

## 1. DOCUMENT HISTORY:

Author	Date	Reason for change	Version	Status
Mrs. Sarah CHHIN	2003	Document creation		Draft
Mrs. Sarah CHHIN	2004	Discussion at the Board meeting		Approved
Mrs. Sarah CHHIN	2007	Time to review		Draft
Mrs. Sarah CHHIN	2010	Time to review		Draft
Mr. CHUM Chandarin				
Miss. Maria FINNEVIDSSON				
Mrs. Sarah CHHIN	2011	ET	1.00	Approved
Mr. CHUM Chandarin				
Miss. Maria FINNEVIDSSON				
Mr. CHHENG Rathy	2014	Time to review		Draft
Miss. MET Seriroth				
Mr. SAN Bunthoeun				
Mr. SUM Sokhom				
Mrs. SUON Sorphea				
Executive Team	10 Nov 2014	Reviewed and updated	2.00	Approved
Mr. SAN Bunthoeun	2019	Time to review: - Desk research on donors' minimum standards, Cambodia legislation, internal requirements(Feb – April 2019) - Data collection from ICC staff for Child Protection Policy review/update (May 2019) - Data collection from target communities & children for Child Protection Policy review/update (May 2019) - Analyse data & update ICC Child Protection Policy (June 2019)		Draft
Mr. SUN Sokhom				
Mr.KITH Samnang				
Mr. SEK Chambora				
Ms. Stine Wang				
ET	22 Jul 2019	The policy and appendixes were reviewed	3.00	Approved

## 2. INTRODUCTION:

International Cooperation Cambodia (ICC), an innovative Christian development organisation, committed to serving the least-served people across the Kingdom of Cambodia.

ICC believes that, we need to be the voice for children who are not able to speak up for themselves. Many children in Cambodia are suffering from various kinds of abuse (e.g. emotional, neglect, physical,

psychological, and sexual abuse) and many children are at risk of vulnerability and exploitation. ICC is committed to prevent, protect and treat all children with respect, and believes that all children are created in the image of God. (Genesis1:27)

Child protection is one of the four themes which run throughout the UN Convention on the Rights of the Child, which went into effect in September, 1990, after it was ratified by the required number of nations. Currently, there are 196 countries who have ratified the Convention and have included it in their own laws<sup>1</sup>.

All of the rights in the Convention apply to all children of all races and ethnicities. A fundamental philosophy behind the Convention is that children have the same inherent value as adults and are their equals', and the four themes that define the Convention's general principles are:

- Protection
- Survival
- Development
- Participation

Cambodia is a signatory to the Convention on the Rights of the Child, and ICC works in Cambodia, therefore we must take our role in upholding the Convention as it applies to ICC and our work.

## **2.1 PURPOSE OF THE POLICY:**

The ICC Child Protection Policy is a mean towards reducing child abuse and exploitation in Cambodia. The policy applies for anyone working with or involved with ICC and its work. The policy covers local and expat staff, local and expat volunteers, visitors and contractors (hereafter referred to as: ICC stakeholders/personnel). This policy describes clear expectations of behaviour and good practice when dealing with children, as well as let people know what should be done if they have a concern about a child or suspect that a child is being harmed in some way. It is designed to:

- Prevent and protect children from abuse and exploitation
- Prevent and protect ICC stakeholders/personnel from false accusations and allegations
- Prevent and protect ICC's name and reputation as an organisation

## **2.2 SCOPE:**

The ICC Child Protection Policy applies for anyone working with or involved with ICC and its work. The policy covers all level of ICC stakeholders/personnel during work and representation of ICC.

