitment to protect these groups.

StudyBeyondBorders has a robust recruitment and screening process for all personnel (as defined above). StudyBeyondBorders basic commitments in our recruitment screening processes are

- Criminal record checks or Behavioural Check from commune before engagement; statutory declarations of local legal equivalence where criminal record checks are unavailable or unreliable
- Minimum of two referee checks to include a question on whether any incidents relating to the protection of a child or a vulnerable person had come to their attention.
- Behavioural-based interview questions relating to contact with children

This process is more fully documented in our HR manual which is saved in our internal shared drive.

No persons under 18 years of age will be employed in any capacity. Should any person be introduced by StudyBeyondBorders in areas that could be considered to represent the workplace, for example by being a project team member, They will always be accompanied by an adult who will be responsible for her or his behaviour.

7. CAPACITY BUILDING AND ONGOING TRAINING

Education and training to promote awareness and understanding about child protection and the treatment of other vulnerable people in the context of StudyBeyondBorders' responsibilities is provided to all personnel during their induction and orientation to the organisation and its programs, even where that is in the context of a one-off visit by a donor or other visitor as per detail in child protection and safeguarding procedure. Training incorporates familiarisation with this policy, including the recording and reporting procedures, and personnel is required to sign a Child and Vulnerable People Protection agreement declaration. Refresher training sessions for employees will be provided annually or whenever changes are made to this policy or recording and reporting procedures.

8. CHILD & VULNERABLE BENEFICIARY PROTECTION RISK MANAGEMENT

StudyBeyondBorders acknowledges that abuse is a risk faced by all organisations that work with children and vulnerable people. The risk of abuse to vulnerable people is particularly prevalent when organisations operate in rural, remote areas. StudyBeyondBorders identifies possible risks at a program and project level through means of a risk assessment. This risk assessment identifies adverse events or occurrences that could occur (i.e. areas of risk); the probability of that risk occurring; the level of seriousness of the outcome if the particular event does happen; and what preventative and protective measures are in place. Risk management and assessment procedures are included as an area that is part of the overall project management cycle and addressed on an ongoing reflective basis.

9. RESPONDING TO DISCLOSURE BY A CHILD/YOUNG PERSON

StudyBeyondBorders will treat all concerns raised seriously and ensure that all parties will be treated fairly and without bias or judgement. All reports will be handled professionally, confidentially and expediently.

All reports made in good faith will be viewed as being made in the best interests of the child/young person regardless of the outcomes of any investigation. StudyBeyondBorders will ensure that the interests of anyone reporting child abuse in good faith are protected as covered in our Whistle-blowing Policy. The rights and welfare of the child/young person is of prime importance. Every effort will be made to protect the rights and safety of the child throughout any investigation.

When a child/young person discloses that they have been abused, it is important to keep in mind:

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- They may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.
- If a child discloses abuse, whatever the outcome, the child must be taken seriously.
- It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep them safe.
- When a child/young person discloses they are being harmed you can show your care and concern for the child/young person by:
 - Listening carefully
 - Telling the child/young person you believe them
 - Telling the child/young person it is not their fault and they are not responsible for the abuse
 - Telling the child/young person you are pleased they told you
- You will not be helping the child/young person if you:
 - Make promises you cannot keep, such as promising that you will not tell anyone
 - Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation)
 - Indiscriminately discuss the circumstances of the child/young person with others not directly involved.
- If a report is made to you as a staff member/volunteer, follow the StudyBeyondBorders reporting processes, support, and response guidance in the child protection and safeguarding procedure.

10. PHOTOGRAPHY OR FILMING INVOLVING CHILDREN AND/OR VULNERABLE PEOPLE AND USE OF THESE IMAGES

This process is fully documented in StudyBeyondBorders' Images Policy and Communications Policy and is referred to in Appendix A: Code of Conduct for Working with Children and Vulnerable People.

11. REPORTING

It is mandatory for all StudyBeyondBorders personnel (as defined in Section 3) to immediately report any suspected, alleged or evidenced case of child exploitation, abuse or policy non-compliance to the Safeguarding Focal Point or most appropriate alternative individual, as outlined in the child protection and safeguarding procedure.

StudyBeyondBorders, in turn, is obligated to report any suspected, alleged or evidenced incidents to SeeBeyondBorders in Australia, the UK and Ireland. The details of these reporting obligations are included in the child protection and safeguarding procedure.

12. BREACH OF POLICY

StudyBeyondBorders takes any concerns and/or reports of abuse against children or policy non-compliance very seriously and will rigorously investigate and act on these.

