

**Child Protection Policy**

1. **INTRODUCTION**

Stated parties shall protect the children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

A specific policy concerning protection of children and its procedure is required to ensure significantly strengthen child protection within all PPS projects and amongst its partners’ in line with UN convention.

1. **WHO WE ARE?**

In 1986, in Site II, a refugee camp at the Thai border, some volunteers were giving drawing workshops to little children to help them overcome the traumas of war and of refugee life. In 1994, after being repatriated in Cambodia, 8 former students of those workshops and their French teacher started Phare Ponleu Selpak “PPS” (the brightness of arts), a Cambodian Non-Governmental Association with the idea to use arts to answer children psycho social needs and for human development and social change.

From drawing workshop, PPS has developed a right-based holistic approach of children needs through 3 fields of intervention: social action (child protection program, social works), educational programs (Formal education “public school”, Non-formal and informal education “child development center and Library “resource center for children and young adults seeking for completion their knowledge), and arts and culture (. Those activities are registered to the Ministry of Interior in September 2001 and got recognition in April 2002. PPS has Memorandum of Understanding (MoU) signed with Ministry of Culture and Fine Arts (MoCFA), Ministry of Social Affairs, Veteran and Youth-rehabilitation (MoSAVY), Battambang Provincial Department of Education Youth and Sports (PoE) and with the Cambodian Development Council (CDC) and PPS is full member of Cambodian Cooperation Committee (CCC).

In 2003, UNICEF funded to Phare Ponleu Selpak to construct a center which to welcome trafficked children who referred from Drop-in center in Poi Pet for their safe environment and involve in arts vocational training for their future before they are reintegrated and integrated into their society. In the same year, PPS public school was constructed to allow disadvantage children to access to school free of charge.

**Phare Ponleu Selpak was formed to help, assist and protecting underprivileged children, young adults and their families for their brightness future through its holistic approach of arts and culture, education and social service. The main goals in doing these are followings:**

1. Provide all children and young adults with equal opportunities to access arts vocational training and encourage them to access to formal and non-formal education to develop their knowledge and skills for their future.
2. Protect children and young adults from any form of abuses through children’s rights promotion and enrichment of collaboration with development partners’ networks such as governmental sectors, local and international NGOs.
3. **OUR VISION, MISSION and VALUE**

**Vision:**

Phare Ponleu Selpak believes passionately in the power of the arts as a tool for human development and social change.

**Mission:**

Phare Ponleu Selpak is dedicated to providing a nurturing and creative environment where young people can access quality arts training, education and social support, serving as a vital creative resource for the community.

**Values:**

* creativity
* professionalism
* collaboration
* accessibility
1. **OBJECTIVES**
* Phare Ponleu Selpak is like all other organizations working with children and has a moral, legal responsibility to protect children within its care.
* Child Protection Policy and procedure help to make **Phare Ponleu Selpak** a safe environment center and association which prevents ​​intentional and unintentional harm coming to children, where children feel safe, where children can speak out, where children are listened to, where children and staff are respected and empowered.
* Every child has the right to be protected from any forms of abuses, violence and exploitation. Phare Ponleu Selpak works to create a safe environment for children who benefit from our different projects.
* Children and young people need protection and safeguarding. First, they need protection from the effects of poverty, disadvantage, exclusion and violence. But in addition to these economic and social problems affecting a large numbers of children, individual children might also be at risk of other forms of abuses provided by adults or other children. In this policy PPS is concerned with specific incidents of maltreatment against a child who is in contact with PPS staff or representative.
* It is essential that all staff, volunteers, partners, international organizations, beneficiaries, donors and the general public are aware of its central messages and any duties/responsibilities it places on them.
* This policy is approved and endorsed by the Board of Director and makes clear PPS position concerning child protection. It applies to all staff, local or foreigner and volunteers in PPS projects.
* This policy has both Khmer and English version ensuring understanding amongst locals and foreigners and will be reviewed in three years or when needed.

