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# **CHILD PROTECTION AND SAFEGUARDING POLICY**

11 October 2023



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## I. BACKGROUND

Indochina Starfish Foundation (ISF) is a locally-based organization dedicated to a vision where every child has access to quality education, healthcare, and sport. Through our education, sport, healthcare, and community development projects, our aim is to make a fundamental and lasting change in the lives of some of the poorest and most disadvantaged children and their families in Cambodia.

### Our VISION

A society free from poverty and inequality.

### Our MISSION

To increase access to education, healthcare, and sport, enabling underprivileged children and their communities to lift themselves out of poverty.

### Our CORE VALUES

1. Teamwork
2. Ownership
3. Respect
4. Transparency
5. Well-Being

## II. INTRODUCTION

**II.1.** Child abuse happens in all societies throughout the world. Child abusers can be anyone, including those who work and care for children. The UN Convention on the Rights of the Child states that:

**II.1.1.** All children have equal rights to protection from abuse and exploitation.

**II.1.2.** Everybody has a responsibility to support the care and protection of children.

**II.1.3.** The duty bearers are accountable to eradicate child abuse.

**II.2.** Based on the above statement, and taking due account of all applicable provisions of Cambodian law and the safeguarding principles of the Charity Commission of England and Wales, ISF is obliged and committed to ensuring that children participating in its educational, sporting and other programmes are protected from child abuse. ISF is also committed to safeguarding others with whom it comes into contact. This document sets out ISF's child protection and safeguarding policy and the procedures and systems which ISF has adopted in order to implement the policy.

## III. INTERPRETATION

### III.1. In this document:

III.1.1. **Chairman** means the chairman of the Trustees.

III.1.2. **Child** means every human being below the age of eighteen years.

III.1.3. **Child abuse** means sexual abuse or other physical or mental harm deliberately caused to a child. There are several forms of child abuse. They include:

III.1.3.1. Emotional abuse: this occurs when persistent ill treatment of a child affects their self-esteem. This may be name calling, rejection, threatening, intimidating or any other act which can affect the child's self-esteem.

III.1.3.2. Neglect: this occurs when a child's basic needs have consistently not been met to the extent that it has a detrimental effect on the child's health and personal development. Basic need includes food, clothing, shelter and supervision.

III.1.3.3. Physical abuse: this occurs when a person purposefully injures or threatens to injure a child. This abuse may include slapping, punching, shaking, kicking, burning, shoving or grabbing.

- III.1.3.4. **Sexual abuse**: this occurs when there has been any (or likely) sexual exploitation of a child by an adult. Sexual abuse includes any sexual activity involving children, including intercourse, fondling, oral sex, exhibitionism and exposing the child to pornography.
- III.1.4. **Chief Executive** means the Chief Executive of ISF in Cambodia.
- III.1.5. **SO** means the safeguarding officer of ISF responsible for the communication and implementation of the Policy. The SO is appointed by the Trustees and supervised by the Chief Executive. The SO at the date which the Policy is adopted is **Head of English Program**.
- III.1.6. **Directional Team** means the senior management team of ISF in Cambodia and comprises the SO and the Chief Executive.
- III.1.7. **Child Protection Officers (CPO)** are focal persons assigned by the Head of Program to take care of child protection for each operation and football program.
- III.1.8. **ISF** means Indochina Starfish Foundation.
- III.1.9. **ISF Associates** means the employees of ISF (including the Directional Team), prospective employees, interns and volunteers of or at ISF, the Trustees and the counterparts, consultants, contractors and members of partner organizations of ISF and their representatives.
- III.1.10. **Policy** means this child protection and safeguarding policy.
- III.1.11. **Programmes** means the educational, sporting and other programmes of ISF.
- III.1.12. **Trustees** means the members of the board of ISF.
- III.1.13. **Visitors** means persons who visit ISF's premises or facilities (including donors and representatives of donors) but who are not ISF Associates.

