

**AZIZA'S PLACE**

# **Child Protection Policy**

**JUNE 2019**

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## INTRODUCTION

This Child Protection Policy is a statement of intent that demonstrates a commitment to safeguard children from harm and makes clear to all what is required in relation to the protection of children. It helps to create a safe and positive environment for children and to show that the organisation is taking its duty of care seriously.

Aziza's Place and all adults involved accept the duty to safeguard the welfare of the Children in its care. This policy outlines our commitment to providing the Children enrolled in Aziza's Place programs with the safest possible environment. This requires robust measures and action to prevent intentional and unintentional abuse and harm.

### **This mandatory policy applies to all Representatives.**

All persons will be individually and collectively responsible for child protection and will be made aware of this policy and any related guidelines, codes or protocols.

The *UN Convention on the Rights of the Child* states that:

- All children have equal rights to protection from abuse and exploitation;
- Everybody has a responsibility to support the care and protection of children;
- The duty bearers are accountable to eradicate child abuse.

Based on the above guiding context and principles, Aziza's Place is obliged and committed to ensuring that children are protected from any form of abuse.

## KEY TERMS

- "Representatives" means the staff, volunteers, sponsors, visitors and contract workers;
- "Associate" means all interns, volunteers, employees, prospective employees, counterparts, consultants, contractors, partner organization members **and visitors** to Aziza's Place;
- "Visitors" are persons who are neither: Directors or Trustees, contracted employees or contracted volunteers;
- "Children" or "a Child" shall mean anyone in the care of or receiving support from Aziza's Place;
- "Child Abuse" means sexual abuse or other physical or mental harm deliberately caused to a child.

## STATEMENT OF COMMITMENT

As a child support organization, Aziza's Place's first priority is the safety and well being of the children under its care. Aziza's Place is committed to a strict Child Protection Policy to ensure the children are not exposed to abuse, exploitation, violence or neglect. This policy conforms to the general principles of the UN Convention of the Rights of the child as follows:

**Best Interests of the Child:** The best interests of the child will be Aziza's Place's primary consideration. All decisions and actions concerning a child will serve the best interests of the child. When weighing up alternatives, Aziza's Place will seek to ensure that the final decision or action arrived at will be that in which the child receives the maximum benefit possible. Aziza's Place will at all times consider the impact a decision or action will have on the child and ensure the positive impacts outweigh any negative impacts.

**Non-Discrimination:** Aziza's Place will enforce a policy of non-discrimination at all times and all children will be treated with equal respect and love.

**Participation and Self-Determination:** Aziza's Place abides by the principle that a child has the right to have his or her views taken into account in major decisions affecting their life 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 via, for example, *AP Children's Voice Group*. Aziza's Place will in all cases give serious consideration to the child's wishes (and those of their legal guardians where appropriate) throughout the decision-making process. All children have the right to self-determination.

The guidelines in this Child Protection Policy protect both the child from abuse and Representatives from false accusation.

Aziza's Place shall:

- Respect the rights and dignity of the children, families and communities with whom we work, and always act according to the best interest of children;
- Demonstrate commitment to actively preventing Child Abuse; and
- Take positive measures to prevent child abusers becoming involved with Aziza's Place in any way and take stringent measures against any associate who commits Child Abuse.

To ensure the above commitment, Aziza's Place is committed to uphold:

- The UN Convention on the Rights of the Child;
- The Cambodian Constitution, especially articles 41 and 42 (please see Appendix I);
- The Cambodian current and future laws, rules and policies on children's rights; and
- The relevant laws of our target fundraising countries, including, the U.S.A., the UK, EU countries and Cambodia.

## INTENDED POLICY RECIPIENTS

- This policy applies to all Associates and Visitors.
- Associates are responsible to ensure that the Child Protection Policy is dispatched and understood by all Associates and that they all acknowledge their receipt of and underlying responsibilities of the policy.
- Aziza's Place will ensure the Child Protection Policy remains relevant and effective. Aziza's Place will consistently monitor all risks pertaining to the Children and make any necessary changes as and when warranted to the Child Protection Policy. Aziza's Place will review this Child Protection Policy annually.
- Aziza's Place will advise and assist all Associates in the implementation of the policy.

## 1. STAFF RECRUITMENT, SCREENING

1.1. Advertisements for job vacancies will make it clear that Aziza's Place is committed to child protection and that prospective employees' understanding of and commitment to child protection must be a condition of employment.

1.2. All prospective Associates will be informed of Aziza's Place's Child Protection Policy at the start of any recruiting process and undergo Child Protection Training by AP's CPOs.

1.3. Screening of applicants will include a written application, personal interviews, copy of passport/ID card, police checks and reference checks. During the interview process, applicants will be asked about previous work with children.

1.4. Where permissible by local law, applicants for positions as a staff member or volunteer are required to give permission for a criminal record or police check for any conviction related to Child Abuse or other relevant offences. Expatriates will be subject to the same background checks as permissible by law in their home countries.

1.5. For local employees, as soon as the applicant's position is confirmed, they are required to apply for a criminal background check which must be received by within 3 months of commencement of their position in order for the employee to pass their probation. Aziza's Place reserves the right to terminate an employment contract if the background check reveals that the person is not suitable to work with children or for any other reason that may put children at risk.

## 2. TRAINING & ORIENTATION

The Child Protection Policy will be reviewed during new staff orientation. The Directional Team Please see Appendix II) shall ensure all new personnel acknowledge in writing their receipt and understanding of the policy, with signed copies of their acknowledgement kept in the personnel files.

2.1 Aziza's Place is obliged to make all Associates aware of the issue of Child Protection and our Child Protection Policy.