StudyBeyondBorders will exercise its right to dismiss or withdraw StudyBeyondBorders Personnel when it considers that the person poses an unacceptable risk to the safety or well-being of children or vulnerable people. This reflects our policy principle of Zero Tolerance of abuse or exploitation. If deemed appropriate, StudyBeyondBorders may suspend personnel or transfer them to other duties as a temporary measure while an investigation is conducted.

StudyBeyondBorders reserves the right to terminate contract negotiations, refuse to engage an individual or require an individual to be replaced if appropriate criminal record checks are not undertaken, or cannot be undertaken for roles that are identified as working with or having contact with children.

13. WORKING WITH PARTNERS

With respect to arrangements with partners as defined in our Working With Partners Policy and also with other definitions of partner that embrace any activity conducted jointly for or on behalf of StudyBeyondBorders, the following principles relating to the application of this policy and in particular the principles relating to the protection and safeguarding of children and vulnerable people, apply:

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- For clarity, wherever StudyBeyondBorders establishes a formal agreement with another individual, contractor, or organisation to work as a partner, including with partners as governed by our Working With Partners Policy, in implementing its programs or undertaking a project involving children and or vulnerable people, it will ensure that the relevant partner has processes and procedures that will provide at least a similar level of protection of children and vulnerable people.
- Where any partner does not have the requisite policy and procedures in place, StudyBeyondBorders may choose either to not work with them or to assist them to build their capacity and introduce the necessary protection mechanisms before undertaking any work.

Declaration of Understanding and Compliance

I, _____ (write name), declare that I have read and understood the contents of the StudyBeyondBorders Child and Vulnerable People Protection Policy and the StudyBeyondBorders Code of Conduct for Working with Children and Vulnerable People and confirm that I understand my responsibilities to comply, as specially stated in code of conduct for working with children and vulnerable people.

Signed _____ Date _____

Role/Association _____

14. ASSOCIATE DOCUMENTS

- Appendix A- Code of conduct for working with children and Vulnerable people
- Appendix B- DFAT Australia's 9 Minimum Child Protection Standards
- Appendix C- Contact Details for child protection agencies in Cambodia
- Child and vulnerable people protection and safeguarding practices assessment
- Child protection and Safeguarding interview questionnaires
- Cause for Concerns form
- Child Incident reporting form
- Incident Reporting form

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15. POLICY MANAGEMENT

This policy has been approved by the General Manager Shared Services and the Managing Director of SBBC as noted below.

Amendments will be recommended to the Managing Director from time to time as deemed appropriate by the General Manager Shared Services, usually annually. Formal reviews are recommended every three years from the anniversary date of approval by the Managing Director. Recommendations for minor changes can be approved by the General Manager Shared Services before the Managing Director review every three years.

This policy and any amendments have also been reviewed by the SBBC Board, as noted below.

Doc Ref	Doc Type	GM-Shared Services	Managing Director	Board Review	Minute Ref
CVPP/09/2024/V1.0	Policy	August 2024	September 2024	Reviewed/02/2025	

APPENDIX A: CODE OF CONDUCT FOR WORKING WITH CHILDREN AND VULNERABLE PEOPLE

StudyBeyondBorders views child and vulnerable people protection as a shared responsibility. To effectively manage risks to children and other vulnerable people, StudyBeyondBorders requires the active support and cooperation of all StudyBeyondBorders Personnel. StudyBeyondBorders also encourages awareness of child protection issues and vulnerability in communities among our partner organisations in Cambodia.

It is a requirement that StudyBeyondBorders personnel must immediately disclose all charges, convictions and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during their association with StudyBeyondBorders.

StudyBeyondBorders endeavours wherever possible to reduce the risk of inappropriate behaviour by StudyBeyondBorders personnel. Accordingly, StudyBeyondBorders will exercise its right to dismiss or withdraw StudyBeyondBorders personnel when it considers that the person poses an unacceptable risk to the safety or well-being of children or vulnerable people. If deemed appropriate, StudyBeyondBorders may suspend personnel or transfer them to other duties as a temporary measure while an investigation is conducted.