#### IV. COMMITMENTS

- IV.1. ISF's first priority is the safety and well-being of the children under its care, but it is also committed to safeguarding others with whom it is in **contact**. The welfare of the child is paramount. ISF is committed to a strict safeguarding policy designed:
- IV.1.1. to ensure that no children who participate in the Programmes (regardless of gender, ethnicity, disability, sexuality or beliefs) are exposed to abuse, exploitation, violence or neglect and that no child or group of children will be treated less favourably than others in being able to access those of the Programmes which meet their particular needs;
  - IV.1.2. to provide a safe and friendly environment where children can develop and grow in a healthy way (and where adults are protected from false accusation); and
  - IV.1.3. to respect the rights and dignity of the communities and families with whom ISF works and of others with whom ISF comes into contact.
- IV.2. The Policy and ISF's commitments conform to the general principles of the UN Convention of the Rights of the Child as follows:
- IV.2.1. **Best Interests of the Child**: The best interests of the child will be ISF's primary consideration. All decisions and actions concerning a child will serve the best interests of the child. When weighing up alternatives, ISF will seek to ensure that the final decision or action arrived at will be that from which the child receives the maximum benefit possible. ISF will at all times consider the impact a decision or action will have on the child and seek to ensure that positive impacts outweigh negative impacts.
  - IV.2.2. **Non-Discrimination**: ISF will enforce a policy of non-discrimination at all times and all children will be treated with respect and love equally.
  - IV.2.3. **Participation and Self-Determination**: ISF abides by the principle that children have the right to have their views taken into account in major decisions affecting their lives in accordance with their age and development. They will be given the opportunity to express their ideas and views and be heard on matters affecting them. ISF will in all cases give serious consideration to the child's wishes (and those of their parents and legal guardians).

where appropriate) throughout the decision-making process. All children have the right to self-determination.

IV.3. In addition to the UN Convention on the Rights of the Child, ISF is committed to operating in accordance with:

V.3.1. the Cambodian Constitution, in particular articles 41 and 42 (set out in Appendix #001);

V.3.2. all other relevant Cambodian laws, regulations and policies;

V.3.3. all relevant laws, regulations and policies of the principal jurisdictions in which ISF raises funds (the United Kingdom, Hong Kong and Australia) and the safeguarding principles of the Charity Commission of England and Wales; and

V.3.4. positive traditional practice.

## **V. APPLICATION, IMPLEMENTATION AND MONITORING**

V.1. The Policy applies to all ISF Associates.

V.2. The SO, under the supervision of the Chief Executive, is responsible for effective implementation of the Policy, including by ensuring that it is made known to and understood by all those to whom it applies and that they acknowledge their receipt of and their responsibilities under the Policy.

V.3. ISF will ensure that the Policy remains relevant and effective, including by:

V.3.1. monitoring the risks to which children and others with whom ISF comes into contact are subject;

V.3.2. changing the Policy, when necessary, with the Trustees in any event reviewing it annually and in the light of relevant changes in the law.

## **VI. VISITORS**

VI.1. No Visitor may enter any ISF premises without prior permission from the Chief Executive or (in her absence) another member of the Directional Team and the following rules apply.

VI.1.1. All visitors must read, understand and sign a copy of the Policy prior to their visit.

VI.1.2. ISF staff must closely monitor all Visitors.

VI.1.3. No Visitor should be left alone, with or without children, when in ISF premises.

VI.1.4. Communicating by Visitors with children (including by way of social media) or recording of children (by photographic, video graphic or other means) by Visitors is only permitted with the approval of a member of the Directional Team. Such communication or recording must not exploit, harass or put children at risk. Such recording must comply with paragraph XI.2. below.

VI.1.5. All visitors must be signed in and out in a Visitors book.

## **VII. RECRUITMENT, SCREENING AND ORIENTATION**

VII.1. ISF is committed to safe recruitment, selection and vetting. Advertisements for job, internship, volunteer and other vacancies must state that ISF is committed to child protection and to the safeguarding of others with whom ISF comes into contact and that applicants' commitment to safeguarding children and others with whom ISF comes into contact is a condition of engagement.