2.2 All Associates and local communities should be provided with the opportunity to learn about how to safeguard children, to recognize and respond to concerns about Child Abuse.

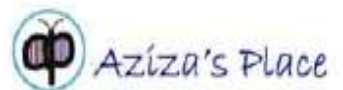
2.3 When and where possible, Children will be educated in self-protection from physical and sexual abuse. Children will be taught that they have a right to do something if an adult or another young person behaves or talks to them in a manner that makes them feel uncomfortable or in danger, and to trust and act on their instincts.

2.4 The Aziza's Place staff will initiate an open culture, encouraging opportunities for staff to raise concerns, to question, to discuss, to provide feedback, and learn about child protection issues. This will be done during staff meetings, through training and on other occasions. Staff supervision will take place where this issue will be addressed and issues discussed in an open and supportive manner.

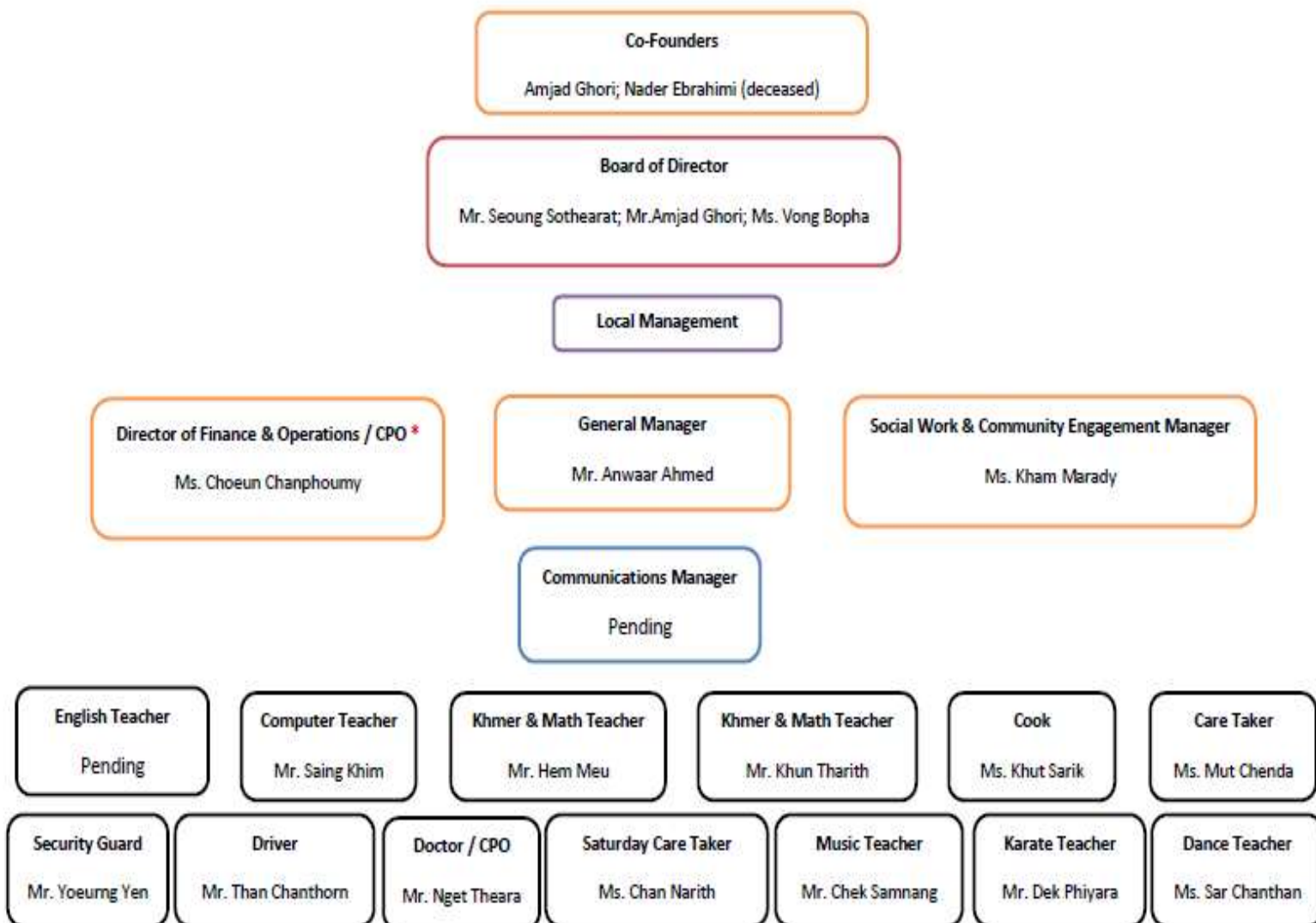
### 3. MANAGEMENT STRUCTURE

AP has two Child Protection Officers.

A large visible organisational chart placed in the entrance hall includes pics, names, positions, email and contact numbers of all AP staff.



#### AZIZA'S PLACE ORGANIZATIONAL CHART



#### 4. CODE OF CONDUCT FOR ASSOCIATES

A Code of Conduct provides guidelines that are deemed to be appropriate and proper behaviour for Associates when interacting with Children in the care of Aziza's Place. They are primarily designed to protect Children but are also intended to protect Associates from false accusations of inappropriate behaviour or abuse.

