

# AZI SAFE

RISK  SAFE

FIRE  SAFE

HEALTH  SAFE

TECH  SAFE

ROAD  SAFE

GUN  SAFE

## CORPORATE POLICY 3.1

### *Child Protection*

Version: 1.01  
Valid to: February 2018  
Issue: 22 of February 2015

### 1. INTRODUCTION

AZISAFE is committed to the safety and well being of all children. We support the rights of children and will act without hesitation to ensure a child safe environment is maintained.

We are committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child (UNCRC).

Child abuse is a global problem that affects both boys and girls. It has existed since the beginning of time and is deeply rooted in cultural, economic and social practices.

Children are abused physically, sexually, emotionally and through neglect. Children are forced to endure the most hazardous forms of child labour including sweat shops and prostitution. In some countries boys are kidnapped and forced into armed conflict as soldiers. In many countries children experience severe corporal punishment in schools.

Children living in developing countries are more at risk of child abuse and exploitation.

### 2. SCOPE

This policy applies to all AZISAFE employees worldwide.

### 3. POLICY

#### 3.1 Child Protection Risk Management

AZISAFE recognizes that there may be potential risks to children in the delivery of some of our products and services. In recognizing these risks, AZISAFE proactively assess and manages risks to children in any of our companies activities.

Our people should continually be aware of risks, and be actively minimizing opportunities and situations where children can be harmed.

#### 3.2 Photography of Children

When photographing children, or using photographs of children for any training, education or marketing activity, AZISAFE people will at all times portray children in a respectful, appropriate and consensual way, and not in a vulnerable, sexual or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.

A child and their family must always be asked for consent when taking their photo. When asking for consent to use the image, details should be given as to how and where this image will be used.

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There should be no identifying information of a child used in any publication of images, or any link to their location. When sending images electronically, file labels should not reveal identifying information.

Local cultural traditions should be assessed regarding restrictions for reproducing personal images.

### **3.3 General Conduct of AZISAFE People**

No AZISAFE person is to be alone with children at any time during any company sanctioned activity. AZISAFE people are not permitted to take children into hotel or guest house rooms, or to behave in any manner that may be construed as inappropriate.

### **3.4 Screening of AZISAFE People**

All AZISAFE people will be interviewed and be subject to thorough reference checks prior to employment with AZISAFE. Any history of child abuse or exploitation will be seen as grounds for denial of employment or termination of existing employment.

**All AZISAFE people must be familiar with this policy.**

## **4. REPORTING**

### **4.1 AZISAFE Responsibility**

AZISAFE considers the abuse and exploitation of children as completely unacceptable. It is the responsibility of all AZISAFE people to protect children either involved in the companies work or indirectly exposed to AZISAFE. We will take all concerns and reports of child abuse seriously and act on these reports immediately.

It is mandatory that all AZISAFE people report concerns or allegations of child abuse. These concerns may relate to a child or an AZISAFE staff member or a concern about a child or person/s outside of the company. If you do have a concern you should immediately follow AZISAFE child abuse reporting procedures.

### **4.2 What should be reported?**

- Any disclosure or allegation from a child/community member or AZISAFE person regarding the safety/abuse, exploitation of a child
- Any observation or concerning behaviour exhibited by an AZISAFE person, or other relevant stakeholder that breaches the AZISAFE Child Protection Policy.
- Inappropriate use of the companies photographic equipment or computers including evidence of child pornography.
- AZISAFE people engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

### 4.3 Who to report to and when?

Child abuse reports should be made to a senior manager or director of the company. Child abuse concerns should be raised immediately.

### 4.4 Responding to a report by a child

If a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.

If a child discloses abuse, whatever the outcome, the child must be taken seriously. It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.

When a child or young person's discloses they are being harmed you can show your care and concern for the child/young person by:

- Listening carefully
- Telling the child/young person you believe him or her
- Telling the child/young person it is not their fault and he/she is not responsible for the abuse
- Telling the child/young person you are pleased he/she told you.

You will not be helping the child/young person if you:

- Make promises you cannot keep, such as promising that you will not tell anyone
- Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation)
- Indiscriminately discuss the circumstances of the child/young person with others not directly involved.

Try and obtain some details such as where the abuse is taking place, school, home, work etc; is it currently occurring or did occur in the past, name of perpetrator if possible but not necessary.

It is possible that some children or young people will make a disclosure and then ask you not to tell anyone. It is important you seek guidance from a senior manager or company director to discuss how the child or young person can be supported and the disclosure managed.

## 5. AZISAFE RESPONSE TO REPORTS

### 5.1 Initial Response

On receiving a report the senior manager must notify a company director to discuss the allegations and then decide upon the next step. This will involve either:

- Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision;
- Report to local police and or child protection authority;
- Handle concern internally if it is not a criminal matter
- No further action taken

AZISAFE will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently. All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. AZISAFE will ensure that the interests of anyone reporting child abuse in good faith are protected.

### **5.2 Managing Victims**

AZISAFE is not a child protection or victim after care service, therefore an external body or agency dealing with child protection matters in the country should be contacted immediately.

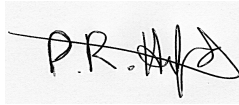
Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimisation. The child may require medical assistance or counselling support. Where possible the child should remain in the place of residence or relevant program. Exceptions may be made where the child is deemed to be at risk of victimisation by peers as a result of the allegation or because the alleged abuse has occurred in home-based care. If the child is in immediate danger you should, within your abilities, make arrangements for the child to go to a safe place.

### **6. CONFIDENTIALITY**

All reports, the names of people involved and the details will remain confidential. Only the senior management, company directors, and the people involved will be informed of the report. Details will be released when required by relevant local law or a notification to police or child protection authorities is made.

### 7. AUTHORISATION

This policy has been authorised for implementation by;



Paul Hurford  
Managing Director