



PEPY Empowering Youth (PEPY)
Child and Young Person Protection Policy 2019
Version 1



Table of Contents

- I. Introduction 3
 - 1.1- Rationale 3
 - 1.2- PEPY Empowering Youth’s Background 3
- II. PEPY’s Child Protection Policy 4
 - 2.1- Scope..... 4
 - 2.2- Key Definitions..... 4
 - 2.3- Statement of Commitment..... 6
- III. Policy 6
 - 3.1- Code of Conduct 6
 - 3.2- Responsibilities of all acting on behalf of PEPY: 6
 - 3.3- Management Team responsibilities 8
 - 3.4- Procedures..... 9
 - 3.4.1- Recruitment..... 9
 - 3.4.2- Prevention Measures 10
- IV. Allegation Reporting Procedures 10
 - 4.1- Introduction: When to Report 10
 - 4.2- Reporting Actions..... 11
 - 4.3- Procedures for Reporting Harm:..... 12
 - 4.7.1- Internal..... 13
 - 4.7.2- External..... 14
 - 4.4- Best Practices During an Allegation..... 14
 - 4.5- Contact Information 15
- V. Appendixes 16

I. Introduction

1.1- Rationale

As an organization aimed at educating and supporting the empowerment of youth, PEPY staff and community is committed to taking all necessary steps to ensure that PEPY is offering a safe and supportive environment for young people. Hence, the creation of this document is necessary for there to be a clear understanding of what behavior is acceptable from anyone who interacts with any of the children and/or young persons who attend or are involved in PEPY's programming.

Many Cambodian children and young people are exposed to abuse, violence, exploitation, and neglect; particularly children from rural backgrounds who are even more vulnerable to threats to their health, education, safety, and overall development. These issues are often further exacerbated by gender inequity, the marginalization of the urban and rural poor, and prejudice and discrimination towards ethnic minorities and people with disabilities.

In order to respond to this issue, PEPY is deeply committed to ensuring all children and young people learning through PEPY can do so in a safe environment. PEPY is committed to taking all reasonable steps to promote safe practices and to protect children and young people from harm, abuse, and exploitation.

PEPY believes that the welfare of children and youth are paramount and that all children and young people without exception have the right to:

- Physical, emotional, and mental wellbeing
- An education
- Participate in society and share their ideas
- Be involved in the development of their community
- Live with freedom and defend that freedom
- Be treated equally regardless of gender, ethnicity, religion or wealth

PEPY believes every person has a duty of care to protect children and young people to ensure their rights are respected. In addition, the guidelines of this document ensure that all measures are taken to protect employees and volunteers from malicious or slanderous allegations, and, that proper, 'reasonable steps' are followed to evaluate each case in order to hold offenders liable for their actions.

1.2- PEPY Empowering Youth's Background

PEPY was established in 2005 and operated as an international NGO (INGO) in Cambodia up until 2014. In January 2015, PEPY Empowering Youth was established as a local organization registered with the Ministry of Interior under registration number 162 (១៦២២៧៧៧៧), taking over the development and growth of the programs PEPY had initiated. The organization's vision is that "all young Cambodians are empowered to pursue careers to improve the quality of their lives." The mission is "to work with young Cambodians and connect them to the skills, opportunities, and inspiration needed to reach their potential"; with a goal to increase the percentage of Siem Reap graduates accessing skilled employment.



PEPY's core values are:

- Transparency: we are willing to share our working model, successes, and failures.
- Collaboration: we value collaboration within and beyond our organization.
- Accountability: we believe in holding ourselves accountable to all stakeholders.
- Learning and Sharing: we value learning at both the individual and organizational levels. We are willing to receive and give constructive feedback internally and with our stakeholders

II. PEPY's Child Protection Policy¹

This policy outlines PEPY's commitment to the protection of all children and young people from abuse of all kinds. It makes clear expectations of behavior and good practices when working with children or young people, as well as letting people know what should be done if they have a concern about a child or young person, or suspect that a child or young person is being harmed in some way. It is designed:

- To protect children and young people from abuse and exploitation
- To protect PEPY's local and expat staff, volunteers, and visitors from false accusations and allegations
- To protect PEPY Empowering Youth's name and reputation
- The policy helps to ensure that people linked with PEPY are not involved in or contributing to child exploitation of any kind
- To make sure that proper procedures are followed so that offenders are properly handled

2.1- Scope

PEPY's Child Protection Policy applies to anyone working for or involved with PEPY and its programs within working hours and outside of working hours.

This includes but is not necessarily limited to:

- PEPY's Employees
- PEPY's Prospective Employees
- PEPY's Volunteers
- Visitors to PEPY's Learning Center
- PEPY's Counterparts of Partner Organization members
- Any Consultants or Contractors working with PEPY

PEPY believes that the local and expat staff, volunteers, and visitors should all strive to be role models for child protection while working with the organization and in their everyday lives.