**STATEMENT OF COMMITMENT**

* All children have right to protection from abuse irrespective of race, social background, age, gender, skin color, disability, religion and believe.
* Phare Ponleu Selpak is committed to the welfare and right of the children throughout Cambodia.
* Phare Ponleu Selpak provides holistic support to children in difficult circumstances so that they can have a hope in the future through the art and education with dignity in the society. Our target group includes children under 18 year old and young adults. PPS encourages the information sharing, is involved in advocacy initiatives and takes part to active cooperation and networking of agencies that work in the same field.
* Phare Ponleu Selpak is committed to uphold the law on child rights and welfare.
* Phare Ponleu Selpak is committed to encourage its entire staff to consider children with respect and dignity. Child care takers are encouraged to be good models, spending time with each child, listening to them, encouraged them.

**FORMS OF CHILD ABUSES-NOT TOLERATED IN PPSA**

* *Physical abuse:* Any punishment and physical abuse to children like beating including with a stick or other punishment, poisoning, shaking and anything causing physical arm that would deliberately negatively affect the physical well- being of the children.
* *Mental or Emotional abuse:* Any actions (gestures, words and behavior) that deliberately affect a child mental/ emotional well- being for example by making them afraid, anxious, or discouraged.
* *Neglecting:* Any actions that deliberately neglect to provide the four essential rights of children (right to live, right to learn, right to participate and the rights to speak).
* *Sexual abuse:* Any action with sexual intent towards children such as touching children’s genitals, forcing child to watch or take part in pornography or coercing the child to have sex.
* *Spiritual abuse:* Any actions by spiritual leader, or someone in the position of spiritual power or authority (weather organization, institution or family) misusing their power or authority and the trust place in them, with the intention of controlling, coercing, manipulating, or dominating a child. Spiritual abuse results in spiritual harm to a child and can be linked to other abuses such as physical, emotional and sexual abuse.

It is considered as Gross Misconducts for people with contract with PPSA.

**COMMUNICATION ON THE ISSUES**

* Phare Ponleu Selpak is committed to inform children, decision makers, and the public, through communication tools that Child abuse is ***wrong and unacceptable***. Keeping silence in case of witness is also considered wrong.
* Phare Ponleu Selpak is committed to educate and inform its members about the importance of Child Protection by implementing prevention measures. Doing so, children are protected from abuse that could be realized by staff or others.
* New staff will receive ***Child Protection policy*** training before being put in a position of trust; staff will be offered refresher training on the ***Child protection*** annually.
* Phare Ponleu Selpak provides opportunities in its meetings to discuss and learn about Child abuse and neglect with its entire staff and with others group and networks.
* Phare Ponleu Selpak members are also committed to discuss with the communities in which we work including children. Children will be taught what their Rights are and who they can talk to in case of abuse.

**RECRUITEMENT AND SCREENING**

**PPS expects** all its staff, volunteers, and professional artists to protect children from abuse and will be screened before beginning work. Screening is equally important for volunteers/interns, Board members and advisors. Anyone who applies for any position with PPS must submit an application form or resume, including a work for personal history.

On applying a position, a form must be signed agreeing to the child Protection Policy and stating that they have not had any previous convictions for abuses against children or violent behavior.

References should be checked preferably by telephone to give previous employees an opportunity to express their concerns verbally. After references have been verified, a personal interview will be conducted to confirm the candidate’s suitability.

**RESPONSES TO ALLEGATION**

* Shall anyone (child, family, community’s member, team member…) be informed about an allegation, either by child, parents, staff members or visitors, the issue must be brought immediately to the Child Protection Officer and/or Executive Director.
* All PPS staff is encouraged to be open in sharing information about any potential of abuses in the association.
* In case of an allegation, the assigned Child Protection Officer (CPO) will conduct an investigation or the executive director will contact a specialized organization to conduct the inquiry if necessary.
* There is a child protection officer designated person whose responsibility is to be responsible for dealing with child protection issues in the association and inform to PPS executive director.
* Relationship with other organizations is encouraged for accountability and support in times such as these.
* Both the victims and perpetrators will be treated with respect from the start of the process to the end.
* Children rarely lie in situations like this so there must be heard and believed unless proved otherwise.
* The association will have the reporting procedure where the child protection officer (CPO) and executive director are informed and then others only as the need arises.
* Records should be made of all facts related to the investigation and this should be carefully and confidentially filed.
* If a foreigner is involved the relevant Embassy will be informed as soon as allegations are confirmed.
* Someone will be designated to deal with the media and the police where possible consideration will be made beforehand about how they will be informed/involved.
* All recruitment advertising will include the information that PPS is a child safe association with a strong Child Protection Policy.

