



Safeguarding Code of Conduct for Staff and Volunteers¹

Outline Approval by EACP Trustees 23 May 2019

Approved: 6 February 2020

Next Review Date: March 2020

Child Safeguarding Code of Conduct

Defines the behaviour towards children that is deemed acceptable and not acceptable for all East Africa Children's Project staff, volunteers, representatives, and partners. For definitions of these terms see EACP Safeguarding Policy Definitions

1.0 Purpose

The East Africa Children's Project (EACP) supports schools and organisations in East Africa that come into contact with children and families as part of their activities in education and community support.

The Code of Conduct provides standards of behaviour to all EACP staff members and representatives to support them to behave appropriately around children. The Code of Conduct supports EACP staff to ensure that they are meeting their responsibilities as outlined in the Child Safeguarding Policy.

2.0 Who Does it Apply to?

EACP's Code of Conduct applies to anyone (including Trustees, EACP staff, volunteers, partner organisations, contractors and supporters) potentially interacting with children whilst visiting any of EACP's East Africa (EA) Partners. Although most potential interactions with children will take place in Africa, this Code of Conduct applies equally to any contact with children in the UK. EACP's Code of Conduct should be interpreted in a spirit of transparency and common sense, with the best interests of the child as the primary consideration.

3.0 Codes of Conduct

3.1 As a staff member or representative, you must:

- a) Identify and avoid potential situations of risk for children.
- b) Identify and avoid potential situations which may lead to your own behaviour being misinterpreted as abusive or harmful.

¹ This guidance draws on guidance provided by the National Society for the Prevention of Cruelty to Children (<https://learning.nspcc.org.uk/safeguarding-child-protection/>), and learning from best practice from both larger organisations (<https://www.build-africa.org/>) and smaller organisations (<https://www.livingstonetanzaniatrust.com/governance>) in the Africa Charity Sector.

- c) Be alert to indicators of abuse among the children you are working with and act accordingly in line with the Child Safeguarding Policy, Code of Conduct and Procedures.
- d) Undertake induction or training on child safeguarding as appropriate to roles.
- e) Treat children and young people fairly and without prejudice or discrimination.
- f) Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- g) Challenge discrimination and prejudice.
- h) Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- i) When taking any images of children, e.g. photographs or video, that they are respectful, that the children are adequately clothed and that they do not include sexually suggestive / provocative poses. Appropriate consent should be obtained.
- j) Ensure that any image or recorded case history of a child does not place him/her at risk or render him/her vulnerable to any form of abuse.

As a staff member or representative, there are some behaviours that you must never demonstrate.

3.2 In your interactions with children and communities in EACP project sites, you must never:

- a) Be alone with a child in an enclosed space. Ensure that whenever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults. If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are. Only provide personal care in an emergency and make sure there is more than one adult present if possible.
- b) Spend excessive time alone with children away from others.
- c) Show favouritism or spend excessive amounts of time with one child.
- d) Take a child to your home or hotel accommodation or invite them to visit your home town.
- e) Arrange to stay overnight with a child or their family.
- f) Spend time in a child's home unless exceptional circumstances apply and you have the prior approval of your line manager.
- g) Present gifts to any individual child or small numbers of children.
- h) Exchange contact details (such as email address, physical address, phone/mobile number) with a child.
- i) Condone, or participate in, behaviour of children which is illegal, unsafe or abusive.
- j) Leave visitors to a programme who are not EACP staff unaccompanied by a EACP staff member (this is for the protection of the child and of the visitor).
- k) Introduce visitors to a community or individual members of a community without the prior approval of the Organisation Director or, in their absence, the Deputy Director.
- l) Visit a community or individual members of a community except as part of work duties or an approved EACP project visit. Written agreement must be sought from EACP to stay with named family members / friends in communities covered by EACP programmes.

- m) When working with children and young people, you must not: smoke, consume alcohol or use illegal substances

3.3 With regard to sexual behaviour, you must never:

- a) Have sexual intercourse, or engage in any sexual activity, seductive behaviour (grooming) with anyone under the age of 18 years old, regardless of the age of consent locally or nationally. Mistaken belief in the age of the child is not a defence.
- b) As an EACP Trustee, representative or volunteer on an EACP agreed and supported visit to Africa have sexual intercourse, or engage in any sexual activity, or seductive behaviour (grooming), unless the person is your legal or long-term partner.
- c) Engage in or allow sexually provocative behaviour to take place with or between children.
- d) Make physical contact with a child in an inappropriate or culturally insensitive way.
- e) Sleep in the same bed as a child with whom you are working.
- f) Sleep in the same room as a child with whom you are working.
- g) Do things for a child of an intimate, personal nature that they can do themselves, such as toileting, bathing or dressing a child.
- h) Act as negotiator in or assist the process of financial settlement between the family of a child victim of sexual abuse or exploitation and the perpetrator.
- i) Encourage any crushes / inappropriate affection by a child.