2.2- Key Definitions

- **Child-** every human being below the age of 18.²

¹ Components of this document was made by modeling the policies and procedures outlined by the Women's Resource Center Child Protection Policy and Free to Shine Child Protection Policy with their permissions.

² As outlined by the Convention on the Rights of the Child (United Nations, Article 1)



- **Young person/people** (in the context of this document)- students over the age of 18 that are involved in PEPY's programs and are in contact with PEPY's staff, visitors, and partners.
- **Child abuse**- either the physical, sexual, spiritual, emotional mistreatment/abuse or neglect of a child from a person in a position of responsibility, trust, or power resulting in actual or potential harm to the child's health, survival, development, or dignity.
- **Child Exploitation**- when a child is used in work or other activities for the benefit of others. This includes, but is not limited to, the commercial sexual exploitation of children whereby a child is sexually abused in return for cash or for kind and child labor whereby a child is forced to work.
- **Child Protection**- an action or initiative designed to protect children from any form of harm, particularly harm arising from abuse, neglect, or exploitation.
- **Grooming**- the action by a pedophile of preparing a child for a meeting with the intention of committing a sexual offence.
- **Domestic violence**- a pattern of assaultive and/or coercive behaviors conducted within the family environment or domestic (home) environment, which can include physical abuse, sexual abuse, emotional abuse and/or economic coercion.
- **Physical abuse of a child**- when a person purposefully injures or attempts to injure a child from an interaction or lack of interaction which is reasonably within the control of a person in a position of responsibility, power, or trust over the child. This may take the form of slapping, punching, shaking, kicking, burning, shoving, grabbing or choosing not to assist a child when a situation is causing them physical pain. This may be a single incident or repeated incidents.
- **Emotional abuse of a child**- any action that is not physical but has a negative effect on the social, intellectual, or emotional development of a child. Emotional abuse is categorized loosely as the chronic behavioral pattern directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. It can take the form of name-calling, threatening, belittling, ridiculing, intimidating, isolating, ignoring or other non-physical forms of hostile or rejecting treatment towards the child.
- **Neglect of a child**- is the failure to provide the child with necessities of life such as food, clothing, shelter, education, supervision of emotional development, and/or protection from foreseeable harm in the context of resources reasonably available to the family or caretakers of the child and to the extent that the child's health and/or development are at risk.
- **Sexual abuse of a child**- when a person who is position of responsibility, trust, or power over a child involves the child in sexual activity which is intended to gratify or satisfy the needs of the other person and which the child does not fully comprehend, is unable to give informed consent to, or is not developmentally prepared and cannot give consent. This can include contact acts (such as rape or sexualized touching) or non-contact acts (such as exposure to pornography or taking sexualized photographs of the child).
- **Spiritual abuse of a child**- when a spiritual leader or someone in a position of spiritual power or authority (whatever organization, institution, religious group, or family) misuses their power or authority, and the trust placed in them, with the intention of controlling, coercing, manipulating, or dominating a child. Spiritual abuse is always about the misuse of power within a framework of spiritual belief or practice in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. Spiritual abuse results in spiritual harm to the child and can be linked to other forms of abuse, such as physical, emotional, and sexual abuse.



2.3- Statement of Commitment

- PEPY is committed to the welfare of all children and young persons in Cambodia.
- PEPY is committed to upholding the UN Convention on the Rights of the Child, which was adopted by the Royal Cambodian Government in 1992; the Convention on the Minimum Age of Working Children No 138 in 1999; the declaration of the World Summit on Children in Stockholm in 1996; the Cambodian Constitution; and the Cambodia Labor Law.
- PEPY believes that all children and young persons have the right to protection from abuse irrespective of race, social background, age, gender, skin color, disability, religion, or beliefs and any other status protected by Cambodian law.
- PEPY believes that the abuse and exploitation of children and young people are wrong. Therefore, all knowledge or suspicion of abuse, neglect, or exploitation, must be made known through proper reporting channels.
- PEPY believes that children and young persons have the right to speak and be heard.
- In developing this policy, PEPY aims to protect the welfare of children and young people, whilst also ensuring the integrity of local and expat staff, volunteers, visitors and the reputation of PEPY.

III. Policy

This Policy aims to clearly outline:

- Overarching child protection legislation, conventions and guidelines
- PEPY's set of commitments to child protection
- PEPY's risk management approach to preventing child abuse and exploitation
- PEPY's Code of Conduct governing interaction with children
- PEPY's practical reporting procedures and response mechanisms

3.1- Code of Conduct

This Code of Conduct acts as a guideline for PEPY's associates, staff, and visitors as to the appropriate and proper behavior required when interacting with children and young persons in the care of PEPY. It has been designed primarily to protect the children, but, is also intended to protect personnel from false accusations of inappropriate behavior or abuse.