As an Aziza's Place Associate, **I WILL:**

- Treat all children and young people in our program with respect
- Conduct myself in a manner that is consistent with the values of Aziza's Place
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences and, in consideration with Cambodian customs, I shall dress appropriately when interacting with Aziza's Place Children.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Report any concerns of child abuse.
- If a member of staff, at all times be transparent in my actions and whereabouts.
- Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made.
- Self-assess my behaviour, actions, language and relationships with children.
- Speak up when I observe concerning behaviours of colleagues.
- Where possible and practical, implement the 'two-adult' rule, whereby two or more adults supervise all activities with children. If for any reason an individual conversation or counselling session is warranted with a child, another adult must be within visual contact.
- Ensure that a staff member accompany any Visitor or non-staff member whilst in the company of Aziza's Place children.

As an Aziza's Place Associate, **I WILL NOT:**

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to my own home/hotel or sleep in the same room or bed as a child.



- Take any child on a motorbike, tuk-tuk or in a car without making prior arrangements with a member of the Directional Team
- Smack, hit or physically assault children.
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- I will not socialise with the children outside the Aziza's Place premises.
- Purchase any presents of any kind for the children without prior arrangement with a member of the Directional Team
- Act in a way that shows unfair and differential treatment of children.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive manner.
- Unless designated by the Directional Team, enter the children's bathroom.
- Seek to make contact and spend time with any child or young person outside the program times without the explicit permission by a member of Directional Team. If I am one of these, I will need to get permission from other colleagues.
- Use Aziza's Place computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.

Inappropriate conduct towards children, including failure to follow the behaviour standards stated in this Policy are grounds for disciplinary action, up to and including dismissal from employment, or suspension from employment, police notification and legal action.

## **5. EXTERNAL COMMUNICATION GUIDELINES**

- 5.1. No visitor should be allowed onto Aziza's Place premises without prior permission of a member of the Directional Team.
- 5.2. All visitors must read, understand and sign the Child Protection Policy prior to their visit.
- 5.3. Aziza's Place staff must closely monitor all Visitors. No Visitor should be left alone, with or without Children. Photography is only permitted with the approval of a member of the Directional Team and in accordance with the guidelines in Section 9 below.
- 5.4 In consideration with Cambodian customs, all Visitors must dress appropriately when interacting with Aziza's Place Children.
- 5.5 All communications regarding Aziza's Place Children will ensure that the protection, privacy, dignity and best interests of the Child are paramount.



5.6 The informed consent of the Child and his/her parents or guardians should always be obtained before a recording, a photograph or an image is taken of the Child and its intended use(s) explained. Where possible, the Child and family should be shown the finished product before it is published.

5.7 Children should be adequately clothed in photographs or images taken of them and not in poses that could be interpreted as sexually suggestive.

5.8 The real names of especially vulnerable Children should be changed and it should be indicated that they have been changed.

5.9 Any photo taken at Aziza's Place premises or in the community cannot be published without the written consent from the Directional team. This includes the publishing of photos with the Aziza's Place Children on social networking sites as permission of the parents must be obtained before a photo can be used.

## **6. REPORTING AND INVESTIGATING ABUSE OR SUSPECTED ABUSE**

Aziza's Place takes Child Abuse very seriously. Aziza's Place provides a safe and protected place for the Children. Child Abuse in any form including physical, emotional or sexual abuse is a serious offence that threatens the wellbeing and reputation of the Child, the accused Associates and of Aziza's Place itself. Any infringements of this type will be prosecuted to the full extent of the relevant law. Child abusers are not likely to remain in an environment where workers are trained to identify and report suspicious behaviour. For these reasons, all Representatives are responsible for reporting suspected Child Abuse or exploitation of any kind.

### **6.1 Reporting Suspected Abuse**

6.1.1 Any person who has knowledge of, suspects, or has witnessed a potential Child Abuse issue involving personnel should immediately contact either or both AP's Child Protection Officers (CPO). The CPOs manage, all aspects related to AP's Child Protection policies and procedures, acting as a first point of contact for Aziza's Place on issues of Child Protection. A report should be made immediately, but no later than within 24 hours, to allow for early intervention and a prompt investigation by the CPO(s). This verbal report should be followed with a written and signed statement within a further 48 hours. Failure to report suspected Child Abuse or misconduct may result in disciplinary action.

6.1.2 Should either the Directional Team or Board Members be the subject of a complaint, the report should be made to two independent members of the Board of Governors.

**6.2 Investigation of Reports of Suspected Abuse AP's CPO(s) shall be responsible for acting upon any reported concerns, ensuring the Policy is implemented and any allegation investigated in a timely manner.**

6.2.1 The Directional team is the main contact for report, lead investigation. On receipt of the report, the Directional Team will notify the Board. The Board will immediately instigate an internal investigation by AP's CPO.

6.2.2 Where a complaint involves any Associate, then the Directional Team will immediately suspend that Associate, on full pay (where applicable), pending investigation. The Associate will be informed that an allegation has been made against him/her, supported appropriately and they will be given the opportunity to respond at the appropriate time.

6.2.3 The rights and welfare of the Child is of prime importance to Aziza's Place and therefore any investigation will aim to respect the privacy and safety of the Child and to make the investigation as child friendly as possible.

## **7. RAMIFICATIONS & CONSEQUENCES**

7.1 At the conclusion of the investigation, the Associate, the Child and/or his or her family as appropriate should be informed of concerns or allegation, the results of the investigation and what corrective action, if any, will be taken.

7.2 In the event an allegation is proven to be untrue, or even fabricated, appropriate steps will be taken to follow-up with the person who has been accused, the Child, and the person who reported the incident. Efforts will be made to provide assistance to an Associate accused of abuse with Children, including counselling or other appropriate forms of support.

7.3 If an event of Child Abuse is determined by the investigation, every effort will be made to assist the Child in coping with any physical or emotional trauma he or she may be experiencing. This may include medical treatment, psychological counselling or any other form of assistance deemed necessary and appropriate.