Our responsibilities

*StudyBeyondBorders' personnel and partners **will**:*

- Treat every individual with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation, race, colour, language, political or other opinions, national or social origin, property, disability, birth status, and economic circumstances.
- Conduct themselves in a manner consistent with their position as a positive role model to children and communities, and as a representative of StudyBeyondBorders.
- Immediately raise and report any concerns for the safety or wellbeing of a child/**vulnerable person** with the StudyBeyondBorders' Safeguarding Focal Point,—General Manager-Shared Services, Managing Director or CEO International Operations, in accordance with the StudyBeyondBorders' Code of Conduct and reporting procedures.
- Be visible when working with children and other vulnerable beneficiaries.
- Avoid being alone with children or vulnerable beneficiaries and wherever possible, ensure that other adults are present when working in the proximity of children.
- Comply with all relevant and local legislation, including labour laws in relation to child labour.

*StudyBeyondBorders' personnel **will not**:*

- Engage in any behaviour that is intended to shame, humiliate, belittle or degrade people or groups of people
- Use language, make suggestions, offer advice or engage in any behaviour that is inappropriate, discriminatory, offensive, harassing, sexually provocative, demeaning, culturally inappropriate or abusive
- Supply alcohol and drugs to a child or other vulnerable beneficiary as this is inappropriate behaviour
- Show differential treatment or favouritism to a child or other vulnerable beneficiary, including offering gifts to children
- Do things of a personal nature that a child or other vulnerable beneficiary can do for him/herself, such as assistance with toileting or changing clothes.
- Take children/vulnerable people to their own accommodation unless they are at immediate risk of injury or in physical danger.
- Sleep in the same room or bed as a child/vulnerable person unless absolutely necessary, in which case, the project team leader's permission must be obtained, and another adult must be present wherever possible.

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- Physically punish or discipline any child or vulnerable person.
- Engage any child, children, or vulnerable people in any form of sexual activity or acts, including paying for sexual activity or acts.
- Act in ways that may be abusive or place a child/vulnerable people at risk of abuse or harm.
- Behave physically in a manner that is inappropriate or sexually provocative towards a child/vulnerable people.
- Condone, or participate in, behaviour towards children/vulnerable people that is illegal, unsafe or abusive.
- Act in a way that shows unfair differential treatment, or favour towards particular children/vulnerable people to the exclusion of others.
- Record or publish any child's or vulnerable person's name or any address details with photographs.
- Hold, kiss, cuddle or touch a child/vulnerable person in an inappropriate, unnecessary or culturally insensitive way. Touching should only be in response to the need of the individual; be only with the individual's permission (except in an emergency situation); avoid the breasts, buttocks and groin; and be open and non-secretive.
- Use any computers, mobile phones, or video and digital cameras inappropriately, or access images or films of children being sexually abused or exploited through any medium.
- Hire children/vulnerable people 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.

When photographing or filming a child/vulnerable person or using children's images for work-related purposes, StudyBeyondBorders will ensure:

- Local traditions or restrictions for reproducing personal images are adhered to before photographing or filming.
- Informed consent is obtained from the child (verbally) and parent/guardian of the child (in writing) before photographing or filming including an explanation of how the photograph or film will be used. This process will be conducted in Khmer.
- All publications present children in a dignified and respectful manner and not in a vulnerable or submissive manner, and that children are fully clothed with shoulders covered and not in poses that could be seen as sexually suggestive.
- Images honestly represent and convey the context and complexity of the situations in which they are taken.
- File labels, metadata and text descriptions do not reveal identifying information about a child or vulnerable person when sending images electronically or publishing images in any form. This includes full names, names of schools, specific geographical location details and any other information that may enable a third party to identify and locate a specific person as a result of a StudyBeyondBorders publication.
- Appoint selected members of the StudyBeyondBorders team with cross-reference access to the library of photographs and the informed consent forms, to ensure and document that there is informed consent for images before publication.

Responsibilities where inappropriate behaviour is witnessed

- Where StudyBeyondBorders personnel witness another person committing an act that breaches this policy such that it would fall within the definition of abuse as set out in Section 5 'Definitions', it is the responsibility of that person to report what they have witnessed in the first instance to the safeguarding focal person, or if not appropriate or possible, to General Manager Shared Services, Managing Director; Country Director; or nominated member of the leadership team **WHETHER OR NOT THE PERPETRATOR IS CONNECTED WITH StudyBeyondBorders**. The details of what and how to report are included in the child protection and safeguarding procedure. They may then be required to assist with the ensuing investigation.