3.2- Responsibilities of all acting on behalf of PEPY:

- 1.To actively work towards promoting and ensuring child protection in and outside of working hours.
- 2.To promote a positive, supportive, and secure environment where all children and young people are treated with dignity and respect, so that they have right to share their opinion and be part of decisions that affect them without fear of emotional, physical, mental, spiritual abuse.
- 3.To ensure that your language and behavior is in line with Cambodian culture and customs, and that appropriate male/female relationships are respected.



4. To never use language or behave towards children in any way that is inappropriate, harassing, abusive, sexually, provocative, or demeaning. This includes, but is not limited to, pushing, shoving, hitting, slapping, etc. **Staff must never use physical punishment on children.**
5. To be conscious of how activities, actions, and situations may be perceived and thus avoid situations where abuse might be alleged, without impacting work duties.
6. Avoid any situation that will put a child or young person at risk of any form of harm, abuse, or exploitation; to constantly assess and evaluate situations and activities involving children and young people for the risk of potential abuse or harm and make the children and young people's environment as safe as possible.
7. To ensure that local and expat staff, volunteers, and visitors will not be alone with an individual child or young person where they cannot be seen. PEPY management must be aware of the projects that may require one-on-one meetings between a child/young person with staff/relevant professionals. In a counseling situation with a child or young person, where privacy and confidentiality are important, another staff person must know the interview is taking place and with whom. At the very least, the counselor and child or young person must always be visible to other staff member/s outside the room through a window.
8. Do not allow or perform any inappropriate physical contact with children and young people (e.g. explicitly sexual contact, or contact intended to sexually arouse).
9. Do not allow yourself or others to sleep in a bedroom or on the bed with children or young people alone, or have any contact with a child or young person outside of scheduled project hours unless you/they have received an approval from a parent and the relevant Manager in advance; this includes using social media (Facebook, Instagram, Twitter, etc.) to contact students or children.
10. You must never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children or young people, or access child exploitation material through any medium.
11. Do not allow yourself or others to stay alone overnight with a child or young person under any circumstances. Do not invite a child or young person to your home alone. If you are interacting with a young person outside of work hours, make sure that someone else from PEPY staff knows where the young person is.
12. Must seek approval from parents and relevant Manager before taking a child or young person on field trips or study trips that may be inside project hours but outside normal project location.
13. That the Photography Policy is understood and followed by staff, volunteers, and visitors (Appendix II).
14. To prevent an emergency, ensure children and young people traveling on the organization's motorbikes always wear an appropriate helmet and never travel with more than 2 people on a motorbike (including the driver).
15. Inform parents immediately if a child or young person is sick or injured. In case of an emergency, send to an appropriate hospital and inform parents and the Executive Director.
16. Do not allow yourself or others to involve children or young people in anything for stakeholders' personal benefit (e.g. financial gain, labor, social standing) or to be involved in any activity that puts them in unreasonable physical, emotional, mental, or spiritual risk. All activities involving the students must comply with all local labor laws and expectations.



17. Staff must never hire 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.
18. Do not talk about children and young persons, or their families, to people besides PEPY staff without first getting consent from the legal guardians. The only exception is when you need to report to the authorities about domestic abuse, as the safety of the child could be in jeopardy if it is first discussed with the family.
19. Staff will immediately disclose all charges, convictions, and other outcomes of an offence that relates to child exploitation and abuse, including those under Cambodian law or any charges related to their country of residence.
20. If suspected, report any suspected cases of abuse, misconduct, or exploitation to the appropriate staff members or, if warranted, the authorities.

3.3- Management Team responsibilities

- PEPY Management staff and the Executive Director will work to enforce the policy by taking the following measures:
- Ensure that all staff members, visitors, and any other people who will work with PEPY students have read, understood, and agreed to the stipulations outlined in the policy.
- Ensure that all children and young people involved in PEPY's programs understand their rights as outlined in the policy and that they know how to report any abuse that they may witness, be suspect of, and/or have experienced.
- Ensure all management team members at PEPY understand their responsibilities and are alert to signs of abuse, can uphold the policy, and know to refer concerns to the Executive Director as per the reporting procedures (outlined in the Reporting section).
- Ensure any visitors to PEPY programs are always accompanied by a PEPY staff member and have prior approval from PEPY's Executive Director.
- Encourage staff members to feel comfortable to discuss any concerns in relation to Child Protection with management or with Executive Director.
- Monitor and evaluate activities of Management Team members on a regular basis in relation to child protection and appropriate procedures.
- Follow procedures for reporting and dealing with incidents when any allegation, concern, or suspicion is raised.
- Ensure all Management Team members (especially new team members) attend Child and Young Person Protection Policy training once per year.
- Ensure this policy continues to be relevant and effective by reviewing and updating its contents on an ongoing basis. This includes but is not limited to when there is a change in programs, establishment of new programs, or to ensure that the policy remains relevant to all potential risks and activities associated with PEPY's programs. In the least, the policy must be reviewed and updated after 1 year of its publication, followed by at least every 5 years.