7.4 If the investigation concludes that Child abuse has occurred which is not subject to criminal prosecution, staff will be subject to disciplinary action within Aziza's Place, up to and including dismissal.

7.5 If the investigation concludes that abuse has occurred which is subject to criminal prosecution according to relevant national laws, all findings will be reported to the relevant police authorities and full co-operation afforded them during an external investigation. If the accused is an expatriate, the relevant law enforcement authorities will also be informed with due regard given to the potential for extraterritorial proceedings by the expatriate's country of origin.

7.6 In the event an Associate is discharged for child Abuse, Aziza's Place has the obligation to disclose such information as requested by police, a prospective employer, etc. Such disclosures will be made in accordance with applicable law and/or customs.

7.7 The media may become involved when a concern or allegation is raised within Aziza's Place. Only Directional Team is authorized to liaise with the media.

## APPENDIX I

### **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 II

### **Directional Team**

1. Ms. Chanphoumy Choeun: Director of Finance & Operations

[phoumy@azizasplace.org](mailto:phoumy@azizasplace.org)

+855 (0)12 79 79 35

2. Mr. Anwaar Ahmed: General Manager

[anwaar@azizasplace.org](mailto:anwaar@azizasplace.org)

+855 (0) 92 624 253

**DECLARATION BY ASSOCIATE**

I have read the complete Aziza's Place Child Protection Policy. I fully understand and agree to follow all procedures contained within.

I declare that I do not have any criminal record in relation to child abuse, neglect or exploitation and consent to Police criminal history checks.

If at any time I fail to follow the guidelines set forth by the Child Protection Policy, I understand that my employment / association may be terminated and appropriate action will be taken.

\_\_\_\_\_  
**Full Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**

*If responding by email please state acceptance of terms of Child Protection Policy.*

*You will receive a hardcopy to sign once you arrive.*

## **Annex 1: Forms of Child Abuse - Definitions**

### **Child Abuse**

This is a general term used to describe where the child may experience harm, usually as a result of failure on the part of a parent/carer or organisation/community to ensure a reasonable standard of care and protection or by the deliberate harmful acts. Within the broad definition of child maltreatment, eight subtypes are distinguished – these are:

- a. physical abuse
- b. emotional abuse
- c. sexual abuse
- d. neglect and negligent treatment
- e. bullying,
- f. domestic violence
- g. child labour; and,
- h. Exploitation.

### **Physical abuse**

Physical abuse is any action that causes physical harm or possible physical harm to a child. It can occur from adult to child, and also from child to child. Examples of physical abuse are: beating, hitting, slapping, kicking, pulling hair, burning, etc. A common example of this type of abuse in Cambodia is the beating of a child either by a parent or by a teacher as a form of punishment or discipline.

### **Emotional abuse**

Emotional abuse is any action that is not physical but that has a negative effect on the social, intellectual or emotional development of a child. Examples of emotional abuse are: witnessing domestic violence, humiliating, ridiculing, threatening and intimidating etc. An example of this is when adults laugh at and humiliate a child, often in front of others, because of something they have done wrong, typically due to the deed being outside the capability of the child. In the home, girls tend to receive this form of punishment more than boys.

### **Sexual abuse**

Sexual abuse is forced sexual relations and other types of sexual assault and sexual intimidation; when an adult, peer or another young person sexually abuses a child. Examples of sexual abuse are: fondling of the child's genitals; masturbation; oral sex; vaginal or anal penetration; exposure of the child to pornography, taking pornographic pictures of a child etc. A common form of sexual abuse in Cambodia is between a relative or a good friend of the family and child. Often very young girls are subject to sexual abuse within the home or extended family.

### **Neglect (or lack of care)**

Neglect can be a form of physical or emotional abuse. Neglect occurs when children are denied their basic rights to life, such as food, clothing, shelter, medical attention or supervision, to the point where the child's health and development is or is likely to be significantly harmed or endangered. A common example of this is when parents do not give their child food as a form of punishment or when parents leave their children at home alone without appropriate supervision.

### **Bullying**

Bullying can be a form of physical or emotional abuse. It is the harming or intimidation by adults of children, or by children of other children, in order to have power over them. Examples of bullying are: pushing, shoving or otherwise exerting physical, emotional or financial power over another; keeping certain people out of a social group; teasing, etc. Common examples are when children are threatened by other children with weapons such as guns, sticks, clubs, knives, etc.; children pressuring other children to join gangs; teachers demanding money or food in exchange for preferential treatment in class, etc.

### **Domestic violence**

Domestic violence can be a form of physical or emotional abuse. It is any action that a person uses to control another person in the setting of the home. Examples of these actions are: hitting a child, cursing or blaming a child, witnessing parents physically fighting, etc. A common form of domestic violence in Cambodia is when a child watches the father hit the mother.

### **Child labor**

Child labor is a very common form of child abuse in Cambodia. This involves the various activities that exploit children for their commercial value. It can include begging, hard domestic labor on farms, or commercial sex work among other activities. Children are not only abused but a financial gain is made arising from the abuse.

### **Exploitation**

Refers to one or more of the following:

- committing or coercing another person to commit acts of abuse against a child,
- possessing, controlling, producing, distributing, obtaining or transmitting materials that exploit a child,
- committing or coercing another person to commit an act of grooming (behavior that makes it easier for an offender to procure a child for sexual activity), including online grooming.
- facilitating, encouraging, or knowingly benefiting from child labor – that is, work that children should not be doing because they are too young to work, or because it is dangerous or otherwise unsuitable for them.