## **3. POLICY ISSUE:**

### **3.1 STATEMENT OF COMMITMENT:**

- 3.1.1 ICC has a zero tolerance stand towards any forms of abuse and exploitation of any child under the age of 18 years old.
- 3.1.2 The Executive Director will designate two persons to be responsible for dealing with child protection issues within the organisation.
- 3.1.3 ICC is committed to upholding the legislation on child rights and welfare. This includes:
  - The UN Convention on the Rights of the Child which was adopted by the Royal Cambodian Government in 1992;
  - The Convention on the Minimum Age of Working Children No 138 in 1999;

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<sup>1</sup> [https://treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtdsg\\_no=IV-11&chapter=4&lang=en](https://treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtdsg_no=IV-11&chapter=4&lang=en)

- The declaration of the World Summit on Children in Stockholm in 1996; the follow up World Congress in Japan in 2001 which led to Cambodia's MoSAVY's 5 Year Plan Against Trafficking and Sexual Exploitation of Children 2000-4;
  - The Cambodian Constitution and the Labour Law.
  - The Law on Suppression of Human Trafficking and Sexual Exploitation and its Explanatory Note in 2008;
  - The Policy on Alternative Care for Children in 2006;
  - The Law on the Protection and Promotion of the Rights of Persons with Disabilities in 2009;
  - The Law on The Prevention of Domestic Violence and The Protection of Victims in 2005;
  - The Juvenile Justice Law in 2016;
  - The National Action Plan on Children Development 2016-2018.
- 3.1.4 ICC believes that all children in Cambodia have a right to be prevented and protected from abuse irrespective of race, social background, age, gender, skin colour, disability, religion or beliefs.
- 3.1.5 ICC believes that child abuse and exploitation is wrong. Keeping silent is also wrong because it is similar to the involvement with the abuse, and it allows the abuser to repeat the same abusive actions.
- 3.1.6 ICC believes that children have the right to speak and be heard. Therefore, where possible children will also be included as stakeholders.

### **3.2 THE DEFINITION OF CHILD ABUSE:**

Child abuse is: non-accident physical injure or mistreatment caused by the acts or lack of care on the part of a child's parents, caregivers, ICC staff and any people around the child. This may be further defined as:

- 3.2.1 **Physical Abuse:** Actual or likely physical injury to a child, or failure to prevent physical injury, or suffering to a child, including deliberate hitting, beating, shaking, throwing, burning, drowning, suffocating or poisoning.
- 3.2.2 **Sexual Abuse:** Actual or likely exploitation of a child or a teenager in sexual activities they do not truly comprehend, to which they are unable to give informed consent, or that violate social taboos or family norms. Is also defined by: touching a child's genitals, forcing child to watch or take part in pornography or coercing the child to have sex.
- 3.2.3 **Mental/Emotional Abuse:** Refers to inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical and emotional care. Such acts may involve conveying to the child that they are worthless, unloved or inadequate and cause children to feel frightened, in danger and corrupted.
- 3.2.4 **Neglect:** The continuous or carelessness towards a child or the failure to prevent or protect a child from any danger that would result in harm to the child (physically, emotionally and well-being). This includes cold, heat and starvation, or extreme failure to carry out important aspects of care (i.e. food, clothing, shelter, education, love), resulting in the significant damage to the child's development.

3.2.5 **Spiritual Abuse:** Spiritual abuse occurs when a spiritual leader, or someone in a position of spiritual power or authority (whether organisation, institution, pagoda, church or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating, or dominating a child. Spiritual abuse is always about the misuse of power within a framework of spiritual belief or practice, in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to child and can be linked to other abuse, such as physical, emotional and sexual abuse.

### **3.3 BEHAVIOURAL PROTOCOLS:**

3.3.1 ICC expects all personnel:

- To give respect and dignity to all children associated with the work of ICC.
- Must sign a statement to say that they have read this policy, will respect and comply with it and understand that action will be taken in case of inappropriate behaviour (see 3.3.4 below).
- Can work at the project areas after they have signed the ICC Child Protection Policy.
- Will follow The Code of Good Practice. (**see appendix 1**)
- Will not touch a child in a way that is against the Convention on the Rights of the Child.
- Will not discipline a child in a way that is against the Convention on the Rights of the Child.
- Will not exploit a child in any way.
- Will strongly avoid transporting or staying alone with a child (i.e. 1 child with 1 ICC personnel).
- Will not enter the house while a child is at home alone when visiting families in their homes.