VII.2. Applicants must provide written applications, identification documents and references and must be interviewed. Their references must be checked. When being interviewed, applicants must be asked about previous work with children. Applicants (both Cambodian and non-Cambodian) must, unless this is prohibited by law, consent to ISF making criminal record, police and similar background checks about them, both before and after their applications are accepted. Where possible, Disclosure and Barring Service or equivalent checks must be made, including of prospective Trustees.

VII.3. ISF may terminate the employment, services or relationship to ISF of any ISF Associate if any reference or background check indicates that such ISF Associate is not suitable to work with children or others with whom ISF comes into contact or may put children or others with whom ISF comes into contact at risk.

- VII.4. Staff orientation will include a review of the Policy. Potential ISF Associates must be provided with a copy of the Policy and must acknowledge receipt of it in the form set out in Appendix #003. The acknowledgements will be kept in their files.

## **VIII. CODE OF CONDUCT FOR ISF ASSOCIATES**

- VIII.1. ISF Associates must always act appropriately when interacting with those with whom ISF comes into contact. The code of conduct in this section of the Policy requires ISF Associates to do that and describes in particular what is appropriate and proper behavior for ISF Associates when interacting with children participating in the Programmes. The code is designed to protect children from child abuse but is also intended to protect ISF Associates from false accusations of child abuse or inappropriate behaviour.

- VIII.1.1. ISF Associates may not socialize or have any contact with children outside ISF premises, including by way of social media (except as permitted by this code of conduct and apart from saying a friendly hello).
- VIII.1.2. No child may be taken on a motorbike or tuk-tuk or in a car without the prior permission of a member of the Direction Team.
- VIII.1.3. No child may be taken to the home, hotel, guesthouse or any other accommodation of any ISF Associate without the prior permission of a member of the Directional Team and then only for purposes directly connected with the Programmes.
- VIII.1.4. No child may be taken to any cafe or restaurant or bought any food or presents without the prior permission of a member of the Directional Team.
- VIII.1.5. ISF associates must use appropriate language with and must act appropriately towards and have appropriate relationships with children at all times. Extra care should be taken to protect the reputation of children and ISF Associates by ensuring that language and behaviour reflect appropriate and respectful male-female relationships, in line with Cambodian culture and customs.
- VIII.1.6. ISF associates may not hire children to do domestic or any other work without prior permission from the Chief Executive (or, if the Chief Executive wishes to hire children, without prior permission from the Chairman). In considering whether consent should be given, regard will be had to applicable Cambodian laws, including those relating to children and child labour.
- VIII.1.7. ISF Associates must take extreme care when interacting and having contact with children. Under no circumstance should any contact be or have the appearance of child abuse. Some children may, because of abuse, try to use relationships with adults to obtain special attention. As adults, ISF Associates are always responsible for their actions regardless of how children behave towards them. They should avoid being placed in compromising or vulnerable positions and should report behaviour of this sort immediately to a member of the Directional Team.
- VIII.1.8. Where possible and practical, all activities with children must be supervised by two or more adults. One on one conversations with children should be conducted within sight of another adult.
- VIII.1.9. Visitors to ISF premises or facilities must always be accompanied by ISF Associates.
- VIII.1.10. No ISF associates, except those designated by members of the Directional Team, should enter children's bathrooms or sleeping areas.
- VIII.1.11. Breaches of this code of conduct and any other inappropriate conduct towards children or breaches of the Policy are grounds for disciplinary action, up to and including termination of employment, services or the relationship with ISF. Reports may also be made to the police or other authorities and legal action may be taken.