## Annex 2: Child Protection Code of Conduct for VISITOR

This child protection code of conduct sets out the behaviour which Aziza's Place (AP) expects from all people associated with or representing it. AP condemns all forms of child abuse, discrimination and sexual exploitation and is committed to creating and maintaining an environment which promotes these core values. Child abuse occurs when adults or other children hurt children or young people under the age of 18, either physically, emotionally, sexually, through neglect or in some other way.

I, \_\_\_\_\_, acknowledge that I have read and understand AP's Child Protection Policy (CPP), and agree that in the course of my association with AP, I must:

- ✓treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ✓not use language or behavior towards children that is not appropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate,
- ✓not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts, sexual favours or other forms of humiliating, degrading, or exploitative behaviour.
- ✓always be accompanied by an Employee/Volunteer/ Parents/Community Representative of AP. Under no circumstances I can be alone with child/young person
- ✓use any computers, mobile phones, or video and digital cameras appropriately, and never exploit or harass children or access child pornography through any media
- ✓assess and endeavor to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- ✓obtain consent note from the child or a parent or guardian of the child before photographing or filming a child and explain how the photograph or the film will be used
- ✓ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in vulnerable or submissive manner or inadequately clothed or 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



Immediately report any form of child abuse that I witness to AP's staff, Child Protection Officer (CPO), telephone: +855 (0)12 79 79 35 / or email: [phoumy@azizasplace.org](mailto:phoumy@azizasplace.org)

I understand that the onus is on me, as a person engaged or associated with AP, to use common sense and avoid actions or behaviours that could be constructed as child abuse when engaging in AP activities or visiting AP's projects. If I am a Representative of visiting team, I should provide awareness of this Child Protection Code of Conduct to all team members and ensure their compliance. I also understand that the disciplinary measures and legal steps will be taken if I am found to be in breach of the Code of Conduct (CoC).

☐ **Visitor or** ☐ **Representative**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Witness**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Annex 3: No Child Abuse Declaration

Declaration for No Child Abuse and Exploitation (New recruited personnel/ volunteer/ intern)

I, \_\_\_\_\_, holding ☐ Cambodian ID card \_\_\_\_\_ or  
☐ passport: \_\_\_\_\_ issued in \_\_\_\_\_ Expiry date: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Email: \_\_\_\_\_ resident at house # \_\_\_\_\_  
 Street \_\_\_\_\_ Village \_\_\_\_\_ Sangkat/ Commune \_\_\_\_\_  
 Khan/ District \_\_\_\_\_ City/ Province \_\_\_\_\_, Cambodia

I would like to declare that I never had any allegation in Child Abuse and or Child Exploitation within my personal life, family, work and community. I refer to the Child abuse and Child Exploitation, when I hurt children or young people under the age of 18, either physically, emotionally, sexually, through neglect and negligent treatment or in some other way.

Particularly, I did not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts, child trafficking, sexual favours or other forms of humiliating, degrading, or exploitative behaviour and not use physical punishment on any child.

I understand that the onus is on me, as a person engaged or associated with Child Abuse and or Child Exploitation will result the disciplinary measures and legal actions according to the laws of Cambodia. I certify that the statements made by me are true and correct to the best of my real experiences. I officially sign for proof with certification by my respectful witness.

Declarer

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness (village leader or blood relative) Name: \_\_\_\_\_

Declarer's relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Annex 4: Photo Consent Note Form**

**សិខិតអនុញ្ញាត**

**Consent Form**

ស្តីពីការប្រើប្រាស់រូបថត រូបវីដេអូ សម្លេង ខ្លឹមសារនៃកិច្ចសម្ភាសន៍ និងស្នាដៃរបស់កុមារក្រោមអាយុ ១៨ឆ្នាំ

On the Use of Photos, Videos, Audios, Interviews, Performance and/or Creative Work of Children Under 18

ខ្ញុំឈ្មោះ: \_\_\_\_\_ ជាមាតាបិតា អាណាព្យាបាលរបស់កុមារឈ្មោះ: \_\_\_\_\_  
បានអនុញ្ញាតអោយតំណាង ឬភ្ញៀវរបស់អង្គការទឹកដៃនៃអាស៊ីហ្សា ចត និងប្រើប្រាស់រូបថត រូបវីដេអូ ធ្វើកិច្ចសម្ភាសន៍  
និងផ្សព្វផ្សាយកិច្ចសម្ភាសន៍កូនរបស់ខ្ញុំនៅលើប្រព័ន្ធផ្សព្វផ្សាយ (ដូចជា វីឡូ ទូរទស្សន៍ ទស្សនាវដ្តី កាសែត បណ្តាញ  
សង្គម វេបសាយ) ឬបោះពុម្ពផ្សាយផ្សេងៗ ។ល។

សូមបញ្ជាក់ថាខ្ញុំយល់ព្រមអោយផ្សព្វផ្សាយឈ្មោះអត្តសញ្ញាណ និងព័ត៌មានផ្សេងៗអំពីកូនរបស់ខ្ញុំដូចដែលបានរៀបរាប់  
ខាងលើនៅក្នុងឯកសារបោះពុម្ព ឬឯកសារអេឡិចត្រូនិក ឬនៅលើប្រព័ន្ធផ្សព្វផ្សាយផ្សេងៗ របស់អង្គការទឹកដៃនៃអាស៊ីហ្សា  
និងភ្ញៀវរបស់ខ្លួន សម្រាប់តែគោលបំណងបម្រើអោយសកម្មភាពមនុស្សធម៌ និងការងារអភិវឌ្ឍន៍នៅក្នុង និងក្រៅប្រទេស  
កម្ពុជាតែប៉ុណ្ណោះ។

I, (name) \_\_\_\_\_, parent or official guardian of (child's name) \_\_\_\_\_  
hereby grant permission to AP's representative and/or visitors, to take and use the photographs,  
audio, videos, interviews of my child for use in media releases (such as radio and TV broadcasts,  
magazines, newspapers, social media or websites) or on various printed publications.

