

Child Safeguarding Policy: Code of Conduct

The following guidelines are referring to appropriate and inappropriate behaviour of adults towards children and of children towards other children.

APPROPRIATE BEHAVIOUR:

- Treat all children with respect and never discriminate against or favour them because of their age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, physical or mental disability, sexual orientation, or any factor that distinguishes them from others.
- Adhere to this Child Safeguarding policy and procedures at all times.
- Report any incidents or concerns that a child, young person, or vulnerable adult is, or is likely to be, at risk of harm.
- Inform line managers and HR Manager of any changes in circumstances since one's first involvement with War Child, which may impact on the ability to comply with our Child Safeguarding Policy and the Code of Conduct, such as an investigation by another agency into child safeguarding allegations in one's own family.
- Work in partnership with colleagues and other agencies to promote and safeguard the welfare of children in everything that we do.
- Develop and keep clear personal boundaries and rules when conducting activities that involve children or vulnerable adults to keep yourself and them safe. E.g. In general, only hold a child's hand when they initiate it.
- Ensure that all staff and associates have received the appropriate supervision and support to ensure children are safe at all times.
- Ensure that confidential information concerning children, families and communities is not shared inappropriately on social media, or with others, except through formal War Child reporting processes with full informed consent.
- Undertake a risk assessment prior to carrying out any project involving children.
- Be aware that all children that we work with may have witnessed or suffered trauma events and therefore ensure that any activity undertaken considers their physical, emotional, and cognitive state. This also includes ensuring games, interviews, research, or any other activities are age appropriate.
- Be aware of and recognize the power balance between an adult and a child, and behave in an appropriate, child friendly, accountable, and transparent way at all times
- Provide a safe and conducive environment for activities.
- Wear appropriate photo identification at all times when having direct contact with children.

INAPPROPRIATE BEHAVIOUR:

- Any kind of discrimination including racism, homophobia, sexism, and/or religious discrimination
- Showing preferential treatment of some children to the detriment or exclusion of others
- Shouting at or bullying children, which includes using language or offering advice, which is offensive, abusive, or threatening in any way
- Intentionally physically or verbally intimidating children and/or preventing a child from expressing his/her opinion
- Using any sort of physical chastisement or punishment

- Beating or hitting a child, or withholding food, water, or other necessities of care, even as a form of discipline, is not permitted
- Physically restraining children during program activities or at any other time unless the staff member has had appropriate training and another responsible adult is present as a witness
- Assisting children with tasks of a personal nature which are not part of their job description and/or which the child is capable of fulfilling themselves
- Allowing a child or young person with whom you work to stay overnight in your house and/or to sleep in the same bed
- Spending time alone/unsupervised with a child or young person with whom you work. Wherever possible and practical, two adults should be present during workshops and other children's activities. Where this is not possible staff should seek alternatives such as the presence of adult community members and/or use of open spaces that are visible to others in the area.
- Engaging in, or attempting to engage in physical, sexual, or inappropriate relationships with children or vulnerable adults for whatever reason, including the use of suggestive conversations, comments, texting, instant messaging, emails, or via social media sites
- Developing relationships of an inappropriate nature with children, which could in any way be deemed abusive or exploitative
- Displaying general behaviour which is against good practice or is potentially abusive, including behaviour by means of ICT, like mobile phone or internet. This includes providing personal email addresses or phone numbers to children participating in our programs
- Carrying out duties, visit or volunteer with children and vulnerable adults whilst under the influence of alcohol, solvents, or drugs
- Encourage or assist others including children to break the law in any way
- Engage or pay a child for any service that is not part of an activity that has been organised and agreed upon by War Child
- Neglect a child or leave a child unsupervised as it may put the child at risk of harm or injury
- Marry or carry out traditional practices involving a child that could be harmful to the child; or engage a child in exploitative labour, even if it is culturally acceptable

All signatories have a duty to report suspected or confirmed breaches of the Child Safeguarding Policy to the Child Safeguarding Focal Point (CSFP) or the Child Safeguarding Advisor (safeguarding@warchild.org.uk). Reports must be made within 24 hours of becoming aware of the breach.