## **IX. AWARENESS RAISING AND EDUCATION**

- IX.1. Children and their parents and guardians will be informed of the Policy as appropriate.
- IX.2. ISF Associates must learn about how to safeguard children and others with whom ISF comes into contact in accordance with and as appropriate to their roles and responsibilities. They must learn in particular how to recognize and respond to child abuse, including such emerging issues as eSafety. Children themselves need to be educated in how to protect themselves against child abuse. They

need to be taught that if an adult or another child behaves or talks to them in a manner that makes them feel uncomfortable or in danger, they have a right to do something about it and to trust and act on their instincts (Please refer appendix#002: Keeping Children Safe Online)

- IX.3. The Chief Executive will encourage ISF Associates to raise concerns and questions and to provide feedback and to learn about safeguarding, in particular in relation to child abuse and child protection. Meetings will be held at which these matters are discussed in an open and supportive manner. Training and supervision will be provided.
- IX.4. When and where possible, children will be taught how to protect themselves from child abuse. Posters and leaflets contain information about how to report child abuse will be made available. Children will be given training about child protection and it will be regularly discussed with them.

## **X. COMMUNICATIONS AND PHOTOGRAPHY**

- X.1. Communication material relating to children should always put the need to protect them and their privacy, dignity and best interests first.
- X.2. When any image (photographic, videographic or otherwise), recording or social media post relating to a child participating in any Programme is made, the following rules apply.
  - X.2.1. Prior agreement of a member of the Directional Team must be obtained.
  - X.2.2. The intended use of the image or recording must be explained to the child's parents or guardians and the child's and their consent obtained. They should also be shown or have the opportunity to listen to the image or recording before it is published. Where the image or recording is of participants in our football or other programmes who participate in those programmes through other organisations, those other organisations are responsible for compliance with this sub-paragraph and must confirm such compliance to ISF.
  - X.2.3. Children should be adequately clothed in all images taken of them and should not pose in ways that could be interpreted as sexually suggestive.
  - X.2.4. The real names of children and vulnerable adults should be changed and it should be indicated that they have been changed.
  - X.2.5. Before photographing or filming a child, local traditions or restrictions on reproducing personal images should be assessed and complied with.
  - X.2.6. Photography and videography by Visitors is limited to that necessary to provide adequate mementos of their visits.
  - X.2.7. Recording should not be intrusive or insensitive. Living spaces and sleeping areas should not be recorded. Nor should people bathing or in distress.
  - X.2.8. Visitors and ISF Associates should not use images or recordings for public (including blogging) or commercial purposes without prior consent in writing from ISF.
  - X.2.9. Images and recordings should always aim to represent the facts and context honestly.
  - X.2.10. File labels should not reveal identifying information about a child when sending images electronically.

## **XI. COMPLAINTS, REPORTING AND INVESTIGATION**

- XI.1. All concerns and allegations of child abuse and other breaches of the Policy must be taken seriously by ISF Associates and responded to appropriately (including where appropriate by referrals to the police and other outside parties). This applies (with the remaining paragraphs under this heading and to the extent that investigations and responses are practicable) equally to concerns and allegations of child abuse involving participants in the Programmes which come to the attention of ISF Associates and which occur outside the Programmes or away from the premises and other places under the control of ISF. Children, their parents and guardians and other persons may at any time draw to the attention of the SO, any other member of the Directorial Team or any Trustee any breach of the Policy, including any incident or suspected incident of child abuse and it will be investigated in the same way as a report is investigated under paragraph XII.3. below.
- XI.2. Many children in the Programmes have experienced child abuse at home. ISF aims to provide a safe and protected place for them. Child abuse in any form threatens the wellbeing and reputation of the child, ISF Associates accused of child abuse and ISF itself and is a serious criminal offence.

ISF will do its best to see that it is prosecuted to the full extent of the relevant law. Child abusers are not likely to remain in an environment where there is a culture of identifying and reporting child abuse.

XI.3. ISF Associates must report suspected child abuse or other breaches of the Policy.