I would like to declare that I agree to have my child's name, identity, and related materials as  
mentioned above published on AP's and its visitor's print or electronic publications, or on the media,  
aiming to support the humanitarian and development work inside and outside Cambodia.

ឈ្មោះកុមារ \_\_\_\_\_ ភេទ \_\_\_\_\_ អាយុ \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

ឈ្មោះមាតាបិតា ឬអាណាព្យាបាល \_\_\_\_\_

Full name of Parent(s)/Guardian \_\_\_\_\_

ហត្ថលេខាមាតាបិតា ឬអាណាព្យាបាល \_\_\_\_\_

Signature of Parent(s)/Guardian: \_\_\_\_\_

អាសយដ្ឋាន: \_\_\_\_\_

Address: \_\_\_\_\_

ឈ្មោះអ្នកថតរូប \_\_\_\_\_ ហត្ថលេខា \_\_\_\_\_

Full name of Photographer/Videographer: \_\_\_\_\_ Signature: \_\_\_\_\_

ឈ្មោះអ្នកធ្វើសម្ភាសន៍ \_\_\_\_\_ ហត្ថលេខា \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_

កាលបរិច្ឆេទ (Date:) \_\_\_\_\_

**បញ្ជាក់៖**

លិខិតអនុញ្ញាតិ៖ ត្រូវបានធ្វើឡើងដោយអនុលោមទៅតាមគោលនយោបាយការពារសិទ្ធិកុមារ ដែលមានគោលបំណងការពារកុមារពីការរំលោភបំពានគ្រប់រូបភាព ឬកេងប្រវ័ញ្ចផលប្រយោជន៍កុមារពីសំណាក់មាតាអាណាព្យាបាល អ្នកថតរូប អ្នកធ្វើសម្ភាសន៍ ឬជនទុច្ចរិតដទៃទៀត។

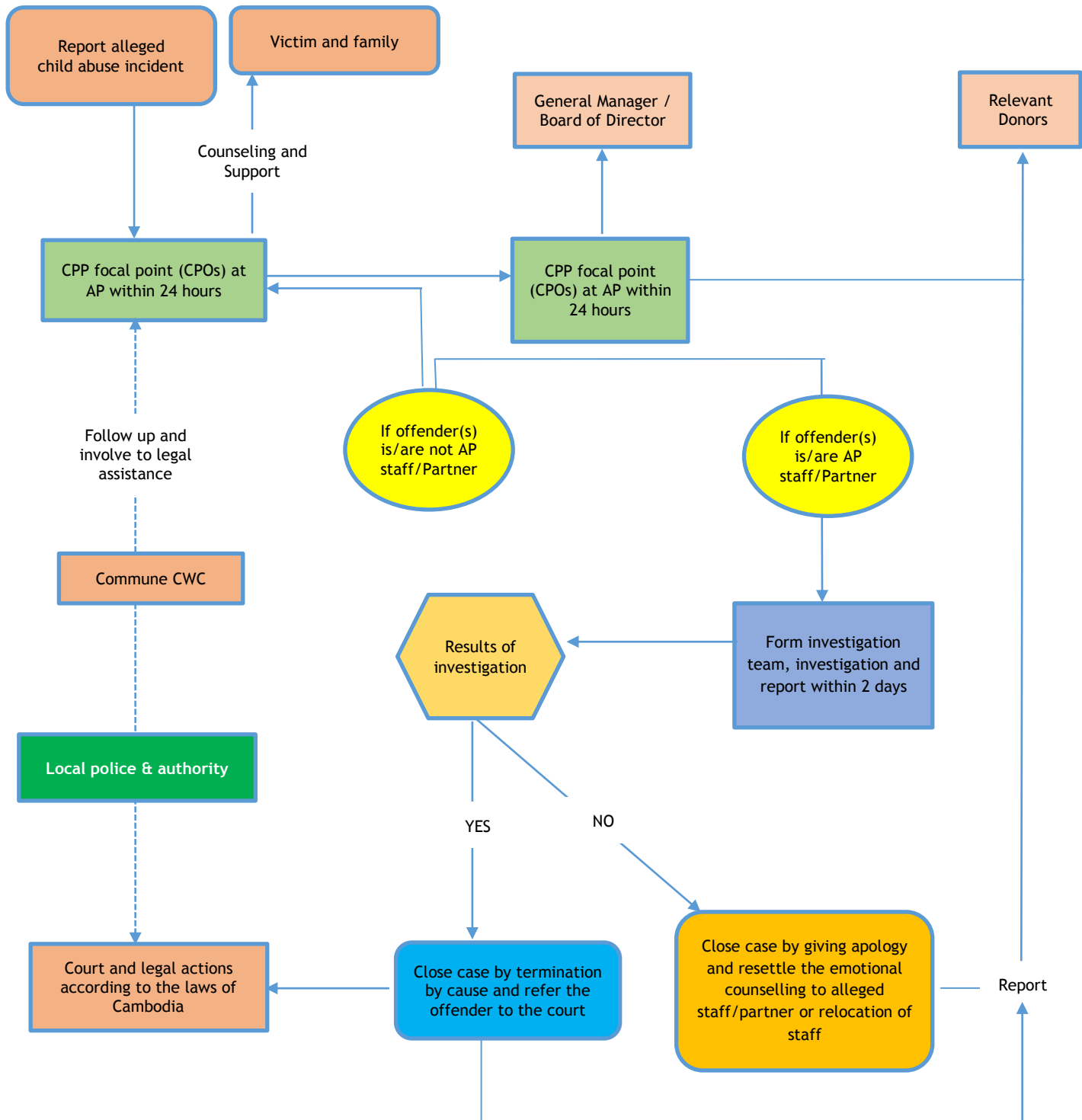
**Annex 5: List of criminal acts for Child Offences**