These regulations apply to the behaviour of EACP staff members and representatives in both their professional lives and in their personal lives.

3.4 With regard to physical behaviour, you must never:

- a) Discipline any child by failing to provide the necessities of care such as food, shelter or medical attention.
- b) Condone or participate in behaviour by, or towards, any children which is unsafe, abusive or illegal.
- c) Behave physically in a way that is inappropriate.
- d) Discipline a child with whom you are working by use of physical punishment.

These regulations apply to the behaviour of EACP staff members and representatives in both their professional lives and in their personal lives.

3.5 With regard to emotional behaviour, you must never:

- a) Display discriminatory, prejudicial or oppressive behaviour towards children.
- b) Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- c) Shout at, call children unkind names or act in any way that intends to embarrass, shame, humiliate or degrade a child with whom you are working.

These regulations apply to the behaviour of EACP staff members and representatives in both their professional lives and in their personal lives.

4.0 Responsibility to Report

As a EACP staff member or representative, you have a responsibility and a requirement to report any concerns that you might have regarding the safety of a child in an EACP project or regarding the behaviour of a EACP staff member or representative. See EACP Dealing with Disclosures and Concerns Policy for full details.

If you have a concern regarding a child's safety, a EACP staff member or representative's behaviour or if you receive a report of a case of abuse, you must:

- a) Take any concerns raised seriously.
- b) Complete an incident reporting form, according to local procedures.
- c) Always report abuse or suspected abuse immediately and in accordance with the local procedures and with the child's best interest and safety.
- d) Keep the content of the case confidential, only informing the necessary contact points according to local procedures.
- e) Cooperate fully and confidentially in any investigation of concerns and allegations.

In this situation, you must not try to investigate any aspect of the concern or allegation yourself.

Appendix A

Definitions and signs of child abuse

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Children who suffer abuse may struggle to find the words to speak out, so it's vital that anyone working with children or young people is vigilant for the signs of abuse.

The NSPCC factsheet below sets out the different types of abuse and describes potential signs that a child is being abused.

<https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

In Summary:

Abuse is a term used to describe ways in which people are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a person's physical or mental health. People can be abused within or outside their family, at school, in the sports environment and elsewhere. Abuse can take many forms:

Physical Abuse - where people:

- Physically hurt or injure an individual (such as hitting, shaking, squeezing, biting, scolding or otherwise causing physical harm to a child).
- Give children, vulnerable adults alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown an individual.

Sexual Abuse – sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling.
- Showing pornographic books, photographs or videos, and sexual exploitation including taking pictures of individuals for pornographic purposes.
- Grooming people for sexual purposes and/or making inappropriate sexual comments.

Sexual exploitation – sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, professionally or politically from the sexual exploitation of another. This includes human trafficking and modern slavery.

Emotional Abuse and Psychological Harm – persistent emotional or psychological harm to a person that causes a severe long-lasting impact on their emotional development this can occur in a number of ways. For example, where:

- There is constant overprotection that prevents an individual from socialising.
- People being frequently shouted at or taunted, including name calling
- There is neglect, physical or sexual abuse.
- Witnessing or hearing domestic violence.
- Humiliating or degrading treatment
- Constant criticism
- Persistent shaming
- Isolation

Neglect – where parents or guardians persistently fail to meet a person’s basic needs such as food, clothing, shelter.

People with Disabilities

People with disabilities may be more vulnerable because:

- They may have greater difficulty in communicating.
- They may have less mobility than individuals without disabilities.
- They often receive as part of their daily life, intimate physical care, which may provide greater opportunity for potential abusers.
- They may have a greater number of providers of care than individuals without disabilities.
- Their behaviour may be more challenging, which may put them at greater risk.

Signs that a child may be experiencing abuse include:

- Left in unsafe situations or without medical attention, constantly "put down", insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Aggression towards others
- Displays sexual behaviour which doesn't seem appropriate for their age
- Neurotic behaviour (e.g. rocking, self-mutilation)
- Constant tiredness
- Lack of social relationships

This list is not exhaustive but as an NGO working extensively with children, EACP requires all staff and Partners to be constantly vigilant for signs that a child may be being abused.

Child Safeguarding Policy and Code of Conduct: DECLARATION EACP | MAY 2019

Declaration

I have read and understood the information in the EACP Safeguarding Policy and EACP Code of Conduct and agree to follow the measures set out in the Policy and Code.

For EACP staff:

I understand that failure to follow this Policy and Code is a serious breach of the conditions of my employment and will lead to disciplinary action. It may also lead to the breach being reported to relevant authorities.

For EACP Trustees, volunteers, interns, and supporters:

I understand that failure to follow this Policy and Code is likely to lead to the ending of my relationship with EACP. It may also lead to the breach being reported to relevant authorities.

Name:

Date:

I understand that by typing my name above and by emailing this document to EACP from a private, secure, password protected email account that this action is to be treated as if I had personally signed the document.
