

Code of Conduct

As a part of our safeguarding policy, YKIP requires all the staffs, volunteers and any other parties involved to abide the child safeguarding policy and agree to work in accordance this Code of Conduct. Any form of unacceptable behavior that breaches this Code of Conduct would be reported and the sanction may be applied.

We believe in these principles in safeguarding:

1. all staffs and volunteers should respect and promote the children right, protect the right of the children to live in safety environment.
2. YKIP will not tolerate any abuse and will take the necessary step to implement the policy.
3. The implementation is everyone responsibility, so that YKIP would have all the people involved in the program and activities (including but not limited to staff, volunteer, interns, and third party) comply this Code of Conduct.

I agree:

1. to treat children with respect and equality, regardless of the age, sex, origin, religion, and any other status
2. to use the appropriate language and behavior when working with children. Also, to set clear boundaries between themselves and the children so everyone understands what appropriate behavior is.
3. to maintain a good communication culture and build trust with children, their family, and society so that any concern can be shared and discussed.
4. to inform the children about their right to report any worrying situation.
5. to make sure another adult is present and be visible when working with children wherever possible.
6. to obtain permission from the children and parents before taking the photograph, videos, or using the child image(s) and story. This including explaining to the children and parents how the photos and story will be used.
7. to report any suspicion on child abuse or breaches of YKIP's Child Protection Policy to Designated Officer immediately if there is a concern raised.
8. To use all computers, mobile phones, video cameras, or other technology appropriately, and never exploit or harass children, or access or disseminate child exploitative material through any medium, including social media
9. To comply with all relevant/appropriate local legislation, including labour laws in relation to child labour.
10. to immediately report to YKIP any: concerns or allegations of child exploitation and abuse, or breaches of YKIP's Child protection Policy and Code of Conduct.

11. to immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during my associations with YKIP.
12. to be aware of behavior and avoid actions or behaviors that could be perceived by others as child exploitations and abuse.
14. not to physically attack a child in any way, or engage in 'rough play' that could be harmful to the child
15. not to invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
16. not to use physical punishment or humiliating punishment on children
17. not to rest or sleep close to unsupervised children, in which case I must obtain my supervisor permission, and ensure that another adult is present if possible (noting that this does not apply to an individual's own children)
18. not to use language that is abusive, harassing, and/or demeaning to the child.
19. not to act in ways to embarrass, humiliate, belittle or degrade a child.
20. not to engage in any sexual relations with anyone under 18 years old regardless the legal age of sexual consent, the law and local custom including using sexually provocative language and behavior.
21. not to exchange money, job, good, or aids for sexual favor.
22. not to discriminate against, treat children unequally or unfairly for example by favoritism & excluding others.
23. not to work with a child or transporting a child alone.
24. not to work with children under the influence of drugs or alcohol.
25. not to watch, produce, publish, or share pornography showing children or show pornographic content to children.
26. not to represent children negatively such as weak, powerless, desperate, etc.
27. not to publish the story that may endanger the child, family, and/or the community.
28. not to hire children for labor that is inappropriate given their developmental stage or which interferes with the time available for education or recreational activities, or which places them at the risk of injury.

Use of children's images for work related purposes

When taking photograph or film of the children for work purposes I must:

1. Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.

2. Before photographing or filming a child, obtain consent from a parent or guardian of the child. This include giving the information about the aim of taking the photograph, including the use for any publication.

3. Ensure any image taken present the child in a dignified and respectful manner, adequate clothed and not in poses that could be sexually suggestive. Also ensure that the image taken not present the children negatively such as weak, powerless, desperate, etc.

4. Ensure the images are honest representations of the context and the facts.

5. Ensure the file labels of the image do not reveal identifying information about a child when sending images electronically.

6. use the work camera whenever possible. If a work camera is unavailable, a personal camera can be used but images must be stored on work drive and only be used for work related purpose.

7. Ensure all the images are not to be used for personal use.

YKIP will take any necessary action to violation of this Code of Conduct and safeguarding policy which may include but not limited to:

1. Providing assistance for the victim and take immediate steps to protect and support the child.

2. Attempting to establish the fact in the most objective manners possible.

3. Take disciplinary actions, that may result in suspension and contract termination.

4. Reporting to the authorities any violation of this Code of Conduct and Safeguarding Policy that may breach the national legislation.

5. YKIP may take any further step to prevent the incident occur in the future, including informing other organization which may apply for professional references regarding contract termination due to the violation to safeguarding policy.

Declaration of Commitment:

I the undersigned _____

Declare that I have received, read, and understood YKIP's Children Protection Policy and commit to implement the policy.

Date _____ at _____

Signature _____