3.4- Procedures

3.4.1- Recruitment

- **New Staff or Volunteers-** For every job or volunteer announcement, PEPY's commitment to child protection will be disclosed. Before employment, any new staff members or volunteers are required to have background checks (including possible criminal records) and at least 2 references (that cannot include partners, spouses, or relatives). The reference checks and interview process will include questions regarding any concerns about the applicant's previous behavior or contact with children. If selected for the position, the applicant will be asked to provide a police check/criminal record check and a document that discloses whether they have been charged with any child exploitation offences. If applicable, the candidate should also show any Child Safe children's cards (i.e. Australian 'Blue Card').

The PEPY Child and Young Person Protection Policy is connected to PEPY's working contract. After background checks have been conducted and the candidate has been sufficiently vetted, they will be offered a position with PEPY. PEPY will not employ or engage any person who is determined to pose an unacceptable risk to children's safety or wellbeing. PEPY Empowering Youth local and expat staff, volunteers, must sign acknowledgment of receiving, reading, and understanding PEPY's Child and Young Person's Protection Policy. As part of their work contract, they must agree to the terms of the policy as well as PEPY National stall policy.

- **Associates and Partners-** associates and partners will be made aware of PEPY's commitment to child protection and the expectations for organizations involved with PEPY to also uphold these beliefs. They will be reviewed every five years and will be requested to disclose any documents pertaining to being charged with child exploitation offences. During the review there will be two verbal reference checks that cannot include partners, spouse and/or other relatives. The referees will be asked whether they hold any concerns about the associate or if complaints were made about the associate, in connection with working or having contact with children. A review must take place prior to contract agreements.

PEPY expects associates and partners to have integrity and transparency, and that they will inform them if there are any changes of new staff, volunteers, or personnel under the agreed contract between organizations with any history of abuse or harmful contact with children. This includes arrest, conviction of criminal offences relating to child abuse or possession of child pornography. PEPY may require a person under formal investigation to be suspended from duty or transferred to other duties during the investigation.

- **Visitors-** All visitors that will have contact with a child or young person during their visit must: sign in and out of the registrar, always be accompanied by a PEPY staff member, take photographs with Management Team approval only, and inform and have approval of their visit from Management Team in advance.

3.4.2- Prevention Measures

- **Risk Assessments:** There are always potential risks to children and young people within an organization. PEPY Management staff will proactively assess and manage these risks on an annual or as needed basis to reduce intentional or unintentional harm. The assessment must include:
 - Risk identification
 - Determining and re-evaluating what constitutes a high-risk activity and what initiatives are necessary.
 - Documenting the necessary steps to reduce or remove the risks
- **Awareness and Education Programs:** PEPY is committed to raising awareness amongst local and expat staff, volunteers, and visitors about their responsibilities to protect children and young people from harm. PEPY commits to conducting regular trainings and teaching the policy to all new local and expat staff and volunteers. All new staff must be trained and oriented to recognize and work against any situations that may lead to abuse or inappropriate behavior. PEPY's work environment will be one where staff feels that they are able to raise concerns, give feedback and constantly assess and expand discussions on child protection.

Furthermore, PEPY will engage children and young people with the policies of our programs, their general rights, and behaviors that are appropriate. All children and young people engaging in PEPY's programs will have an introduction to the Child and Young Person Protection Policy. This will help them to understand when PEPY staff, volunteers, partners' actions adhere to or violate the Policy and what to expect if they need to report someone. Additionally, children will receive education to protect themselves from all forms of abuse, how to recognize signs of abuse, and to listen to their instincts when they are uncomfortable. Children and schools involved in our programs will be given resources such as help-line numbers, and leaflets on how to report an incident. PEPY staff will also work to involve schools and communities in opportunities to learn about child protection and how to recognize and respond to child abuse.

IV. Allegation Reporting Procedures

4.1-Introduction: When to Report³

PEPY staff, volunteers, visitors, and partners may observe or hear about children or young people being harmed, being put at risk, or in suspicious situations that may be being exploited or abused.

These incidents can include but are not limited to:

- 1- An observation or disclosure (by an adult or child) of abuse or exploitation
- 2- An observation or disclosure of potential risk of harm or child abuse.
- 3- A breach of the PEPY Child and Young People Protection Policy or 'Child Protection Code of Conduct'

³ Local partner organizations and community where PEPY program participates are also encouraged to inform PEPY when any of the circumstances occur.