**Agreement and consent for release of information**

I have read and understood the terms of this policy and I am willing to abide by its direction. I declare that I have no criminal history with offences relating to the children in Cambodia or abroad and I am willing for PPS to perform any background/reference check to verify this.

I understood that if a complaint is brought regarding the abuse of children in any kind while engaged in PPS activities, the investigation will be thoroughly investigated in cooperation with the appropriated authorities and I will suffer the appropriated consequences.

I understand that if I am guilty of any offences of physical, emotional or sexual abuse, I will lose the job without any rights.

I understand if I do not report any suspicious of abuse involving staff, volunteers, interns, visitors and partners I may suffer appropriate consequences such as the loss of the job without any rights.

Staff/volunteer’s signature Human Resource’s signature

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Name……………………. ………………………………

Date: ……………………. Date…………………………



**CHILD PROTECTION- REPORT FROM**

If you have knowledge or suspect any kind of abuses of a child, or if a child’s safety might be in danger, please complete this form to the best of your knowledge. The term “child” refers to the entire target group of the program.

1. **Concerns involving STAFF MEMBER:**

Please note that any child protection concern **involving a staff member** must be reported to the designated **child protection officer and/or executive director.** You might complete this form before or after contacting the designated child protection officer in your association. For confidentiality reasons, the report should be written and signed solely by you. It will be held in a safe and secure place and strictly confidential.

*Note: if your concern involves the designated child protection officer, report to executive director.*

1. **Concerns involving OUTSIDE PEOPLE:**

All child protection concerns involving outside people (e.g. abuse within families that you work with) can be discussed with the **child protection officer​ and executive director.** You might complete this form before or after contacting the designated child protection officer.

**Place and Date of filling the form:** …………………………………………………………………………………..

**ABOUT YOU**

Your name:…………………………………………………………………………………………………………….

Your job tile: ………………………………………………………………………………………………………….

Workplace: ……………………………………………………………………………………………………………

Your relationship to the child: ………………………………………………………………………………………..

Contac detail: …………………………………………………………………………………………………………

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**ABOUT THE CHILD**

Child’s name: ………………………………………………………………………………………………………….

Child’s gender: …………………………………………………...................................................................................

Child’s age: …………………………………………………………………………………………………………….

Child’s address: ……………………………………………………………………………………………………….

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Child’s phone number: ………………………………………………………………………………………………..

Child’s guardians’ name: ………………………………………………………………………………………………

Child’s occupation: ……………………………………………………………………………………………………

**ABOUT THE INCIDENT**

**How did you know about the incident?**

**🗌** Direct observation

**🗌** Suspicion

🗌 Disclosure of child

🗌 Disclosure of other person (s)

Detail: …………………………………………………………………………………………………………

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**Date and time of the alleged incident or period of the alleged accident:**

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**Location of the alleged incident:**

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**Who was involved in the alleged incident/**

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**Name of alleged perpetrator:**

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If the alleged perpetrator is a staff member- >**Job title:**

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If the perpetrator is an outside person- >**Relationship to the child**

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**Nature of the allegation (If** applicable, state exactly what the child or other source said to you and how you responded to him/her).

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Your personal observations on the child (visible injuries, emotional state, etc.):

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Any other information not previously covered:

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**ACTION TAKEN**

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**PERSON INFORMED:**

Within Phare Ponleu Selpak program

Name: ………………………………………….. Position …………………………………………………

Name: ………………………………………..… Position …………………………………………………

Authorities:

Police yes 🗌 no 🗌

If yes, give details:

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**Signature: …………………………**

**Name: ……………………………...**

**Date: ……………………………….**