

# CHILD PROTECTION POLICY

@HOVUCA



**HOVUCA**

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*Updated 30/01/2018*

## **SECTION 1: BACKGROUND INFORMATION**

### **1.1 HOVUCA Overview**

Hope for Vulnerable Children Association (HOVUCA) is a Cameroon registered nonprofit organization with a global and local content reflection. HOVUCA was created to give hope to the hopeless children and works to change the lives of children living on the fringe of society - marginalized by illness, neglect and poverty, Children that are infected with or affected by HIV/AIDS; displaced children, children sexually abused and children on the street suffering from hunger and drugs abuse, or recovering from abuse and human trafficking, child prostitutes, and refugee children.

HOVUCA is also identified with promoting the empowerment of: children especially the girl child to manage issues concerning their wellbeing. To achieve this, HOVUCA works with rural and urban communities, intermediary organizations and strategic institutions likes local Councils and ministries to develop participatory approaches for its work.

### **1.2. HOVUCA's Vision, Mission and Objectives**

#### **Our Vision.**

Our vision is to create an environment where vulnerable children especially in the rural communities will have a right to protection, survival, development and have a voice.

#### **Our Mission**

Our mission is to use research, education, advocacy and community partnerships to enhance child protection systems and facilitate vulnerable children's access to basic facilities while **BREAKING BARRIERS FOR THE GIRL CHILD** to enable them have equal rights.

#### **Our Objectives**

- Provide educational support to underprivileged children
  - Provide Psycho-social support and counseling children made vulnerable either by illness, hunger, and armed conflict.
  - Improve the health of HIV infected children and other vulnerable children.
  - Care and support neglected and abandoned children with the basic need of food items and non-food items.
  - Promote and advocate for children's rights
  - Integrate and rehabilitate lost/street/displaced children.
  - Empower community leaders to engage in the work of Child Protection
- 
- Empower children especially the girl child to know their rights, discover their potential and recognize their skills and talents.

- Network and share information with development actors locally, nationally and internationally and encourage them to help vulnerable children prosper.

### **1.3. The Need for a Child Protection Policy**

This Child Protection Policy has been developed to provide a practical guide to prevent child abuse in HOVUCA's facilities and programs. It outlines a range of management strategies that will be implemented and which will reduce the risk of children being harmed.

*HOVUCA needs child protection policy because:*

- **Children are Safe :** All children have a right to freedom from all forms of violence, abuse and exploitation, based on the UNCRC. It is therefore the responsibility of HOVUCA to ensure that all its activities, policies, projects and programmes are 'child safe'. This means that staff do not represent a risk to children and that programmes, policies and practices can be designed and developed in ways that promote the protection of children.
- **The Reputation of the organization is protected:** Organizations working with vulnerable children have been, are and will continue to be vulnerable to abuse until the issues are brought into the open. Organizations without protection policies, guidelines and systems are more vulnerable to false or malicious accusations of abuse.

### **1.4. Scope**

- All employee and management Board members
- All contractors, consultant, volunteer, visitor, donor, researchers, supporter and any partner agency.
- All those adults accompanying children to events and activities organized by HOVUCA.
- All those who participate in events and meetings involving children, including journalists, sponsors, donors, policy makers, etc
- All the individuals cited above will be expected to read HOVUCA's Child Protection Policy and sign a commitment to adhere to its principles detailed in this policy
- ❖ For the purpose of this policy, "children" shall mean anyone under the age of 18 years and under the care of HOVUCA.

### **1.5. Governing Legislation**

HOVUCA's Child Protection Policy is compliant with **international primary** child protection legislation expressed in the:

- United Nations Convention on the Rights of the Child (Ratified by Cameroon on January 11, 1993).

- The African Charter on the Rights and Welfare of the Child, 05 September 1996.
- Convention No. 138 of the ILO Minimum Age for Admission to Employment, 14 April 1998
- The Optional Protocol to the CRC Protocol of 18 December 1989 on the Elimination of All Forms of Discrimination against Women, instrument of accession dated December 4, 2004;
- **National framework**

The Penal Code in which the protection of children's rights is evident, particularly in the provisions of Articles 29, 39 al.6, 48, 80, 179 (custody of a minor), 340 (infanticide), 341 (attack on descendants), 342 (slavery and pawning) 198 paragraph 1 (b) and (c) (banned publications) and 337 and following articles that deal with the child and family etc...

