

Social Organization District Coordination Committee (SODCC) Parsa

Birgunj-14 Radhemai, Parsa

Code of Conduct for Staff (Child Protection Policy)

Staff Will:-

- Be aware of situations that may present risks to children.
- Plan and organize their work and workplace so as to minimize risks.
- As far as possible be visible in working with children.
- 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
- Be a positive role model
- Be loving / caring / responsible
- Demonstrate encouragement / motivation
- Show equal treatment between girls and boys
- Try as much as possible to involve children in decision-making. Allow children to make their own decisions, particularly about their own lives
- The best way to protect children is to empower them to protect themselves
- Be good role models of how to be with children both in our homes or working places
- Be sensitive to acts of abuse, and aware of children's concerns and complaints
- Respect children's dignity in homes, workplace and anywhere.
- Listen carefully to children
- Act on children's concerns / problems immediately
- Act fairly on matters that involve children and adults together
- Play a positive role in safeguarding children and promoting their safety

Staff Should Never:-

- Spend excessive time alone with children away from others
- Take children to their home, especially when they will be alone with you
- Hit or otherwise physically abuse children
- Develop physical or sexual relationships with children or any client of NGOCC
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive
- Behave in a manner, which is inappropriate or sexually provocative
- Have a child / children with whom they are working stay the night at their home unsupervised
- Sleep in the same bed as a child with whom they are working
- Do things for children of a personal nature that they can do for themselves
- Condone or participate in behavior of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse



- Discriminate against, show different treatment or favor particular children to the exclusion of others
- Perpetrate psychological and emotional abuse
- Expose children to pornography
- Expose children to hazardous work
- Stigmatize children.
- Exploit children through child labour, sex work and domestic work
- Discriminate between children of different genders e.g. punishing pregnant schoolgirls, favouring boy / girl child
- Neglect children e.g. not meeting children's needs, not offering adequate care to children
- Infringe children's rights e.g. to privacy and confidentiality
- Employ children under the age of 18 or those who have not completed their primary school
- Involve children in harmful practices e.g. female genital mutilation
- Involve children in sexual relationships
- Beat or otherwise assault children

Signature:-



Name: Avinash Kumar Das

Post: Admi Finance Officer

Date: 1 Dec 2019

Project Name: - Psychosocial Support to girls and boys vulnerable to child marriage and violent discipline Project

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Signature:- Anu

Name: Anu Pokharel

Post: Office Assistant.

Date: 1st Sep. 2019

Project Name: Girls Access to Education (GATE) Program



Social Organization District Coordination Committee Parsa

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Staff will:-

- ❖ Ensure that all beneficiaries (including children), employees, partners, community based actors and any other people with whom I come into contact are treated with respect, dignity and equality.
- ❖ Never exploit a beneficiary (including a child) and will never verbally, physically or psychologically abuse or commit any other form of abuse against a beneficiary.
- ❖ Not tolerate or engage in any form of physical or psychological harassment, discrimination, abuse of power or intimidation at work, including by making derogatory comments or adopting a demeaning attitude.
- ❖ Never have sexual relations with a person under the age of 18, regardless of the age of consent, local customs or the law in effect.
- ❖ Never have sexual relations in exchange for money, a gift of any kind, work or any form of assistance.
- ❖ Immediately report to my line - management or a person of confidence in the workplace any suspicions, information, rumors or doubts concerning possible abuse – without having investigated it personally.
- ❖ Ensure that all beneficiaries are treated with respect in all forms of verbal and written communication.
- ❖ Be aware of situations that may present risks to children.
- ❖ Plan and organize their work and workplace so as to minimize risks.
- ❖ As far as possible be visible in working with children.
- ❖ Talk to children about their contact with staff others and encourage them to raise any concerns.
- ❖ Be a positive role model.
- ❖ Be loving/Caring and responsible.
- ❖ Demonstrate encouragement/motivation.
- ❖ Show equal treatment between boys and girls.
- ❖ Be sensitive to acts of abuse, and aware of children's concerns and complaints.
- ❖ Respect children's dignity in homes, workplace and anywhere.
- ❖ Listen carefully to children.
- ❖ Play a positive role in safe guarding children and promoting their safety.

Hamekan

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Ebrahim Dewan
PRESIDENT
S.O.D.C.C PARSa



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- ❖ Involve children in harmful practices e.g. female genital mutilation.
- ❖ Involve children in sexual relationship.
- ❖ Beat or otherwise assault children.
- ❖ Exploit children through child labour, sex work and domestic work.
- ❖ Discriminate just because of their physical or mental status.

Signature: - *Kanchan*

Name:- *Kanchan Kumar Shrivastav*

Designation:- *Project officer*

Date:- *15 January 2019*

Project:- *Reading for All*

Contact No:- *9845511326*



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- ❖ Involve children in harmful practices e.g. female genital mutilation.
- ❖ Involve children in sexual relationship.
- ❖ Beat or otherwise assault children.
- ❖ Exploit children through child labour, sex work and domestic work.
- ❖ Discriminate just because of their physical or mental status.
- ❖ Smoke and drink alcohol in office territory.

Signature: - 

Name:- Vishal Kumar Gupta.

Designation:- Inclusive Education Coordinator

Date:- 30 Sep 2019

Project:- Reading For All.

Contact No:- 9845512249

9845512249