



CODE OF CONDUCT

Tan-kids' commitment to enhancing children's overall development means a commitment to ensuring that all children with whom Tan-kids is in contact, directly or indirectly through volunteers and partners, are safeguarded from harm.

Tan-kids recognizes that children are individuals with their own needs, wishes and feelings. In all cases, children must be listened to and supported as a priority. All children have an equal right to protection, including those who are disabled and living with HIV and regardless of gender, sexuality, culture, religion or legal status.

This code of conduct applies to

- all volunteers and board members of Tan-kids
- all volunteers and board members who are undertaking activities in partnership with Tan-kids.
- institutions and organizations that are in partnership with Tan-kids.

It is important for all staff, volunteers and people contracted to Tan-kids to:

- be aware of situations which may present risks and manage these
- plan and organize the work and the workplace so as to minimize risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised or discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged
- talk to children about their contact with staff or others and encourage them to raise any concerns
- empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Confidentiality:

All those who adhere to this code of conduct must be extremely careful in protecting personal and private-sensitive information. The status of the child suspected of being abused should not be disclosed to any persons outside of the reporting structure without the informed written consent of the child.

Confidentiality is difficult. When a child discloses abuse, the person who is party to the disclosure cannot promise to keep any secrets since they are under obligation to report the abuse. For this reason, it is essential to make clear the fact that it may not be possible to keep such information wholly confidential. The reporting procedure should be explained in a manner appropriate to the child's situation. Ideally this should be done before any such matter arises.

Where possible and appropriate, a written statement could be used to get the child's permission to share the information with selected other people according to the reporting process. This process must be discussed with the child to ensure that he/she knows what to expect at all times. The child should be kept informed at all times of the discussion and consulted on all decisions. Records will be kept in a locked, safe place which is not accessible to those outside the reporting process. Information may only be shared with relevant parties and it must always be done in such a way that confidentiality is maintained.



Declaration of Acceptance

I will:

- Openly declare any allegations or investigations or transgressions or existing criminal records upon me regarding child offences.
- Treat children with respect regardless of race, gender, religion, ethnic or social origin, disability, birth or other status
- Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, with children below the age of consent.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury, in physical danger or when there are other persons in the home.
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present.
- Refrain from physical punishment or discipline of children.
- Refrain from hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- Comply with all relevant country and local legislation, including labor laws in relation to child labor.
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.
- Not act in ways that may be abusive or may place a child at risk of abuse.
- Not behave physically in a manner which is inappropriate or sexually provocative towards children.
- Refrain from acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Ensure that child participation in programs does not exploit, shame, humiliate, undermine and degrade children or result in any form of emotional abuse to children.
- Report on any possible or suspected child abuses cases using the recommended tools as provided by Tan-kids.

Use of children's images for work related purposes

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

- Before photographing or filming a child, obtain consent from the child and a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
- Ensure photographs, films and videos 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.

Tan-kids considers acceptance of this code of conduct as a precondition of any partnership with Tan-kids for any and all persons mentioned above.