### **1.6. Guiding Principles**

The Child Protection Policy supports the principles enshrined in the UNCRC and the Constitution of Cameroon.

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“All children and young people, regardless of their class, caste, race, creed, parentage, lineage, religion, faith, sex, disability, ethnic origin and sexual orientation have a right to protection from harm and maltreatment.”

### **HOVUCA shall;**

- place the interests of the children in its care as its highest priority,
- treat children and young people with special needs, with care, respect and dignity,
- leave no child out and will adopt an attitude of inclusiveness at all times,
- recognize that those working for HOVUCA shall be perceived by children as trusted persons,
- ensure that the communication with children and young people with special needs is open clear and interactive, where children wish to share their thoughts,
- assess the risks posed to children when undertaking activities and identify preventive ways to manage the same,
- Ensure that all communication regarding children and their families or caregivers portrays them with dignity and respect.
- Ensure staff avoids any kind of physical contact with the children and adults with special needs, except for reasons of training, health and safety.
- Respond to any allegations raised, appropriately and timely. Institute an appropriate inquiry and disciplinary process.
- Annually conduct a Child Protection session for all existing employees wherein the policy is revisited and discussed.
- Involve children with special needs, wherever necessary, to take their opinions into consideration.
- Review and update the policy once in two years.
- Zero tolerance to any form of child abuse whether direct or indirect.

### **The staff of HOVUCA shall;**

- Get themselves thoroughly familiarized with the Policy. Ignorance of the policy on any grounds shall not be acceptable as an excuse for inappropriate/ unacceptable behavior/ actions.
- Ensure all important stakeholders are aware of the policy.
- Protect the child’s welfare as a priority.
- Copy of the Child Protection Policy is available with the organization at all times – both soft copy as well as printed copy.

## **1.7. DEFINITIONS**

### **• Policy:**

‘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 organization is taking its duty and responsibility of care seriously (*source: Setting the Standard: A common approach to Child Protection for international NGOs , Standard 1 (Policy).*)

### **• Child**

A child means every human being below the age of 18 years, unless a nation’s laws recognize adulthood earlier. (*United Nations Convention on the Rights of the Child*) and for the purposes of this policy HOVUCA recognizes a child to be a person under 18 years of age

### **• Child Protection.**

Child protection refers to the responsibilities and activities undertaken to prevent or stop children being abused or maltreated. For the purpose of this policy child protection at HOVUCA are a set of services designed to protect child from violence, exploitation, abuse and neglect and to encourage family stability.

- **Child Abuse:**

Child abuse refers to any harm to a child and includes: physical, sexual, emotional, neglect, bullying, child labour and domestic violence. HOVUCA recognizes abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion.

- **Emotional Abuse**

Emotional abuse occurs when a child's psychological or social well-being and sense of worth is continually battered. It can include a pattern of name calling, criticizing, rejecting, degrading, ignoring, isolating, exploiting and terrorizing a child.

- **Physical Abuse:**

This occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures

- **Neglect**

Neglect is a pattern of behaviour which occurs over a period of time and results in impaired functioning or development of a child. It is the failure to provide for a child's basic needs.

Neglect may be:

- Physical - failure to provide necessary basic needs of food, shelter or warmth
- Medical - failure to seek, obtain or follow through with medical care for the child
- Abandonment - leaving a child young person in any situation without arranging necessary care for them and with no intention of returning
- Neglectful supervision – failure to provide developmentally appropriate or legally required supervision
- Refusal to assume parental responsibility - unwillingness or inability to provide appropriate care for a child.

- **Sexual Abuse**

Sexual abuse includes acts or behaviors where an adult, older or more powerful person uses a child for a sexual purpose. While it may involve a stranger, most sexual abuse is perpetrated by someone the child knows and trusts.

It includes, any touching for sexual purpose, fondling of breasts, buttocks, genitals, oral sex, sexual intercourse, an adult exposing themselves to the child, or seeking to have a child touch them for a sexual purpose. It also includes, photographing children inappropriately, involving the child in pornographic activities or prostitution or using the internet and phone to initiate sexual conversations with children.

- **Child Sexual Exploitation**

Child sexual exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person below 18 years into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse.