- 4- A situation or environment which is working in opposition to, or poses a threat to children's rights.
- 5- An observation or disclosure of behavior which could be considered grooming.
- 6- Child exploitation materials that are received on PEPY's electronic equipment (this can include, but is not limited to, SPAM, popups, text messages, emails, or social media communications)
- 7- Board members, staff, volunteers, and associates/partners must inform PEPY Management if they have formed a reasonable belief that a child or young person has been harmed or is at potential risk of harm. A report must be made when:
 - a. Harm is due to the actions or inactions of a PEPY board member, staff, program participant, or another associate/partner.
 - b. Harm is due to the actions of a person representing a PEPY partner organization or contractor.
 - c. If a criminal offence has been committed against a child, the matter will be reported to the relevant authorities both in the country where the crime was committed and (for foreign workers) to the offender's country of citizenship.

4.2- Reporting Actions

Child abusers are not likely to remain in an environment where workers are trained to identify and report suspicious behavior. For these reasons, all PEPY associates are responsible for reporting suspected child abuse or exploitation of any kind. In the case of suspicion, concern, or bearing witness to an incidence of misconduct, PEPY staff members and others acting on behalf of the organization are required to follow the following procedures within the first 48 hours of being aware of the incident:

- 1- Record details of the allegations. Be careful not to taint the evidence of the student or the respondent. Record information exactly as it is presented to you.
- 2- Decide whether the allegation should be reported to authorities (when the child is in immediate danger of being harmed and/or if the reported actions are in violation of Cambodia law). If so, report it immediately.
- 3- Inform the child's parents as appropriate.

In response to an allegation, the following principles should be adhered to:

- All allegations need to be taken seriously.
- Situations must be handled forthrightly, with due respect for an individual's privacy and confidentiality.
- Appropriate care must be shown for the well-being of the alleged victim(s).
- The alleged victim should not be held responsible in any way.
- As long as it was not with malicious intent, PEPY's local and expat staff, volunteers, and visitors will not be in jeopardy if they report any suspicion or allegation to the Management Team.
- The rights and welfare of the child or young person is of utmost importance to PEPY. Any investigation will aim to respect their privacy and safety.

If a child discloses abuse, it is important for the listener to bear the following points in mind:

- Accept what the child says (no matter how unlikely the story may sound)
- Keep calm and look at the child directly
- Be honest – let them know you will talk to someone else, don't promise confidentiality
- Be aware that the child may have been threatened and
- Never push for information.
- The listener should reassure the child that they were right to tell them and that they are believed.⁴ Let the child know what will be done next and that they will be informed of what happens.

4.3- Procedures for Reporting Harm:

Incident	Report to
Abuse by PEPY staff/volunteers/partners/associates towards a child or young person within or outside of PEPY's projects	PEPY Executive Director and another staff in Management team (or local authorities depending on case)
Abuse by Executive Director towards a child or young person within or outside PEPY's projects	PEPY Chair Board (or local authorities depending on case)
Abuse by external parties, invited by PEPY, towards any child or young person	PEPY Executive Director and another staff in management team (or local authorities depending on case)
Abuse by a community member towards a child or young person during a PEPY project activity	PEPY Executive Director and Local Authority
Abuse by a community member towards a child or young people outside of any PEPY project activity	Local Authority or related other NGOs

A verbal report should be followed with a written statement within 48 hours. A report should be made immediately to allow for early intervention, reliable information, and a prompt investigation.

⁴ The views of the alleged child victim will be considered very seriously with the understanding that there is documented evidence that children rarely lie about abuse.

4.7.1- Internal

PEPY will seek to ensure that all incidents or reports of incidents are attended to promptly and professionally. Alleged perpetrators will be shown respect and will be treated in strict confidentiality. If the incident involves a breach of PEPY's Code of Conduct (but is not in violation of Cambodian law or put the child at immediate risk), the accused will likely be suspended pending an internal investigation. In the very least, the accused will be reassigned to other duties that do not allow contact with children or young persons during the investigation.

When PEPY Management Team investigates the allegations:

- 1- The allegation will be kept confidential, to only those who have authority within the PEPY Child and Young Persons Protection Policy. PEPY may also be required to disclose this information to the expat staffs' sending organization if applicable
- 2- A report will be made in writing of the incident or allegation – what happened, what was said, the location of where the incident took place, dates, and times etc (see Appendix 1). This will be kept securely by the Executive Director of PEPY.
- 3- If the Executive Director is the accused, then the report will be kept by the Board and the investigation will involve the WRC Board of Directors.
- 4- The accused person will be given an opportunity to express their views/opinions/version of facts.
- 5- All PEPY's efforts in handling the incident will be clearly documented.
- 6- Where an incident is deemed serious in nature, external professional counsel and advice will be sought from an appropriate Child Welfare and/or Legal Rights organization.
- 7- Disciplinary action will be taken against the respondent if the circumstances require it. The child or young person and the respondent will be informed as the matter proceeds.
- 8- If the allegations are proven the PEPY Management Team is to refer to the Separation Policy outlined in HR policies (to determine whether the accused should receive a warning, suspension, or dismissal). Ultimately, the decision to remove an employee is at the discretion of the Executive Director if he/she determines it to be an unacceptable risk.⁵
- 9- Depending on the outcome of any investigation, the local and international police authorities and for expatriate employees the individual's Embassy will be informed.
- 10-At the conclusion of an investigation, the child and/or his or her family will be informed of concerns or allegation raised, the investigation results, and what corrective actions, if any, will be taken.