APPENDIX B: DFAT'S 9 MINIMUM CHILD PROTECTION STANDARDS¹

Requirement	Minimum standard	Minimum standard – evidence	Why is this required?	What is the risk without it?
Having a Child Protection Policy and reporting procedure in place	<p>1. Partners</p> <p>The organisation has a child protection policy that applies to all personnel, partner's downstream personnel and subcontractors that are engaged by the organisation to perform any part of a DFAT funded activity.</p> <p>The managing partner must ensure the downstream organisation or individual subcontractor complies with the relevant minimum child protection standards.</p> <p>Individuals</p> <p>An individual contractor is not required to have a child protection policy. However, they will be required to sign a code of conduct that applies and builds on where appropriate DFAT's Child protection Professional Behaviours and provide evidence of their commitment to child protection.</p>	<p>Partners</p> <ul style="list-style-type: none"> - Child protection policy in place - Personnel aware of the organisation's child protection policy (e.g. through internal communication and training) - Documented plan for ensuring downstream DFAT funded partners are meeting the minimum standards - Initial risk assessment of organisation and activities to inform policy development <p>Individuals</p> <ul style="list-style-type: none"> Attend child protection training Sign code of conduct Commitment to child protection Current Criminal Record Check 	<p>A child protection policy provides clear guidance and demonstrates how the organisation, across its operations, will ensure that children are protected from child exploitation and abuse in the delivery of DFAT funded programs.</p>	<p>An organisation is unaware of the risks to children within their organisation and the activities they manage and/or implement.</p> <p>Having a sub-contractor sign up to a code of conduct as the only control does not provide sufficient contractual effect to address child protection issues.</p>

¹ Extracted from DFAT Child Protection Policy, Jan 2018

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	<p>2. The organisation's child protection policy includes a documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy non-compliance, including available sanctions for breaches.</p>	<ul style="list-style-type: none"> - Organisation's guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance - Documentary evidence that personnel can raise concerns about a child's safety or well-being or unacceptable behaviour by personnel - Documentary evidence outlining the organisation's details of available sanctions - Documentary evidence that policy and reporting information is publically available and accessible to community members 	<p>An effective child protection policy requires a report handling procedure.</p> <p>One of the biggest hurdles to personnel reporting child exploitation and abuse is that there is no formal system in place to do so, or that personnel or community members are not aware of a formal system to report concerns or allegations.</p> <p>Reporting systems must respect the rights of both the alleged victim and the alleged offender.</p>	<p>Personnel are unaware of how to report concerning behaviour.</p> <p>Community members are unaware of how to report concerning behaviour.</p>
	<p>3. The organisation provides child protection training for personnel, including downstream partners.</p>	<ul style="list-style-type: none"> - Training attendance records - Training agendas and timeframes for training - Materials used in training 	<p>Personnel must be fully aware of their responsibilities to protect children and how to report concerns or allegations about child exploitation and abuse.</p>	<p>Personnel are unaware of behaviour that would arouse concern.</p> <p>Personnel are unaware of how to build child protection practices into their work.</p> <p>Personnel do not know how to report concerning behaviour.</p>
	<p>4. The organisation's child protection policy includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children.</p>	<ul style="list-style-type: none"> - Referenced in the relevant documentation, including policies, contracts and human resource guidelines 	<p>The organisation, as an employer, must have clear grounds to determine whether a person is the most appropriate to work with children.</p>	<p>A lack of leadership and governance and the right culture undermine personnel efforts to implement a child protection environment.</p>

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	<p>5. The organisation's child protection policy is subject to regular review, at least every five years or earlier if needed.</p>	<ul style="list-style-type: none"> - Policy is subject to regular review in accordance to the policy commitment, or at least every five years 	<p>Contexts change, particularly in the development sector. There must be a commitment to review and update the policy as required.</p>	<p>Lessons learned from previous incidents are not taken into account, increasing the likelihood that those risks will be repeated.</p>
<p>Undertaking assessment and management of risk</p>	<p>6. The organisation undertakes a risk assessment to reduce the risk of any child being harmed as a result of operations or activities funded by DFAT. The assessment must identify risks, and document steps being taken to reduce or remove these risks.</p>	<ul style="list-style-type: none"> - Risk plan identifying activities and measures to reduce or remove the risk to children - Documentation that risk assessments are reviewed and updated regularly during the life of the activity - Evidence of adaption to the local context (when a different approach to standard risk controls is required) 	<p>Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with disability or in an emergency situation involves higher risks.</p>	<p>Risks to children are missed during activity design and implementation.</p>
<p>Recruitment and screening, and employment practices in place</p>	<p>7. The organisation's employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation.</p>	<ul style="list-style-type: none"> - Employment contracts for personnel/consultants contain appropriate provisions 	<p>Robust recruitment, screening and employment practices reinforce the importance of the organisation's child protection policy to personnel.</p>	<p>Personnel that pose unacceptable risks to children are unable to be removed (suspended, transferred or terminated) without a criminal conviction.</p>
	<p>8. Contact with children positions The organisation has robust recruitment screening processes for all personnel in contact with children. These recruitment procedures include:</p> <ul style="list-style-type: none"> - criminal record checks before engagement - verbal referee checks <p>Working with children positions Additional screening measures (such as interview plans that incorporate behavioural-based interview questions) must be used when candidates are</p>	<ul style="list-style-type: none"> - Documented criminal record checks for personnel in contact with children - Documented verbal referee checks - Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response - Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children - Review checks when personnel have a change in circumstances 	<p>Child-safe recruitment and screening processes are essential to enable an organisation to choose the most appropriate person for a position that involves contact with children.</p> <p>Recruitment and selection can prevent access to children by those with a</p>	<p>Your organisation may be targeted by adults who wish to harm children (due to weak recruitment and screening practices) A person who poses an unacceptable risk of harm to children (as indicated by their background) is unknowingly appointed to</p>