XI.3.1. Any ISF Associate who has knowledge of, suspects or has witnessed an incident of child abuse involving any ISF Associate should report it verbally within 24 hours (and earlier if possible) to the SO or another member of the Directional Team, so as to enable early intervention and prompt investigation. This verbal report should be followed with a written and signed report within a further 48 hours. Failure to report when required to do so may result in disciplinary action up to and including termination of employment, services or the relationship with ISF (Please refer to Appendix#005: Reporting Suspected Child Abuse)

XI.3.2. If the ISF Associate involved is the Chief Executive, the reports should be made to the Chairman. If the ISF Associate is the Chairman, the reports should be made to another Trustee.

XI.4. Child abuse reports and reports of other breaches of the Policy must be investigated.

XI.4.1. The recipient of a report will notify the Chairman (or the other Trustees if the Chairman is the subject of the report). The person or persons notified will as soon as possible commission an investigation to be conducted by an external party.

XI.4.2. The ISF Associate who is the subject of the report will immediately be suspended, will be informed about the allegation and will be given the opportunity to respond at an appropriate time.

XI.4.3. Any investigation will aim to respect the privacy and safety of any child involved and to be as child friendly as possible.

XI.5. There must be a response to investigations.

XI.5.1. At the conclusion of the investigation, the ISF Associate, the child and his or her parents or guardians and/or any other person involved will be informed about the subject of the report, the results of the investigation and the corrective action, if any, to taken.

XI.5.2. If an allegation is untrue or fabricated, the matter will be followed up with the accused person, the reporter and the child. Assistance and support will be given to the accused person.

XI.5.3. If child abuse has occurred, ISF will do its best to help the child to cope with any physical or emotional trauma, for example by providing medical and psychological treatment and counselling.

XI.5.4. If child abuse or another breach of the Policy has occurred but there has been no criminal offence, the accused person will be subject to disciplinary action, up to and including termination of employment, services or the relationship with ISF.

XI.5.5. If child abuse or another breach of the Policy has occurred and there has been a criminal offence, the findings will be reported to the relevant police and other authorities (including those in the home jurisdiction of an accused person who is not a Cambodian) and full cooperation will be given to such authorities.

XI.5.6. If the employment, services or relationship with ISF of an ISF Associate is terminated by reason of child abuse or another breach of the Policy, ISF will disclose such information as may be requested or required by relevant police or other authorities or prospective employers, in each case in accordance with applicable laws or customs.

XI.5.7. Records will be kept and securely stored of all reports and all findings of investigations, with the period of retention being determined in accordance with relevant legal and insurance requirements.

XI.5.8. Except as contemplated by the Policy (including this paragraph XII.3.), all information about incidents of child abuse and other breaches of the Policy will be kept confidential, with the protection of the child being the most important consideration.



XI.6. If media enquire about any incident of child abuse or any other breach of the Policy, only the Chairman, the Chief Executive or (if so, assigned by the Chief Executive) a member of the Directional Team may communicate with them.

## **XII. OTHER POLICIES**

XII.1. The Policy is to be read together with all other policies and procedures of ISF which promote the safeguarding of children and others with whom ISF comes into contact.

## **XIII. ADOPTION**

XIII.1. The Policy was reviewed and adopted by the Trustees on **11<sup>th</sup> October 2023**.

## **XIV. APPENDICIES**

- XIV.1. #001\_Extract from Royal Government of Cambodia Constitution (unofficial translation)
- XIV.2. #002\_Keeping Children Safe Online
- XIV.3. #003\_Declaration by ISF Associate
- XIV.4. #004\_Visitor Child Protection Agreement
- XIV.5. #005\_Reporting Suspected Child Abuse

**Extract from Royal Government of Cambodia Constitution (unofficial translation)**

**Article 41:** Causing wounds on purpose:

- Anyone who beats/fights another person on purpose resulting in permanent disability must be punished by putting them in prison for 1 to 5 years.
- If they cause temporary disability less than 6 months they must be punished and put in prison for 6 months to 2 years.
- If it doesn't cause disability, they are to be punished by putting them in prison for 2 months to 1 year.
- If using any kind of weapons must be punished 2 times more.