3.3.2 All visitors will be made aware of the ICC Child Protection Policy. Visitors to ICC project areas will not be left unsupervised during working hours, and will sign and follow the behaviour protocol guideline for visitors. (**see appendix 4**)

3.3.3 Adults will always be responsible for their behaviour and cannot blame the child, even if the child ‘provokes’ or acts in a ‘seductive’ way.

3.3.4 If the above behavioural protocols are broken, action will be taken, such as report to the police, dismissed, discipline action, etc., according to ICC's policies and according to the law of Cambodia.

### **3.4 RECRUITMENT AND SCREENING:**

3.4.1 Reference check on ICC staff working with children is required during recruitment and screening process.

3.4.2 The ICC Child Protection Policy is connected to ICC working contracts. This implies that, when ICC stakeholders/personnel sign their contract they do also agree to follow the ICC Child Protection Policy and ICC National Staff Policy (for local staff and volunteers)/Expat Staff Policy (for expat staff). The ICC Child Protection Policy must be read and signed before start to work with ICC.

3.4.3 ICC will only employ young adults or accept them as volunteers/interns in accordance with the Labour Law of Royal Government of Cambodia:

- Children under the age of 15 years old are not eligible for paid work.

- Children under the age of 18 years old cannot sign any contract without the consent from their parents or caregivers.
- Children must not work at night time.
- Children age from 12 to 15 years old can only work lighted tasks which:
  - o Does not cause harm to their health or mental and physical development.
  - o Does not prevent them from attending the school or training program.

### **3.5 RESPONSES TO ALLEGATIONS:**

- 3.5.1 All level of ICC stakeholders/personnel may raise the discussion on the potential of abuse within the organisation.
- 3.5.2 All level of ICC stakeholders/personnel will not be in jeopardy if they have any suspicion or allegation against other ICC stakeholders/personnel.
- 3.5.3 Where an allegation has been made that an ICC stakeholders/personnel has abused a child, ICC will take the appropriate action to deal with the situation.
- 3.5.4 Project Managers will first inform the designated ICC person/Executive Director. If the Executive Director is the subject of the allegation, the Chairperson of the ICC Board must be informed instead. ICC stakeholders/personnel may inform their manager, but may also inform the ICC Executive Director instead. (**see appendix 2**)
- 3.5.5 The allegation will be kept confidential, with only those who have authority within the ICC Child Protection Protocols. Protection protocols ICC/LICADHO may also be required to disclose this information to the Executive Director or Chairperson. (**see appendix 2**)

### **3.6 COMMUNICATION:**

- 3.6.1 ICC's communication about children will reflect images that are decent and respectful, not seeking to exploit their circumstances.
- 3.6.2 ICC will use any computers, mobile phones, video cameras, cameras or social media appropriately and never exploit or harass children or access child exploitation material through any media.
- 3.6.3 ICC will never display pictures of children in vulnerable situations (e.g. naked children and child labour).
- 3.6.4 ICC will take special care to protect children's identities and their specific geographic location in public relations materials.
- 3.6.5 Seeking approval from ICC's key person, children, parents or caregivers before any photograph is taken, or when posting photographs on any public sites or printed material. (**see appendix 6**)

### **3.7 AWARENESS RAISING AND TRAINING.**

- 3.7.1 ICC obligates to make all level of ICC's stakeholders/personnel aware of child protection and the ICC Child Protection Policy. Managers will be responsible for conducting training on Child Protection to their current and new team members. ICC Executive Team will be responsible for conducting training and review on ICC Child Protection to Managers.