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	applying for positions that involve working with children.	<ul style="list-style-type: none"> - In limited circumstances, it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted instead - Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship 	<p>known history of harming children.</p> <p>Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.</p>	a position within the organisation.
	<p>9. The organisation has a child protection code of conduct that meets and – builds on (where appropriate) – the minimum standard set by DFAT (see Attachment B – DFAT's Child Protection –Professional Behaviours).</p>	<ul style="list-style-type: none"> - A risk-based child protection code of conduct based on DFAT's Child Protection – Professional Behaviours - Signed codes of conduct or a register documenting details of personnel who have signed the code of conduct, or inclusion in employment contracts - Signed image consent forms/ verbal consent file notes 	<p>A code of conduct makes clear the organisation's standards for acceptable and unacceptable behaviour in relation to children, including use of images and must be signed by all personnel.</p> <p>It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children.</p> <p>It also provides employers with a sound basis on which to conduct disciplinary action.</p>	<p>Lack of clear, well-advertised rules allows concerning behaviour to go unchallenged. Identification of a child and/or their whereabouts.</p>

APPENDIX C: CONTACT DETAILS FOR CHILD PROTECTION AND AGENCIES IN CAMBODIA

Organization	Contact Details	Referral Cause
STUDYBEYONDBORDERS	Safeguarding Focal Point - Mien Bros bros.mien@seebeyondborders.org Or safeguarding@StudyBeyondBorders.org Managing Director Pheung Pov pov@seebeyondborders.org feedback@StudyBeyondBorders.org	First points of contact for StudyBeyondBorders staff and volunteers/donors.
CHILD SAFE HOTLINE (http://thinkchildsafe.org/hotline/)	012 311 112 (Phnom Penh)- ChildSafe 017 358 758 (Siem Reap)- ChildSafe www.thinkchildsafe.org 092 911 115/012 610 490 (Battambang-Komar Rikreay) https://komarrikreaycambodia.wordpress.com/ childsafe@friends-international.org	Works with a network of NGOs to provide services and referrals for all Child Protection issues/ abuse
NATIONAL POLICE HOTLINE:	1288 or 023 997 919	Suspected sexual abuse or trafficking
CAMBODIA CHILD HELPLINE (http://childhelpline.org.kh/en/)	Call 1280 or SMS 017 985 810 (toll free)	Professional phone-counselling and information service, as well as referrals and follow-ups for children and concerned citizens
THIS LIFE CAMBODIA	Tel: 012 793 918 (SIEMREAP)	Child Conflict with Law, Legal Aid, Case
BANTEAY SREI	Tel: 012 793 918 (BANTAMBANG) Tel: 061 984 047 (SIEMREAP)	Legal Aid, Family Support, Foster Care, Case Report...
LEGAL AID CAMBODIA	Tel: 092 561 356 (SIEMREAP)	Legal Aid, Family Support, Foster Care, Case Report...

Declaration of Understanding and Compliance



POLICY

I, _____ (write name), declare that I have read and understood the contents of the StudyBeyondBorders Child & Vulnerable People Protection Policy and the StudyBeyondBorders Code of Conduct for Working with Children and Vulnerable People and confirm that I understand my responsibilities to comply, as specially stated in Appendix A.

Signed _____ Date _____

Role/Association _____