

Child protection policy of Indienhilfe (Code of Conduct)ⁱ

Indienhilfe is committed to protect children from abuse and maltreatment within the organization and its partners in all structures and activities we are involved. As a child care organization, Indienhilfe is committed to foster an environment of protection from abuse and violence and to foster children's rights, welfare and participation in all areas of life. As an organization committed to a biblical view on humanity, we see each and every child created in the image of God as the foundation of his/her dignity regardless of religion, creed, nationality, social status, gender or behavior. We actively support the UN Convention on the rights of the child which are ratified by almost all countries of the world including both countries Indienhilfe is involved (India and Nepal).

To ensure this, we need to have preventative measures for all staff, partners and people involved to minimize the risk of violence and abuse. This code of conduct shall give clear guidelines and rules on how to interact with children in the projects, which needs to be signed and respected by all staff and employees of Indienhilfe and its partners for the safety and development of the children entrusted to us.

Name:

Position:

Organisation/Partner:

By signing this document, I actively agree

- To comply with the Indienhilfe (IH) child protection policy
- To be responsible to observe and spread awareness of the Code of Conduct in my working environment.
- To respond to any concern and incidents I see in the project environment that maltreats or abuses children by notifying the Child protection officer within Indienhilfe team. (FO, Krupa or both). In case of a maltreatment of a girl, I will contact Krupa.

Contact details of the Child protection officer within Indienhilfe:

- FO - North Ramesh (Email: Phone:)
- FO – South: Arul (Email: Phone:)
- IH-office: Krupa (Email: Phone:)

Indienhilfe will ensure that

- All personnel that are in contact to the children (employees, staff and other regular visitor or volunteer) will need to sign this code of conduct to ensure the safety and security of the children.
- No personnel will be hired with a record of abuse towards children.
- The child protection policy (code of conduct) will be a priority on staff training for awareness and growing understanding for all involved in the ministry.
- Field officers and other monitoring and evaluating personnel will monitor the issues of child protection.
- The well-being of each child in the project has the highest priority and Indienhilfe will take strict and appropriate action when abuse or maltreatment is done by personnel or people involved with the project.
- All information about suspected maltreatment or abuse reported to the child protection officers will be handled with special care and confidentially to ensure the safety of the child. Internal investigation will take place and appropriate ways (suspension, legal action, ...) will be taken as needed.

In this respect, I will ...

- Protect and create a safe and nurturing space for personal development of the children.
- Treat all children with respect and take their concerns and beliefs seriously and contribute to their empowerment and uphold an environment where children are listened to and respected as individuals, which is safe, positive and encouraging to them.
- Use positive, non-violent methods to manage children's behavior.
- Follow the "two adult rule" whenever possible, which means making sure that another adult is present or nearby whenever individual training, education or medical treatment is taking place or when an adult is having a private conversation with a child, care should be taken that both can be seen by a second adult. Whenever individual consultation or treatment is necessary, consent must be obtained from the child's legal guardian or another adult must be informed of when and where it will take place.
- Protect and prioritize the children's dignity and hold the child's wellbeing also when taking photographs for presentation and in handling personal data and other ways of sharing information's about the children.

I will never

- Abuse the power due to my position or as an adult to influence the life and well-being of the child.
- Hold, kiss, fondle, cuddle, hug or touch a child in an unappropriated or abusive manner.
- Engage in activities with the children entrusted to me that involve a close contact that goes beyond the professional requirement.
- Use any language that is inappropriate, abusive, threatening or could be understood as sexually suggestive.
- Engage in any relationship, innuendo or a suggestive act in a sexual way towards a child, regardless of local custom or consent.

- Assist a child with help that the child could manage alone especially in intimate areas of toilet, bathing or changing the child's clothing.
- Develop a relationship with children that could be regarded as exploitive, abusive or could create an unhealthy dependency.
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Hit or otherwise physically assault or physically abuse children. All disciplinary measures are non-violent and do not humiliate.
- Spend more time alone with a child than necessary ("two adult rule").
- Tolerate or facilitate illegal, dangerous or abusive acts towards the children.
- Exploit children for labor, trafficking, sexual or economic purposes. This does not include occasional babysitting, gardening or other help during out of school time.
- Take any illegal, dangerous or inappropriate material (pornography, illegal drugs, weapons ...) to project.
- Force children to participate in rituals, acts or events beyond the ones that are part of the project curriculum.

Date:

Location:

Signature:

Reporting abuse or maltreatment in the project

The information in this form is confidential and will be used by the child protection officer to document the suspect case of abuse or maltreatment.

The following question will be asked by the officer:

Name and contact details and relationship of the witness towards the Child or project:

Name, project and contact details about the affected child:

- What measures have been taken to ensure the safety at the present?
- Does the child need any urgent professional help? (medical doctor or psychologist)

- All information about the child (history, disabilities, vulnerabilities, background information ...) that are relevant to the case.

Name and contact details of the potential abuser:

Information about the concern or witnessed abuse (time, location, witnesses, type of abuse, circumstances, who else has information about the case? Are any other children in danger? ...):

Date of report:

Name of officer:

ⁱ This code of conduct is based on the understanding of the Child Protection Standards from “Minimum Standards for Child Protection in Humanitarian Action”, which is in companionship with the Sphere project (www.sphereproject.org). For more details on Child protection standards go to:

https://www.unicef.org/iran/Minimum_standards_for_child_protection_in_humanitarian_action.pdf