ឧបសម្ព័ន្ធទី៥: បញ្ជីអំពើឧក្រិដ្ឋអំពីបទល្មើសលើកុមារ

<p>ក្រមព្រហ្មទណ្ឌ</p>	<p><b>មាត្រា៣០១:</b> បទស្តាប់ ឬចិតពាក្យសំដែងកំដរ អំពើស្តាប់ ឬចិតសំដីនិយាយជាងកំដរ ឬជាភាសាសំដាត់ដោយគ្មានការយល់ព្រមពី បុគ្គលដែលមាន ពាក់ព័ន្ធនោះត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារ ១(មួយ)ខែ ទៅ ១ (មួយ) ឆ្នាំ និងពិន័យជាប្រាក់ពី ១០០.០០០ រៀល (មួយសែន) រៀល ទៅ ២.០០០.០០០ (ពីរលាន) រៀល លើកលែងតែករណី ដែលច្បាប់អនុញ្ញាត។</p> <p><b>មាត្រា៣០២:</b> បទប៉ះពាល់ដល់សិទ្ធិខាងរូបភាពនៃបុគ្គល អំពើថតរូបភាពនៃបុគ្គលនៅក្នុងទីកន្លែងឯកជនដោយគ្មានការព្រមព្រៀងពីបុគ្គលនោះទេ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារពី ១(មួយ) ខែ ទៅ ១ (មួយ) ឆ្នាំ និងពិន័យជាប្រាក់ពី ១០០.០០០ រៀល (មួយសែន) រៀល ទៅ ២.០០០.០០០ (ពីរលាន) រៀល ។</p>
<p>ការបង្ក្រាបអំពើ ជួញដូរមនុស្ស និង អំពើអាជីវកម្មផ្លូវ ភេទឆ្នាំ២០០៨</p>	<p><b>មាត្រា២៤:</b> អំពើអូសទាញ ជនណាអូសទាញ ដោយចេតនា នូវជនដទៃក្នុងទីសាធារណៈ ក្នុងគោលដៅប្រព្រឹត្តអំពើពេស្យាចារ ផ្ទាល់ ខ្លួនត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារពី១ថ្ងៃ ដល់ ៦ថ្ងៃ និង ពិន័យជាប្រាក់ពី៣០០០រៀល ដល់១០០០០រៀល។ អនីតិជនត្រូវលើកលែងពីការផ្ដន្ទាទោសចំពោះបទល្មើសដូចមានចែងក្នុងមាត្រានោះ។</p> <p><b>មាត្រា៣៣:</b> បទល្មើសទាក់ទងនឹងពេស្យាចារកុមារ ជនណាប្រព្រឹត្តបទល្មើសណាមួយ ដែលមានចែងក្នុងមាត្រា៣០ មាត្រា៣១ និង មាត្រា៣២នៃច្បាប់នេះ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារពី៧ឆ្នាំ ទៅដល់១៥ឆ្នាំ បើបទល្មើសនោះទាក់ទងនឹងពេស្យាចារកុមារ ។ ពាក្យថា «ពេស្យាចារ» នៅក្នុងបទបញ្ញត្តិនានានៃជំពូកនេះត្រូវជំនួសពាក្យ «ពេស្យាចារកុមារ» នៅពេល ដែលបទល្មើសដែលមានចែងក្នុងកថាខណ្ឌទី១នៃមាត្រានេះត្រូវអនុវត្ត។</p> <p><b>មាត្រា៣៤:</b> ការទិញពេស្យាចារកុមារ ជនណាម្នាក់ ឬធ្វើអំពើគ្រប់រូបភាព ដែលទាក់ទងនឹងភេទជាមួយអនីតិជនដែលមានអាយុចាប់ពី១៥ ឆ្នាំឡើងទៅ ដោយផ្តល់ ឬសន្យាផ្តល់វត្ថុមានតម្លៃអ្វីមួយដល់អាយុអនីតិជននោះ ឬទីអោយអន្តរការី ឪពុក ម្តាយ អ្នកអាណាព្យាបាល ឬជនដទៃទៀតដែលគ្រប់គ្រង ឬត្រួតពិនិត្យលើអនីតិជននោះ ត្រូវផ្ដន្ទាទោស ដាក់ពន្ធនាគារពី២ឆ្នាំ ទៅដល់៥ឆ្នាំ។ ជនណាដែលប្រព្រឹត្តបទល្មើសខាងលើជាមួយអនីតិជនដែលមានអាយុតិចជាង១៥ឆ្នាំត្រូវផ្ដន្ទាទោស ដាក់ពន្ធនាគារពី ៧ឆ្នាំទៅដល់ ១៥ឆ្នាំ</p> <p><b>មាត្រា៤១:</b> រូបភាព និងសម្ភារៈនៃកុមារ ជនណាចែកចាយ លក់ជួល ដាក់តាំង បញ្ចាំង ឬបង្ហាញនៅទីសាធារណៈនូវរូបភាពនិងសម្ភារៈ អាសអាភាសនៃកុមារ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារ ២(ពីរ) ឆ្នាំ ទៅដល់ ៥ (ប្រាំ) ឆ្នាំនិងពិន័យជាប្រាក់ ៤.០០០.០០០ (បួនលាន) រៀល ដល់ ១០.០០០.០០០ (ដប់លាន) រៀល ។</p>