- **Bullying**

Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non- verbal).

- Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.
- Verbal bullying includes insults, taunts, threats and ridicule.
- Psychological bullying includes physical intimidation and ostracism.

- **Children's Witnessing or Exposure to Domestic Violence**

This has been recognized internationally as a form of Child abuse. Witnessing or exposure to domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimization of one person by another by physical, sexual or emotional means within intimate relationships

Witnessing can involve a much broader range of incidents, including the child:

- **hearing the violence;**

- being used as a physical weapon;
- being forced to watch or participate in assaults;
- being forced to spy on a parent;
- being informed that they are to blame for the violence because of their behaviour;
- being used as a hostage;
- defending a parent against the violence; and/or
- intervening to stop the violence. *(Adapted from the Australian Medical Association definition and from the works of Edleson 1999; Humphreys 2007)*

- **Direct contact with children**

This refers to being in the physical presence of a child or children in the context of the HOVUCA's work, whether contact is occasional or regular, short or long term. At HOVUCA, this could involve delivering talks on behalf of HOVUCA to schools, churches and youth groups. It could also involve project /site visits and attending workshops/seminars/conferences organized by HOVUCA at which children are also present.

- **Indirect contact with children:**

This refers to having access to information on children in the context of the HOVUCA's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

## **SECTION 2: HOVUCA CHILD PROTECTION AND GUIDELINES**

### **2.1. Awareness**

Child friendly information is available to ensure children understand about their safety and protection, and feel comfortable about speaking to someone if they have any concerns. Children will be made aware of an independent adult to whom they can refer any concerns. Children will be encouraged to say at any time what they find acceptable and unacceptable in the way they are approached by adults or other young people.

### **2.2. Recruitment and Orientation of Staff:**

- **New Recruitments:** Every member who is recruited by the organization shall be given a copy of the Child Protection Policy manual and inducted into the organization once they confirm that he/she is willing to abide by the policies thus mentioned in the manual.
- Members with previous record of any child-related or other offenses shall not be permitted to work in/with/for HOVUCA under any capacity, both directly as well as indirectly.

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- The current staff shall be trained on the policies of Child Protection for better functioning of the HOVUCA.
- The staff shall also be consulted for feedback on the policy, if there may be any valuable inputs to be incorporated.
- Coordinators, team supervisors, Program managers should observe their team member's behavior and attitude towards the children and report any incidences, if any to the Executive Director.
- Feedback will be taken from children about the staff and opinion of children will be counted in staff review.

### **2.3. Education and Training**

Hope for Vulnerable Children Association's personnel are subject to regular training on child protection and are required to keep their knowledge up to date. Nominated HOVUCA contact officers will undergo regular training course to ensure that they are capable and competent to conduct the initial complaint handling and comply with the reporting processes. The Child Protection Officer will have the role of ensuring that all staff are up to date with policy changes and the implementing of training regimes for all staff and children alike.

### **2.4. Conduct**

All representatives are required to behave with children in a manner that fully respects their dignity and rights, and minimizes any possible situation of risk, consistent with HOVUCA's Child Protection Code of Conduct (at Version A). All representatives will:

- Treat all children with respect regardless of distinguishing factors such as age, race, religion, sexuality, disability or other status.
- Not behave towards them in any manner, physical or verbal, which is or can be construed as inappropriate, harassing, abusive, provocative or demeaning.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under relevant legislation the child is below the age of consent or the act(s) constitute an offence. Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into their home, unless they are at immediate risk.
- Will take seriously any complaint of child abuse, from whatever source, and will report any known breach of this code or of the Child Protection Policy, or any concerns relating to the safety of the children to HOVUCA.
- Use any communications or recording technology or social media appropriately, and never to exploit, harass or put children at risk, or to access child pornography via any medium or from any source.
- Not employ physical punishment as a disciplinary tool.
- Not employ children for domestic or other work inappropriate to their age or developmental stage or which interferes with access to education or recreation or which places them at risk of injury.
- Comply with all relevant laws.
- Report concerns or allegations of child abuse as swiftly as possible and as set down in relevant procedures.
- Ensure that adults or personnel who are not permanent approved staff must have regular HOVUCA staff present when in contact with children, cannot take children out of HOVUCA facilities or make independent contact with children's families. HOVUCA will always ensure that information or images about children are never used in a way that places children at risk, or compromises their safety or dignity. Regulations governing the use of photography and videos are in place as part of the child protection policy (Annex B).