**Article 42:** Rape

- Anyone who rapes another, even the same sex or opposite sex by touching or actions involving sex must be punished to put in prison for 1 year to 3 years.
- If the rape is conducted by coercing a victim younger than 16 years old then the person who commits this must be punished 2 times more.

## Appendix#002

### Keeping Children Safe Online

#### I. Online Safety for Students, Teachers, and Caregivers

ISF seeks to protect our students from potential threats to their mental and physical health and wellbeing wherever possible. To fulfil our duty to safeguard our students, we conduct comprehensive risk assessments of our projects to identify potential opportunities for harm and implement safety measures and procedures that provide the highest possible level of protection to the individual at risk.

In 2020, the global pandemic, COVID-19, resulted in significant changes in the way that organisations all over the world conduct day-to-day processes. In Cambodia, national school closures forced ISF's Education Programme staff to transfer all teaching activities online. Whilst many of our students have been taught the basics of computer safety in IT lessons at ISF's campuses, we recognised the increased vulnerability of our young students when exposed to the internet for longer periods of time. Whilst the internet can be a positive place for children to learn, play, and connect with others, online platforms can put them at risk of online abuse such as cyberbullying, grooming, and emotional or sexual abuse or exploitation, or may expose them to harmful or inappropriate content.<sup>1</sup>

Identifying this potential risk, ISF has updated our Child Protection Policy to include safeguarding procedures and guidance for students, ISF associates, and caregivers that can be implemented to prevent the online abuse of children. This guidance has been informed by reputable resources by child protection organisations such as the NSPCC and UNICEF, where further information can be found on this subject.

#### II. Other Online Resources for Safeguarding Children Online

- ESafety: Podcasts about internet safety <https://www.esafety.gov.au/diverse-groups/cultural-linguistic/translations/cambodian>
- Action Pour Les Enfants: Online resources <https://aplecambodia.org/>
- Internet hotline Cambodia: Hotline for reporting sexual abuse online <https://www.internethotlinecambodia.org/en/>

#### III. Guidance for students and all children under the age of 18

Whilst the internet can be a fun and exciting place to learn, play games, and talk to friends, it is important to understand how to stay safe online to protect from harm. Just like you would learn the rules to a new game or sport, like football, before playing, the internet has rules that must be learned and obeyed too. So, let's get learning them!

An easy way to remember the rules of the internet is by remembering to be S.M.A.R.T:

- III.1. **Safe:** Keep safe by keeping your personal information private, and not sharing it with anyone on the internet. Personal information can include your email address, home

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<sup>1</sup> NSPCC (2020) 'Online Abuse' [online] available online: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

address, phone number, passwords, or credit card details. It is also illegal and dangerous to share sexual or inappropriate images of yourself or someone else.

- III.2. **Meet:** Never meet someone you have only talked to on the internet without your parents giving consent and being present too. Just the same as you should not talk to strangers that you do not know, people on the internet are strangers too, and should be approached with caution. It is best to only speak to people online who you know for sure are your friends or adults that you trust outside of the internet.
- III.3. **Accepting:** Do not accept or open emails or messages from people you do not know or trust as these may contain nasty viruses or messages.
- III.4. **Reliable:** Sometimes people on the internet may lie about who they are or may provide information that may not be true. It is always best to ask a parent, guardian, or teacher, about whether something you find online is trustworthy and reliable. It is also advisable to only go on websites you know to be trustworthy, such as ones recommended by a carer or teacher, as some websites may contain potentially harmful materials.
- III.5. **Tell:** You should always tell a parent, guardian, or teacher if something or someone online makes you feel uncomfortable or worried, or if you or someone you know is being bullied online. Just remember - it is never your fault!

If you stick by these rules, you should be protected from encountering any harm on the internet, and be able to enjoy using it as a tool for learning and play. Just remember, always avoid websites that are not suitable for children or information that makes you feel uncomfortable. Students should also make sure they are always kind and respectful when speaking to anyone on the internet. Being mean to others or bullying can be just as hurtful on the internet. It will be found out and the online bully will see the consequences of these actions. Always speak to someone as you would want to be spoken to.

