

Child and youth safeguarding code of conduct

KIYO considers all forms of abuse towards children and youth to be unacceptable, and recognises that it has a duty to safeguard children and youth – that is to keep them safe, promote their wellbeing and protect them from harm.

This code of conduct sets out responsibilities for safeguarding children and youth and specific expectations of acceptable and unacceptable behaviour.

I will always:

- **Behave in line** with the KIYO Child and Youth Safeguarding Policy and Child and Youth Safeguarding Code of Conduct.
- **Treat children and youth with respect, and equally**, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
- **Support children and youth to take part in decisions**, which concern them according to their age and their level of maturity.
- Try to **preserve the child's & youth's autonomy** and make sure not to do things that a child can do for herself/himself.
- **Plan and organise the work** and the workplace in such a way as to minimise the risk of harm, taking into account the age and development of the child and youth.
- **Prevent** as much as possible one to one situations in closed spaces with a child or youth as well the establishment of a personal, non-professional relationship, unless really necessary for the well-being of the child or youth.
- **Use non-violent and positive behaviour** methods and refrain from physical and verbal punishment.
- **Empower children and youth** so that they are in a position to better protect themselves (discuss with them their rights, what is acceptable and unacceptable and what they can do if there is a concern).
- Contribute **to an enabling environment** with open communication and relations of trust with the children and youth, other colleagues and representatives of partners so that concerns may be shared and discussed
- Encourage children, youth and their community **to speak openly** about their interactions with adults and with each other.
- **Inform** children and youth of their right to report on worrying situations, and to whom they can raise a concern.
- **Follow the guidelines** on how to represent children and youth for internal and external communication.
- Ensure that a child or youth does not pose for a picture **in a degrading manner** or in a way that may be interpreted by others as having sexual connotations
- **Obtain permission** from the child or youth and their parents (for children under 18 years old) before taking a picture, video or conducting an interview, or before using the images and always explain how they will be used.
- Ensure that **information** regarding children, youth, their families and their community remains **confidential**.
- Behave in a way that sets **a good example** (e.g. avoid smoking, show respect towards colleagues).



EMPOWERING YOUTH TOGETHER

- **Ask advice and support** of the Integrity Focal Point in case of queries of doubts regarding certain situations, or the Policy itself.
- **Immediately report** concerns, allegations or disclosures of child abuse in accordance with appropriate reporting procedures, even of the information or allegation is vague.

I will never:

- **Use language or behaviour** towards children and youth that is abusive, demeaning, sexually provocative or culturally inappropriate.
- **Act in ways** intended to shame, humiliate, belittle or degrade children and youth, or otherwise perpetrate any form of emotional or physical abuse. Physical and verbal aggression towards children and youth in any form is not acceptable.
- **Discriminate** against, treat children and youth unequally or unfairly for example by favouritism and excluding others.
- **Abuse my position** and create intimidating situations for children and youth.
- **Exchange money, job, goods or services or humanitarian aid** for (sexual) favours or to be subject to another kind of humiliating, degrading or abusive behaviour.
- Engage in any form of **sexual relationships** with children and youth or engage in any form of sexual activity regardless of the legal age of sexual consent, the law and local customs.
- Watch, publish or share **pornography** showing children and youth, and/ or show pornographic material to children and youth.
- **Exploit a child or youth** for labour.
- **Represent** children and youth as victims (weak, powerless, unassisted, desperate, etc.).
- **Publish** a story with details that may endanger the child, youth, their family or their community.
- Be under influence of **alcohol and drugs** while working with children and youth.
- Use images of children and youth within work context **for non-professional purpose**.
- Maintain contact with children, youth and their families via **social networks**, unless a given KIYO project requires me to do so and I have been given express permission.

In case of situations which are not covered by this document, KIYO expects you to apply common sense whilst focusing on the child and youth's best interest.