⁵ PEPY's Termination Policy: The employment contract can be terminated at any time for gross misconduct at the ultimate discretion of the Executive Director. If terminated by either party without cause a one-month notice period will apply. The employee can be dismissed, suspended or transferred to other duties if they are under investigation or found to not comply with the PEPY's Code of Conduct or other policies, including policies on fraud, corrupt practices and general code of conduct.



11-Where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused are upheld, including restoration of any damage to reputation or dignity within the organization.

12-In the event the allegation is proven to be true, every effort will be made to assist the child in coping with any physical or emotional trauma he/she may be experiencing. This may include medical treatment, psychological counseling, or any other form of assistance deemed necessary and appropriate.

4.7.2- External

All PEPY associates must report any suspected child abuse or misconduct to the Executive Director, including mistreatment from family and community members. Allegations or incidents that are serious in nature, whether they present an immediate threat to the welfare of the child or are in violation of Cambodian law, will immediately be reported to appropriate authorities and the person will be suspended from employment pending an investigation. Where allegations amount to a violation of Cambodian law:

- 1- Confidentiality will no longer be applicable unless deemed necessary to uphold the rights of the victim.
- 2- Physical, emotional or sexual abuses are serious offences and would threaten the wellbeing and reputation of the child, the accused, and PEPY itself. Any infringement of this type will be prosecuted to the full extent of Cambodian law.
- 3- If the accused is an expatriate, the relevant law enforcement authorities will also be informed with due regard given to the potential for extraterritorial proceedings by the expatriate's country of origin.
- 4- According to Cambodian law, any person who has knowledge of the mistreatment or sexual abuse of a minor (under 15 years of age) must report to the court or relevant administrative authority). Any person who fails to report child abuse or misconduct may face imprisonment of up to three years and a fine of up to 6,000,000 riels.

In the event all allegation is proven to be true, every effort will be made to assist the child in coping with any physical or emotional trauma he/she may be experiencing. This may include medical treatment, psychological counseling or any other form of assistance deemed necessary and appropriate.

4.4- Best Practices During an Allegation

- Relationships with child welfare and legal organizations should be encouraged for accountability and support in times following an allegation.
- PEPY will not dismiss a child's accusation of abuse without appropriate investigation, no matter who the alleged perpetrator is.
- The accused will be treated fairly and without prejudice.
- PEPY will confer with local authority in a case where the child involved requires extra protection. If an expat is involved, the relevant Embassy should be informed.



- PEPY will designate someone to deal with the media and the police. Consideration will be made beforehand by the Executive Team how the police and media will be informed/involved.

4.5- Contact Information

PEPY Empowering Youth Staff

- 1- Mr. Rith Sarakk, Executive Director
E-mail: sarakk@pepyempoweringyouth.org
Tel: 012 911 727
- 2- Kev Channa, Program Manager
E-mail: channa@pepyempoweringyouth.org
Tel: 086 268 322
- 3- Skut Savoeng, Program Manager
E-mail: savoeng@pepyempoweringyouth.org
Tel: 069 279 718
- 4- Oem Manin, ICT Coordinator
E-mail: manin@pepyempoweringyouth.org
Tel: 012 782 785
- 5- Sien Konnitha, Admin and Finance Manager
E-mail: konnitha@pepyempoweringyouth.org
Tel: 012 704 333

Board of Directors (Board Chairman)

- 1- Khouth Sochapawadt, Chair Person
E-mail: rawatd79@gmail.com
Tel: 012 400 385
- 2- Doung Dopheap
E-mail: doung_sopheapdj012@gmail.com
Tel: 012 624 471
- 3- Sarah Brown
E-mail: sarah@ayanajourneys.com

Local Authorities

- 1- Mr. BuonChhoeth, Commune Chief
Tel: 97 95 69 696
- 2- Mr. HyKimsour, Security Police, Kralanh
Tel: 012 564 526