#### **IV. Guidance for parents or carers**

As parents or carers with busy lives, we are not always able to keep a close enough eye on everything our children are doing, whether that is online or at home. However, with children spending more time than ever on the internet, especially those that are studying online, it is important to keep a check on their online activities to ensure they are not accessing harmful or inappropriate websites or information, or being targeted as a victim of online bullying, abuse or exploitation.

Parents or carers of children using the internet may wish to remember the following guidelines:

- IV.1. **Educate:** Make sure that your children fully understand the potential dangers of the internet. If you play a role in educating your children about why the internet can be harmful, they will be more likely to take it seriously and obey your wishes regarding the type of websites they are allowed to use.
- IV.2. **Set boundaries:** Children should be set rules for the internet just the same as they would for the outside world. It is a good idea to clarify which websites are suitable for them to engage with and which are prohibited so that they are not exposed to potentially harmful or inappropriate content. Remember, children must be at least 13 years old to go on social media.

IV.3. **Be present:** It is not appropriate for an adult and a child under the age of 13 to share messages without a guardian present in the discussion. Therefore, if your child is speaking to an adult online, even a teacher, without supervision, understand that you deserve a place in that conversation to ensure accountability.

IV.4. **Report:** If you are worried that your child engaging in harmful interactions online, such as inappropriate or unsupervised messages between themselves and their teacher, or if you suspect they are the victim of online bullying or abuse, it is your duty to report this to the appropriate institution, such as the school they are attending, or your local helpline or organisation that may advise you on these issues.

## V. Guidance for Educators and Programme Staff

With a recent surge in remote learning, teachers are having to adapt to the new challenge of delivering lessons over the internet to children of a range of ages. When preparing to teach children in the classroom, all teachers must undergo safeguarding training to ensure that students are subjected to minimal harm at all times. The same is true for teaching students online. Teachers must ensure that the appropriate codes of conduct are followed to protect students from abuse, exploitations, or harmful materials that can be found online.

Educators and programme staff should abide by the following guidelines:

V.1. **Educate:** Ensure children fully understand how to use the internet in a safe manner before embarking in online teaching. If a new student joins the class, take some time out to teach that student the rules of the internet, with a parent or carer present, before including them in a group lesson.

V.2. **Use appropriate websites:** When planning lessons that utilise online learning material, ensure that all websites are reputable and age appropriate.

V.3. **Prioritise accountability:** One-to-one conversations with students under the age of 13 must be supervised by a parent or carer. If there is a need to send private messages to students in this age group, ensure a parent or carer is copied into the conversation. Voice or video calls should also be supervised.

V.4. **Keep professional boundaries:** Whilst it is easy to slip into informal territory when teaching online, it is important to remain in the same teacher role that you encompass in the classroom. This means that you should dress and behave in the same manner as you usually would. You should also avoid sharing personal information with students or engaging with students on social media channels. You can practice professionalism by ensuring you do not use personal email or online accounts for teaching purposes.

V.5. **Report:** If you are worried that a child you are teaching is at risk of harm, you should report this immediately to your superior at work. Some examples of this may be that you suspect a student is: being bullied online by their fellow classmates or strangers; at risk of online abuse or exploitation; or is accessing harmful or unsuitable materials online. You should also be quick to reprimand and correct any student who is seen to be conducting harmful behavior online such as being unkind to others.

**Declaration by ISF Associate**

I have read the complete ISF Safeguarding Policy (the Policy). I fully understand the Policy and agree to comply with it and to follow all the procedures in it.

I declare that I do not have any criminal record in relation to child abuse, neglect or exploitation and consent to criminal background checks being made about me with the police and others.

If at any time I fail to comply with the Policy and to follow the procedures in it, I understand that my employment by, services to or relationship with ISF may be terminated forthwith and that I may be reported to the police or other authorities.