### **2.5. Communication and Use of Child Images**

Hope for Vulnerable Children Association will at all times portray children in a respectful, appropriate and consensual way.

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- A child should always be portrayed 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.
- A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
  - There should be no identifying information of the child used in the publication of images or their location.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- When sending images electronically, file labels should not reveal identifying information. HOVUCA maintains strong communication links with the parents or those otherwise legally responsible for the children in its care and ensures that they are appropriately informed about all issues regarding the children and their welfare. HOVUCA respects the confidentiality of information regarding children's health, family backgrounds and personal histories. This private information is accessed only by authorized staff on a 'need to know' basis. Guidelines, rules and implementation procedures relating to child protection are available to all HOVUCA personnel. Only authorized personnel with approval from the Executive Director can make changes to the policy or decisions regarding child protection. The Child Protection policy and all associated policies, such as the Child Protection Code of Conduct and Child Protection Reporting Process will be reviewed annually, in January of each year and amended as required.

### **2.6. Reporting Format**

*The following process shall be followed for reporting under the Child Protection Policy:*

- Report the matter in writing on the Complaint Reporting Form to the Child Protection officer.
- The Child protection officer shall inform the Executive Director and the Board members about the issue to address the same.
- The Management team along with the Child Protection officer shall investigate the matter and take appropriate action in line with the Policy.
- Statement shall be taken from the victim, if possible and documented appropriately.
- During investigation period, the individual under suspicion must be removed from direct contact with children or young adults with special needs.
- The issue is to be addressed and brought to closure within one month of reporting.
- The matter shall be treated in strict confidentiality in the interest of the victim, accused and the informer.
- The process leading to decision making will be well documented and all facts, written allegations, responses and follow-ups shall be carefully filed.
- If the abuse falls under any other relevant law, a First Information Report must be filed with the local police.
- In the event of an allegation made in good faith which is shown to be unfounded or untrue, no action will be taken against the maker of the allegation. False and malicious allegations are unacceptable and perpetrators will be subject to appropriate action. Failure of a HOVUCA representative to report suspected child abuse will render the perpetrator liable to criminal sanction and/or termination of employment.

### **2.7. Sponsorship Guidelines**

HOVUCA recognizes the need to implement specific guidelines to manage the child protection risks within its sponsorship programs.

***HOVUCA's guidelines in relation to sponsors and children include:***



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- All communications between sponsors and children are monitored by qualified HOVUCA staff and communications which contain inappropriate content, including cultural, political or religious material which may cause offence are strictly prohibited.
- All visits by sponsors must be arranged well in advance through the HOVUCA Sponsorship Department.
- All sponsors will be interviewed before each visit and will be required to read the Child Protection Policy and sign the Child Protection Code of Conduct.
- Supervised outings from HOVUCA facilities for a morning or afternoon leisure trip may be permitted for children of a suitable age.
- Qualified HOVUCA staff will be present at all times during a sponsor visit and during authorized outings.
- Sponsors and sponsored children and their families must not exchange contact details during visits.
- Children must not be invited to leave or be taken away from their communities by sponsors.

### **SECTION3: CHILD PROTECTION CODE OF CONDUCT**

Version A

***Staff, contractors, consultants, volunteers***

I, \_\_\_\_\_ (insert name) agree that in the course of my association with Hope for Vulnerable Children Association,

**I will:**

- Treat all children with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, family, guardians, employees and volunteers.
- Encourage children, young people, parents, family, guardians, employees and volunteers to speak up about issues that affect them.
- Refrain from using corporal punishment on children
- Immediately report concerns or allegations of child abuse in accordance with HOVUCA's reporting process
- Comply with local, national and international child protection laws
- Ensure that, whenever possible, another adult is present when I am working with children, or in the proximity of children
- Advise my supervisor/manager of my involvement in any situation where my actions could be misinterpreted
- Advise my supervisor/manager if I am involved in any situation which would be likely to bring the organization into disrepute, and
- Advise my supervisor/manager if I am investigated for any crime or charged with any criminal offence.

