



Behavioural Protocols for Sambhali Staff

- All staff, volunteers, interns, consultants, visitors, donors or sponsors of Sambhali are expected to treat all children and other staff with respect and dignity. Inappropriate behavior including: abusive, sexually provocative, harassment or demeaning language and behavior towards children will not be tolerated.
- Each individual must sign a statement to say that they have read the policy, will respect it and understand that action will be taken in cases of inappropriate behavior.
- There will be careful regulations about what forms of discipline can be used. Staff is strongly encouraged to inform their director when discipline is appropriate. Non-violent and non-humiliating discipline is encouraged. Sambhali encourages primarily verbal discipline and when appropriate the withdrawal of privileges.
- Whenever possible, it should be ensured that another adult is present when working in the proximity of children. Sleeping close to unsupervised children will not be allowed unless absolutely necessary.
- That a child will not be engaged in any form of sexual activities or acts. Adults will always be responsible for their behavior and cannot blame the child even if the child 'provokes' or acts in a 'seductive' way.
- That computers, mobile phones, video and digital cameras will be used appropriately, and never to exploit or harass children or to access child pornography through any medium.
- If protocols are broken the person involved will be disciplined and may lose their job.
- Communities and children with whom Sambhali staff work will be informed of the protocols and will be assured that project support will not be discontinued if they report suspicious behavior. Also staff will not be asked to leave for reporting suspicious behavior.
- Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care is provided.

Responses to Allegations

- Immediately report concerns or allegation of child abuse in accordance with appropriate procedures.
- Procedures must be set out by the organizations to ensure that all staff knows what to do if an allegation is made, either by a child, parents, staff member or visitor.
- Sambhali encourages all staff to adhere to the country's Labor Code if available.
- All members of the team will encourage their staff to be open in discussing the potential of abuse in their organization.
- Where an allegation has been made that a staff member/visitor to the organization has abused a child then Sambhali will investigate and take the appropriate action to deal with the situation.
- Sambhali will have a designated individual whose responsibility is to deal with child protection issues within the organization.
- Relationships with other organizations are encouraged for purposes of accountability and support should issues arise.
- Both victim (and perpetrator) will be treated with respect from the start of the process to the end.
- Children rarely lie in situations like this so their story must be heard and believed unless proven otherwise. They may also require extra protection if the perpetrator has not been arrested.
- Sambhali will have a reporting procedure where the Director is informed initially; other staff shall be informed if the need arises.
- Records should be made of all facts related to the investigation and these should be carefully and confidentially filed.
- The relevant Embassy should be informed if a foreign individual is involved.
- There should be a person designated to deal with the media and the police. Where possible consideration will be made beforehand by the organizations leadership about how the police and media will be informed or involved.
- If the organization is inexperienced, asking for help from other organizations with child protection policies is encouraged.

Use of children's images and personal information for promotion, fundraising and development education must follow the following procedures and guidelines.

When photographing or filming a child for work related purposes, Sambhali must:

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. This must be explained to the child how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

Signature of Authorized Officer: _____

(Position in NGO): _____

Date: ____/____/____

Signature of Witness: _____

Name of Witness: _____

Date: ____/____/____