	<p><b>មាត្រា៤២:</b> អំពើរួមភេទជាមួយអនីតិជនអាយុក្រោម១៥ឆ្នាំ ជនណាមួយរួមភេទជាមួយជនដទៃដែលមានអាយុតិចជាង១៥ឆ្នាំ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារពី៥ឆ្នាំ ទៅដល់១០ឆ្នាំ។</p> <p><b>មាត្រា៤៣:</b> អំពើអាសប្រឆាំងនឹងអនីតិជនអាយុក្រោម១៥ឆ្នាំ អំពើអាសនៅក្នុងច្បាប់នេះមានន័យថា អំពើនៃការប៉ះពាល់ ឬការបង្ហាញកេរ្តិ៍ភេទ ឬផ្នែកផ្សេងទៀតរបស់ជនដទៃទៀត ឬការឲ្យជនដទៃប៉ះពាល់កេរ្តិ៍ភេទ ឬផ្នែកផ្សេងទៀតរបស់ជនល្មើសខ្លួនឯង ឬរបស់តតិយជនក្នុងចេតនាធ្វើអោយរំជួល ឬរីករាយដល់ចំណងផ្លូវភេទរបស់ជនល្មើស។ ជនណាដែលប្រព្រឹត្តអំពើអាសទៅលើជនដទៃដែលមានអាយុតិចជាង១៥ឆ្នាំ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារ ពី១ឆ្នាំ ទៅដល់ ៣ឆ្នាំ និង ពិន័យជាប្រាក់ពី២.០០០.០០០រៀល ដល់៦.០០០.០០០រៀល។ ជនណាដែលប្រព្រឹត្តបទល្មើសដូចមានចែងក្នុងមាត្រា៤២ ឬមាត្រានេះបើមិនរាងចាលទេ ត្រូវផ្ដន្ទាទោសដាក់ពន្ធនាគារទ្វេដង។</p>
<p>ការទប់ស្កាត់អំពើហិង្សាក្នុងគ្រួសារ និង កិច្ចការពារជនរងគ្រោះ</p>	<p><b>មាត្រា ២៨:</b> ក្នុងករណីអំពើហិង្សាពាក់ព័ន្ធដល់កុមារ អាជ្ញាធរមានសមត្ថកិច្ចដែលមានទូទៅទទួលបន្ទុកបម្រើប្រយោជន៍ ក៏ដូចជាសុខមាលភាពកុមារ ធ្វើការតាមដានបញ្ហានេះ។ ក្នុងករណីធ្ងន់ធ្ងរ អាជ្ញាធរមានសមត្ថកិច្ចត្រូវសាងសំណុំរឿងទៅតុលាការ។ អ្នកទទួលខុសត្រូវណាម្នាក់ដែលតុលាការបានបង្គាប់រួម ទាំងព្រះរាជអាជ្ញាផងត្រូវទទួលបន្ទុកតាមដានអំពីស្ថានភាពនៃកុមារនិងធ្វើសេចក្តីរាយការណ៍អំពីស្ថានភាពនេះជូនទៅតុលាការ។ តុលាការអាចផ្តល់អាណត្តិដល់ស្ថាប័នមានសមត្ថកិច្ចដ៏ម្យ៉ាងមួយ និងការគាំទ្រជនរងគ្រោះនៃអំពើហិង្សាក្នុងគ្រួសារព្រមទាំងការពារសុវត្ថិភាព និងសុខមាលភាពជនរងគ្រោះ ពេលតុលាការកំពុងបំពេញនីតិវិធី។</p>

## Annex 6: AZIZA'S PLACE CPP Reporting Flow Chart



Contact number of AP CPP focal points:

1. Ms. Choeun Chanphoumy : Email: [phoumy@azizasplace.org](mailto:phoumy@azizasplace.org), Tel: (+855) 012 79 79 35
2. Mr. Nget Theara : Email: [theara.phd@gmail.com](mailto:theara.phd@gmail.com), Tel: (+855) 096 42 013 42
3. External CPP focal point : ChildSafe Movement - 24 Hour Hotline (+855) 012 31 11 12



**Annex 7: Report Form for Case of Child Abuse**

**CONFIDENTIAL**

**Report Form for Case of Child Abuse**

This form should be completed by the reporter who directly see or is reported the case of child abuse. All information must be held securely and confidentiality must be maintained at all times.

**A: Reporter**

1. Name of reporter \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_
2. Position: \_\_\_\_\_ Location: \_\_\_\_\_
3. Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**B: Alleged Offender:**

4. Name of offender: \_\_\_\_\_, Sex: \_\_\_\_\_ Age: \_\_\_\_\_, Nationality: \_\_\_\_\_
5. Tel (If available): \_\_\_\_\_, Email (if available): \_\_\_\_\_
6. Occupation/ Position: \_\_\_\_\_ Organization: \_\_\_\_\_
7. Relationship to the child victim: \_\_\_\_\_

**C: Alleged incidence:**

8. Date of incidence: \_\_\_\_\_, Period of incidence: \_\_\_\_\_
9. What incidence? \_\_\_\_\_
10. How does it happen?

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11. Name of witness: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Organization: \_\_\_\_\_ (If available)

**D: Local laws reinforcement:**

1. Local authorities or local police have been informed: \_\_\_\_\_
2. Their actions taken: \_\_\_\_\_

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**E: AP's involvements:**

1. Is it incidence happened within AP funded activity? \_\_\_\_\_ And what activity? \_\_\_\_\_

2. What interventions does AP plan to solve this incidence?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Is there any NGO informed and assistance to solve this incidence?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Is there any additional information?

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Name and signature of reporter \_\_\_\_\_