**I will not:**

- Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with or whilst in the presence of a child
- Engage in behavior to shame, humiliate, belittle or degrade a child, or otherwise emotionally abuse a child.
- Marry a human being under the age of 18
- Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services

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- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
- Condone or participate in, behaviour with children which is illegal, unsafe or abusive
- Discriminate against or in favour of particular children to the exclusion of others
- Spend time outside work requirements with any child or young person connected with HOVUCA's programs
- Invite unaccompanied children into their home, unless they are at immediate risk.
- Hire children for domestic or any other labour which is inappropriate for their age or development, interferes with their education or play, or places them at risk of injury
- Do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes
- Sleep in close proximity to any children unless it is absolutely necessary, in which case I will keep my supervisor/manager informed and ensure another adult is present, where possible (noting that this does not apply to my own children)
- Access or create sexually abusive images of children, and.
- Use computers, mobile phones, video or digital cameras or any other technology for the purpose of exploiting or harassing children

### **Confidentiality**

All HOVUCA staff, volunteers, visitors and those involved in the conduct of HOVUCA's activities in any capacity are required to share HOVUCA's information protection burden. HOVUCA's ability to share information and allow the use of photography, video or similar methods is dependent on agreement with the conditions set out below.

### **I undertake that:**

- I recognize HOVUCA's need to retain and maintain significant amounts of data and information, personal and organizational, relating to itself another parties and I also recognize its obligation to maintain the confidentiality of such information:
- During and after my involvement with HOVUCA, I may become privy to information relating, for example to HOVUCA's finance, personnel, projects, plans or problems. I undertake to keep HOVUCA's information, disclosed to me or discovered by me, in strictest confidence and will not disclose or use it, beyond what is normal and necessary in the conduct of my relationship with HOVUCA, without HOVUCA's agreement.
- In the event that I become aware of Third Party information, relating to the involvement or engagement of other organisations or individuals with HOVUCA, I undertake to maintain the confidentiality of that information and will not make, or seek to make, any use of such material without specific permission from HOVUCA.
- If I wish to write about HOVUCA for publication, lecture about its activities or impact or engage in similar such activities, I will seek specific agreement from HOVUCA, which will normally be provided in writing by an authorized member of HOVUCA staff. Disclosure required by law remains unrestricted.

### **Photography and the Use of Video**

- Before photographing or filming a child for work related purposes, I will assess and comply with local traditions or restrictions on reproducing personal images.
- I will not take photos without prior agreement of authorized HOVUCA staff, namely the Executive Director, Program officer, or Facility officer.
- The agreement of those whom I propose to photograph or record will be sought before I do so and I will make

clear how the resulting material will be used.

- I will respect the dignity of persons photographed in my own behaviour and in my photographs or recordings
- I will respect the dignity of persons photographed in my own behaviour and in my photographs or recordings.
- My photography or video will ensure that children are adequately dressed.
- I will not take or attempt to take photos which can be deemed intrusive or insensitive, such as photos in dwellings, sleeping areas, people bathing, or in distress.
- I will at no time make recordings or images which are or can be construed as sexually suggestive.
- I will not use images for public (including blog) or commercial purposes without HOVUCA's express permission.
- I will ensure that my images honestly represent the facts and context.
- In using HOVUCA related information on social media, I will be alive to the need to protect the privacy of HOVUCA related individuals. I will not publicize HOVUCA addresses and will not use the real names of HOVUCA children.
- I will ensure file labels do not reveal identifying information about a child when sending images electronically.

I have read, understood and undertake to comply with the above requirements.

**Statement to be signed by all Cambodian Children's Fund staff, contractors, consultants and volunteers**

I confirm that I have read and understood HOVUCA's:

- Child Protection Policy, and
- Child Protection Code of Conduct

I agree to comply with the Policy and Code of Conduct. I understand that a breach of the Policy or Code may provide grounds for my employment/engagement with HOVUCA to be terminated.

I also understand that a breach of the Policy or Code could result in criminal prosecution. I understand that it is my responsibility, as a person engaged by Hope for Vulnerable Children Association, to use common sense and avoid actions or behaviours that are abusive or exploitative of children or young people, or could be construed as such.

I authorize HOVUCA to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process. I confirm my willingness to participate in HOVUCA's training sessions on child protection.

Name: .....

Position/Job title/role: .....