លើកកម្ពស់យុវជន
Empowering Youth

PEPY Empowering Youth

+855 (0) 63 690 4079

www.pepyempoweringyouth.org

www.facebook.com/pepyempoweringyouth

3- Mr. GyPengchon, Deputy Police, Kralanh

Tel: 012 939 989 / 097 6666 927

4- Mr. Um Ravuth, Deputy Police, Kralanh

Tel: 017 688 988 / 088 56 889 88

5- Mr. Vor March, Police Station, Siem Reap

Tel: 012 341 885

6- Mr. Vann Rith, Police Head Quarter, Siem Reap

Tel: 092 725 557 / 097 271 75 77

V. Appendixes

5.1- Appendix 1: REPORT FORM

The information in this form is confidential. It should be used to report concerns in accordance with PEPY Child and Young Persons Protection Policy - A Code of Good Practice. It should only be sent to the director or chairman of the board or project manager.

It must be held in a safe and secure place in PEPY head office.

You should attempt to fill in as much of the form as possible. Leave blank those areas for which you have no knowledge. If you are raising a general concern about a behavior that you have observed then please make this clear. Distinguish between what you know personally or observed and what was told to you by someone else.

Part One: About You

Contact details:

Your name:

Your position at PEPY:

Phone number:

E-mail:

Your relationship to the child/young persons:

.....
.....

Part Two: About the Child (If its more and one child involved please add an additional row for each child)

Child's detail:



Name: Birthdate/age:

Gender:

Child's address (e.g. Who does the child live with?):

.....
.....

Where is the child now? Is s/he in a place of safety?

.....

Are there any immediate medical or safety issues?

.....

Part Three: Your Concern

Who is the alleged perpetrator? (please tick)

- Local or expat staff of PEPY
- Volunteer of PEPY
- Visitor of
- Others

Nature of concern/allegation (include the following: Who disclosed the abuse? What were the circumstances? What is alleged to have happened?)

.....
.....
.....
.....

Date(s), time(s), and location(s) of incident(s):

.....
.....
.....
.....

Add whether the abuse was observed or suspected by you or someone else:

.....
.....
.....

Signed:

Name :



Date:

5.2- Appendix 2: Photography Policy:

When photographing or filming a child or using children’s images for work:

1. Ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
2. The informed consent of the child and his/her parents or legal guardians should always be obtained before filming or photographing, and their intended use(s) explained.
3. Where possible, the child and family should be shown the finished product before it is published.
4. Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
5. Children should be adequately clothed and not in poses that could be sexually suggestive
Ensure images are honest representations of the context and the facts
6. Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form



5.3- Appendix 3: PEPY CHILD AND YOUNG PERSON PROTECTION STATEMENT

I, _____ (print name)

acknowledge that I have read and understood the WRC Child Protection Policy. I understand my responsibilities under the Policy relating to the following topics:

- The Child Protection Code of Conduct;
- The Policy for Photographing or Filming Children;
- The Reporting and Incident Response Process
- If at any time I fail to follow the guidelines set forth within the WRC Child Protection Policy, I understand that my employment/association may be terminated and appropriate action will be taken.

Signature _____ Date: _____

I declare that I have read the PEPY Child and Young Person Protection Policy and agree to fully abide with all the procedures and policies laid out in the handbook. I promise to act as safeguards to my personal contact with any children and young people.

I will ensure that at all times I will be alert, not to place myself in vulnerable situations with children and young people, that could potentially leave me open to accusation. I will seek to always do my work in the presence and observation of other adults.

I will inform the leaders of the organization of any suspected or actual abuse amongst the children and young people or being occasioned to children or young people by other staff at the center.

In the event of the agency partner failing to take action or being unwilling to take the matter further to handle any reported situation, I will report the matter to my PEPY supervisor and field director/leader.

I confirm that I have discussed the matter of child and young person protection preventative measures with the PEPY Administrator and will meet HR manager to fulfill the necessary requirements prior to being fielded as a short-term or a long-term worker or as an associate with PEPY.

NAME _____ DATE _____



Signature: _____

5.4- Appendix 4: Relevant Cambodian Laws and International Policies

- I. **United Nations Convention on the Rights of the Child:** (<https://childrenandbusiness.org/the-principles/summary-of-the-convention-on-the-rights-of-the-child/>)
- II. **Australian Public Service Code of Conduct:** (<https://www.apsc.gov.au/code-conduct>)
- III. **Code of Conduct of the Australian Council for International Development (2019)**
(ACFID) (<https://acfid.asn.au/sites/site.acfid/files/ACFID%20Code%20of%20Conduct%20-%20Revised%201JAN19.pdf>)
- IV. **Government of Cambodia. Cambodian Labor Law (1997):**
(<http://www.cambodiainvestment.gov.kh/investors-information/labouring.html>)
- V. **Cambodian Law on the Suppression of Human Trafficking and Sexual Exploitation 2008 (unofficial**

Translation adapted from the Women’s Resource Center Child Protection Policy)

Article 34: Purchase of child prostitution

A person who has sexual intercourse or other sexual conduct of all kinds with a minor who is 15 years of age or above, by providing, or promising to provide, anything of value to the minor, an intermediary, a parent, a guardian, or any other person who keeps the child under his or her supervision or control shall be punished with imprisonment from 2 to 5 years. Any person who commits the above stated offence with a minor under the age of 15 shall be punished with imprisonment from 7 to 15 years.