- 3.7.2 All level of ICC stakeholders/personnel should be provided with opportunities to learn about how to safeguard children, to recognize and respond to concerns about child abuse.
- 3.7.3 Appropriate literature, such as help-line and how to report an incident and child-safe information, will be made available to all level of ICC stakeholders/personnel.
- 3.7.4 The ICC Child Protection Policy will be placed on the ICC website, as a means of publicly showing ICC's commitment to child protection.

### **3.8 IMPLEMENTING CHILD PROTECTION POLICY:**

- 3.8.1 All level of ICC stakeholders/personnel will have access to a copy of the ICC Child Protection Policy in English and/or Khmer language.
- 3.8.2 ICC will ensure telephone numbers are clearly displayed in the organisation for easy reference by everybody. (**refer to appendix 5**)
- 3.8.3 A Report Form is easily accessible to all staff for the reporting in case of misconduct. (**see appendix3**)
- 3.8.4 Each individual staff must sign a statement to say that they have read and will comply with the policy, will respect it and understand that actions will be taken in cases of inappropriate behaviour.
- 3.8.5 Locations, such as schools, where ICC's work involve children will be informed of the protocols and code of conduct, if possible.

### **3.9 MONITORING AND EVALUATION:**

ICC Leadership and Managers are committed to regularly and routinely monitoring all staff conduct and activities to ensure the ongoing protection of children is maintained to the highest level possible. This is achieved through:

- 3.9.1 All level of ICC stakeholders/personnel are aware of that, their conduct will be monitored and reviewed regularly according to the ICC Child Protection Policy and procedures.
- 3.9.2 Maintaining good communication between all level of ICC stakeholders/personnel to encourage timely and effective reporting of any concerns or incidents or misconduct involving child protection and safety.
- 3.9.3 In the event of an incident of misconduct, ICC will be immediately evaluated and reassessed on all levels, in order for necessary changes and extra safeguards to be added.
- 3.9.4 ICC will ensure the ICC Child Protection Policy remains relevant and effective. ICC will consistently monitor and assess all risks (e.g. project design and project implementation) relating to the child, and when needed make any necessary changes to the Child Protection Policy, at minimum every 3 years.

### **4. DECLARATION OF COMMITMENT:**

All level of ICC stakeholders/personnel and other people connected with the work of ICC is to sign and declare that they have read and understood the ICC Child Protection Policy and that they are willing to act according to the ICC Child Protection Policy.

A copy will be kept on file at the ICC Head Office or in project field office. ICC stakeholders/personnel will sign a working contract and will thereby agree to follow the ICC Child Protection Policy

I, ..... (name) declare that:

1. I have read, understood and will comply with the ICC Child Protection Policy.
2. I will work within the procedures as they are specified in the ICC Child Protection Policy.
3. I have not been convicted of any offence involving abuse or exploitation of children.
4. I understand that if a complaint is brought against me regarding the abuse of children while engaged in ICC activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **GLOSSARY OF TERMS**

Adult	- Any person aged 18 years old or over, as stated in the Cambodian Constitution
Child	- Any person under the age of 18 years old, as stated in the Cambodian Constitution
Contractors	- Someone who is employed by ICC (either expat or Cambodian) for a fee.
Expat Staff	- Any person who has been properly recruited by an ICC Member Agency, supporting partner, or local hired to work for a contracted period with ICC
LICADHO	- Has been at the forefront since 1992 to protect human rights and child rights in Cambodia and to promote respect for civil and political rights by Cambodian government and institutions.
National staff	- Any Cambodian national who is legally recruited by an ICC to work for a contracted period with ICC
Volunteer	- Any person who has been properly recruited by an ICC Member Agency, supporting partner, or ICC directly to work for ICC for a short period.
Visitor	- Any person who is visiting Cambodia, who has been approved by the Executive Director as an official ICC visitor. If the visitor do not have any contact with children while they visit ICC, they will not need to sign the ICC Child Protection Policy.