Signed: .....

Date: .....

**Version B**

**Visitors**

I, \_\_\_\_\_ (insert name) agree that in the course of my association with Hope for Vulnerable Children Association,

**I will:**

- Treat all children and young people with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status
- Assist in providing a welcoming, inclusive and safe environment for all children, young people, parents, family, guardians, employees and volunteers
- Encourage children, young people, parents, family, guardians, employees and volunteers to speak up about issues that affect them
- Refrain from using corporal punishment on children
- Immediately report concerns or allegations of child abuse in accordance with HOVUCA reporting process
- Comply with local, national and international child protection laws

**I will not:**

- Use inappropriate language – whether of an offensive, discriminatory, demeaning, abusive or sexual nature – when speaking with or whilst in the presence of a child or young person
- Engage in behaviour to shame, humiliate, belittle or degrade a child or young person, or otherwise emotionally abuse a child or young person
- Act in a sexually provocative manner or engage children in any form of sexual activity, including paying for sexual services
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
- Condone or participate in, behaviour with children which is illegal, unsafe or abusive
- Discriminate against or in favour of particular children to the exclusion of others
- Spend time outside authorised visits with any child or young person connected with HOVUCA's programs
- Hire children for domestic or any other labour which is inappropriate for their age or development, interferes with their education or play, or places them at risk of injury
- Do things for children of a personal nature that they can do for themselves such as toileting them or changing their clothes
- Access or create sexually abusive images of children, and
- Use computers, mobile phones, video or digital cameras or any other technology for the purpose of exploiting or harassing children

**Confidentiality**

**I undertake that:**

- I recognize HOVUCA's need to retain and maintain significant amounts of data and information, personal and organizational, relating to itself and other parties and I also recognize its obligation to maintain the confidentiality of such information.
- During and after my visit, I may become privy to information relating, for example, to HOVUCA's finance, personnel, projects, plans or problems. I undertake to keep HOVUCA's information, disclosed to me or discovered by me, in strictest confidence and will not disclose or use it, beyond what is normal and necessary in the conduct of my relationship with HOVUCA, without HOVUCA's agreement.
- In the event that I become aware of Third Party information, relating to the involvement or engagement of other

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organizations or individuals with HOVUCA, I undertake to maintain the confidentiality of that information and will not make, or seek to make, any use of such material without specific permission from HOVUCA.

- If I wish to write about HOVUCA for publication, lecture about its activities or impact or engage in similar such activities, I will seek specific agreement from HOVUCA, which will normally be provided in writing by an authorized member of HOVUCA staff. Disclosure required by law remains unrestricted.

### **Photography and the Use of Video**

- Before photographing or filming a child for work related purposes, I will assess and comply with local traditions or restrictions on reproducing personal images.
- I will not take photos without prior agreement of authorized HOVUCA staff, namely the Executive Director, Program Manager, Facility Manager or the Sponsorship Officers. Confidentiality Photography and the Use of Video
- The agreement of those whom I propose to photograph or record will be sought before I do so and I will make clear how the resulting material will be used.
- My photography and video taking will be limited to the level necessary to provide adequate mementos of my visit.
- I will respect the dignity of persons photographed in my own behaviour and in my photographs or recordings.
- My photography or video will ensure that children are adequately dressed.
- I will not take or attempt to take photos of those whom I encounter in the course of my visit which can be deemed intrusive or insensitive, such as photos into dwellings, sleeping areas, people bathing, or in distress.
- I will at no time make recordings or images which are or can be construed as sexually suggestive • I will not use images for public (including blog) or commercial purposes without HOVUCA's express permission.
- I will ensure that my images honestly represent the facts and context.
- In using HOVUCA related information on social media, I will be alive to the need to protect the privacy of HOVUCA related individuals. I will not publicize HOVUCA addresses and will not use the real names of HOVUCA children.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

**I have read, understood and undertake to comply with the above requirements.**

Statement to be signed by all HOVUCA visitors

**I confirm that I have read and understood Hope for Vulnerable Children Association:**

- Child Protection Policy, and
- Child Protection Code of Conduct

I agree to comply with the Policy and Code of Conduct.

**Name:** .....

**Job Title/role:** .....

**Signature:** .....

**Date:** .....

*HOVUCA*

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HOVUCA