Article 42: Sexual intercourse with minors under 15 years old

A person who has sexual intercourse with another person of the age of less than 15 years shall be punished with imprisonment from 5 to 10 years.

VI. **Cambodian Criminal Code 2010 (unofficial translation from the Women’s Resource Center Child Protection Policy)**

Article 217: Violence with intention

A person found guilty of committing violence with intention against another shall be punished with



imprisonment from 1 to 6 years and receive a fine from 2,000,000 to 6,000,000 riels.

Article 239: Rape

Any sexual act involving physical penetration of another person or either sex, using a body part or object, carried out by force, threat or opportunity is classified as rape. A person found guilty of rape shall be punished with imprisonment from 5 to 10 years. The age of consent is 15 years old.

Article 246: Indecent assault

Any act of touching or caressing a genital or other sexual part of another person with force; or having another touch the actor's or a third person's genital or other sexual part, with the intent to stimulate or satisfy the actor's sexual desire is classified as indecent assault. A person found guilty of indecent assault shall be punished with imprisonment from 1 to 3 years and receive a fine from 2,000,000 to 6,000,000 riels.

Article 249: Offence of exposing genitals

A person found guilty of the offence of exposing genitals to the public shall be punished with imprisonment from 6 days to 3 months and receive a fine from 100,000 to 6,000,000 riels.

Article 250: Sexual harassment

Sexual harassment is the act of abusing one's own power to suppress another person, with the intent

to gain sexual favor. A person found guilty of sexual harassment shall be punished with imprisonment from 6 days to 3 months and receive a fine from 100,000 to 6,000,000 riels.

Article 302: Offence of violating the picture right of an individual

A person found guilty of taking a picture of an individual in a private place without his/her consent shall be punished with imprisonment from 1 month to 1 year and receive a fine from 100,000 to 2,000,000 riels, except in circumstances that this is allowed by law. It shall be deemed consent if the individual has been informed of the taking of his/her picture and he/she has not rejected it.

Article 337: Offence of starving or not taking care of a minor under 15 years old

A person who has power over a minor under 15 years old and starves or does not take care of the minor so that their health has been damaged shall be punished with imprisonment from 2 to 5 years and receive a fine from 4,000,000 to 10,000,000 riels.

Article 339: Offence of putting a minor into working conditions that damage their health

A person found guilty of putting a minor into working conditions which damage their health or physical growth shall be punished with imprisonment from 2 to 5 years and receive a fine from 4,000,000 to 10,000,000 riels.

Article 341: Indecent assault against a minor under 15 years old

Any act of touching or caressing a genital or other sexual part of another person with force; or



having another touch the actor's or a third person's genital or other sexual part, with the intent to stimulate or satisfy the actor's sexual desire is classified as indecent assault. A person who commits an indecent assault against a minor under 15 years old shall be punished with imprisonment from 1 to 3 years and receive a fine from 2,000,000 to 6,000,000 riels.

Article 343: Offence of inciting a minor to drink alcohol

A person found guilty of directly inciting a minor to regularly drink a large amount of alcohol shall be punished with imprisonment from 6 months to 2 years and receive a fine from 1,000,000 to 4,000,000 riels.

Article 34: Offence of inciting a minor to beg

A person found guilty of directly inciting a minor to beg shall be punished with imprisonment from 1 month to 1 year and receive a fine from 100,000 to 2,000,000 riels.

Article 345: Offence of inciting a minor to commit a felony or misdemeanor

A person found guilty of directly inciting a minor to commit a felony or misdemeanor shall be punished with imprisonment from 2 to 5 years and receive a fine from 4,000,000 to 10,000,000 riels.

Article 530: Offence of not informing about abuse of a minor

Any person who becomes aware of the abuse or sexual abuse of a minor under 15 years old and does not inform judicial or other authorities shall be punished with imprisonment from 1 to 3 years and receive a fine from 2,000,000 to 6,000,000 riels.

Article 43: Indecent act against minors under 15 years old

An indecent act is an act of touching or exposing a genital or other sexual part of another, or of having another touch the actor's or a third person's genitals or other sexual part, with the intent to stimulate or satisfy the actor's sexual desire. A person who commits an indecent act against another person of the age of less than 15 years shall be punished with imprisonment from 1 to 3 years and receive a fine of 2,000,000 to 6,000,000 riels.