

Code of Conduct Child protection

All project partner staff, Terre des Hommes staff and third parties involved with Terre des Hommes projects must follow these rules to prevent, stop and report any and all abuse to children in Terre des Hommes projects.

Definition: For the purposes of this policy and report procedure, children are every human being below the age of 18 years, unless under the law applicable to the child, adulthood is attained earlier. In case the local law lacks clarity on the subject or if the age is unreasonably low, the age of adulthood lies at 18.

Do's:

1. Know the code of conduct.
2. Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, disability or other status.
3. Be aware of children's vulnerability – generally, the children in projects with Terre des Hommes are extra vulnerable or already a victim – to being abused and be aware of your position.
4. Be aware of situations which may present risks (for example being alone with children at therapy session, take film/photo or interview for work purpose/reporting). You may only proceed if the situation is within the boundaries of this policy and after obtaining clearance from management and the child.
5. Plan and organise the work, workplace or visit to manage risks.
6. As far as possible, be visible in working with children or visiting children.
7. Participate in achieving a culture of openness to enable any issues or concerns to be raised and discussed.
8. Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.
9. Talk to children about their contact with staff or others and encourage them to raise any concerns.
10. Empower children - discuss with them their rights -, inform them about what is acceptable and unacceptable, and what they can do if there is a problem.
11. Report concerns or incidents of child abuse to the designated persons and authorities (*see report procedure child abuse*).

Do not's:

1. Do not develop physical or sexual relationships with children or one that could in any way be deemed exploitative or abusive.

2. Do not act in ways that may be abusive, exploitative, physically or emotionally harmful or act in ways which places a child at risk of this.
3. Do not spend time alone with children away from others including taking a child away from the project alone or having meetings alone. If privacy is needed, other staff member(s) must be aware and a door must be left open.
4. Do not condone, or participate in, behaviour of children which is illegal, unsafe or abusive.
5. Do not behave physically in a manner that is inappropriate (for example fondle, hold, hug, kiss or touch children in a culturally insensitive way) or behave sexually. Do not sleep in the same room or bed as the children.
6. Do not use corporal punishment or otherwise physically assault children.
7. Do not act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
8. Do not discriminate against, show unfounded differential treatment to, or favour particular children.
9. Do not let children do domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their education, or which places them at risk of injury.
10. Do not allow a child to be systematically neglected and do not fail to protect a child from any harm that you are aware of.
11. Do not abandon your professional distance by taking on a personal caring role such as by becoming a personal donor or a godfather.

Attention: Although many situations that can cause harm have been covered, above mentioned list will never be an exhaustive list. The paramount principle is to consider the best interest of the child. When in doubt, contact a manager or other responsible staff.

About photographs, video/film, other images and messages

1. Obtain consent of the child and her/his parents or caretakers before taking any photographs or film etc.
2. Do not make promises to the child in return for images.
3. Take images of children that are dignified and respectful and that do not present them as victims, vulnerable or submissive.
4. Ensure that images could not be interpreted as sexual or condone any other situation of abuse.
5. Protect the safety and privacy of children and their families by not using identifiable images in the media or internet, or using them in any way which reveals their location.
6. The images and messages may only be used with the consent of Terre des Hommes Netherlands.
7. Journalist, reporters, photographers, filmmakers and other media/marketing professionals must also - besides this code of conduct – follow the Terre des Hommes Netherlands guidelines for ethical reporting on children.

Report procedure child abuse

If you are concerned about the safety and welfare of a child, please report immediately to your own management, or a Terre des Hommes policy officer/ Regional representative. You can use a Terre des Hommes reporting form available from your employer or www.terredeshommes.nl

Act immediately, because a child may be at risk of serious harm if you don't.

The contact in the organisation of Terre des Hommes Netherlands where concerns or incidents of child abuse must be reported is:

- For The Netherlands: Director of Stichting Terre des Hommes Nederland, Zoutmanstraat 42-44, 2518 GS The Hague Phone number: +31703105037 (secretary)
- For the region:
 - South East Asia : Regional Representative Terre des Hommes Netherlands, Jl. Terusan Hang Lekir I/14C, Jakarta 12220, INDONESIA.
 - South Asia: Regional Representative Terre des Hommes Netherlands, 150/11, Kumbukgahaduwa, off Parliament Road, Kotte, SRI LANKA
 - East- Africa: Regional Representative Terre des Hommes Netherlands, P.O. BOX 76340, 00508 Nairobi, KENYA
 - South- America : Regional Representative TdH-Holanda, Casilla Postal 1663, Cochabamba, BOLIVIA

If , for whatever reason, you have concerns about informing the regional office, you can contact the headoffice of Terre des Hommes Netherlands in The Netherlands.

I,(name and surname)

hereby declare to have received and taken note of the Code of Conduct Child Protection and will respect the Code and the Child Protection Policy of Terre des Hommes Netherlands.

.....(date).....(place)

(signature)