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Full Name (Printed):

Date:

*If you are communicating by email, please state your acceptance of the Policy in the above terms. You will receive a hard copy to sign once you arrive.*



## **Indochina Starfish Foundation (ISF)**

#1310, St. 89BT,  
Chamreunphal Village,  
Sangkat Boeng Tompon,  
Khan Meanchey,  
Phnom Penh, Cambodia  
**Tel:** +855 23 424 236  
[info@isfcambodia.org](mailto:info@isfcambodia.org)  
[isfcambodia.org](http://isfcambodia.org)

## **Appendix#004**

### **Visitor Child Protection Agreement**

As an organisation supporting children and vulnerable adults, ISF's first priority is the safety and well-being of all those under its care. ISF is committed to a strict child protection and safeguarding policy to ensure the children are not exposed to abuse, exploitation, violence or neglect.

This shortened policy agreement is specifically adapted for short-term visitors however our full Child Protection and Safeguarding Policy is available on request. ISF's Child Protection and Safeguarding Policy conforms to the general principles of the UN Convention of the Rights of the Child and takes due account of all applicable provisions of Cambodian law and the safeguarding principles of the Charity Commission of England and Wales.

The provisions of this policy are as follows:

1. No visitor may enter any ISF premises without prior permission from ISF's Chief Executive or (in her absence) another member of the Directional Team.
2. All visitors must read, understand and sign a copy of the Visitor Child Protection Agreement prior to their visit.
3. All visitors must be signed in and out in ISF's Visitors Book and must wear the visitor badge provided to them at all times whilst on the premises.
4. All visitors must always be accompanied by ISF staff during their visit. No visitor will be left alone, with or without children, when on ISF premises.
5. Visitors may only use staff toilet facilities and under no circumstances should they enter the student toilets.
6. Visitors must treat children with respect regardless of race, color, sex, language, religion, political opinion, national, ethnic or social origin, property, disability, birth or other status.
7. Visitors must not engage children under the age of 18 in any form of abuse, discrimination and sexual exploitation or other forms of humiliating, degrading, or exploitative behaviour.
8. Visitors must not use language and behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
9. No smoking or drinking will be permitted on the premises.
10. When any image (photographic, videographic or otherwise), recording or social media post relating to a child participating in any ISF's Programme is made, the following rules apply:

**10.1.** Photography and videography by Visitors are generally prohibited and may be

allowed in special circumstances and only when agreed with ISF Directional Team and full consent from the child and guardian has been obtained.

- 10.2.** Communication by Visitors with children (including by way of social media) or recording of children (by photographic, videographic or other means) by visitors is strictly prohibited.
- 10.3.** Visitors and ISF Associates should not use images or recordings of ISF students for public (including blogging), social or commercial purposes without prior consent in writing from the ISF Directional Team.
- 10.4.** If photo or video is agreed with a member of the Directional Team, children should be adequately clothed in all images taken of them, they should not be pictured bathing, in any state of undress or in distress. There should be no personal identifiers (such as name or address), and living spaces and sleeping areas should not be recorded, any photo or videography should not be intrusive or insensitive.
- 10.5.** The real names of children and vulnerable adults should be changed and it should be indicated that they have been changed.
- 10.6.** File labels should not reveal identifying information about a child when sending images electronically

- 11.** Visitors must immediately report any form of child abuse that they witness to ISF's Chief Executive, telephone: (+855) 12 977 981 or email: [vc@isfcambodia.org](mailto:vc@isfcambodia.org)

### **Visitor Agreement:**

I have read the complete Visitor Child Protection Agreement. I fully understand it and agree to comply with it and to follow all the procedures in it.

I declare that I do not have any criminal record in relation to child abuse, neglect or exploitation.

If at any time I fail to comply with the Policy and to follow the procedures in it, I understand that my relationship with ISF may be terminated forthwith and that I may be reported to the police or other relevant authorities.

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Full Name (Printed):

Date:

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# REPORTING SUSPECTED CHILD ABUSE

