

CHILD SAFEGUARDING POLICY

HUNGARIAN INTERCHURCH AID

I. INTRODUCTION

Hungarian Interchurch Aid is a non-profit organization of high public utility founded by Hungarian Reformed Church, Hungarian Lutheran Church and the Methodist, Unitarian and Orthodox churches in 1991.

HIA's activities are characterized by impartiality, independence and neutrality and adherence to humanitarian and development principles. It does not perform missionary work. It is well depicted in the Code of Conduct initiated by the International Committee of the Red Cross and accepted by HIA.

HIA intends to provide assistance in emergencies regardless of gender, religious and ideological convictions. Its further aim is to investigate reasons causing emergency and contribute to their elimination as soon as possible through its development activities.

Hungarian Interchurch Aid has been carrying out wide range of national social and international humanitarian and development activities since 1991. Today it is one of Hungary's biggest aid organizations with international reputation.

II. TWO MAIN FIELDS OF HIA'S ACTIVITIES

HIA takes part in humanitarian assistance and international development in several countries of the world in the course of its international activities

HIA's international activities are mainly performed in times of humanitarian disasters and the succeeding rehabilitation phases. Besides, the agency is laying bigger and bigger emphasis on long-term international development activities as well. During its work HIA seeks to reveal real causes of problems and find different ways of disaster prevention. The agency carries out its work according to geographical priorities and development strategies with a country-by-country breakdown and taking care to avoid program duplication by regular coordination on international level.

HIA is continuously strengthening its cooperation with special donor agencies of the European Union, and its development and humanitarian programs are being financed by governments of different countries in the frame of bilateral cooperation. In addition to foreign cooperation, HIA is implementing international programs from national funds as well. Development and strengthening of civil society, supporting initiatives of small communities, establishing and capacity building of civil organizations in the target areas are also important elements of HIA's international activities.

By the help of its national institutional network HIA takes part in the mitigation of social problems in Hungary.

HIA's primary goal is to provide services for those who cannot be reached by the social care system and also for groups whose social reintegration is not supported effectively by tools of social politics.

Hungarian Interchurch Aid helps disadvantaged families, children, homeless people, addicts, unemployed people, victims of domestic violence, disaster victims and psychiatric patients through more than 100 services.

In addition to the above, HIA intends to ease life situation of the most vulnerable groups of society by forwarding in-kind donations to them through its membership in the Charity Council.

III. LEGAL FRAMEWORK

HIA carries out its domestic work in accordance with the provisions of the Child Protection Act (Act XXXI of 1997) and the Social Act (Act III of 1993 on social administration and social benefits).

HIA takes full account of these legal provisions when developing its child safeguarding policy. It therefore incorporates the provisions on advocacy and complaint handling contained therein into its child protection policy.

General rules and system of child protection in Hungary is defined by Act XXXI of 1997 on the protection of children and guardianship administration, or as it is commonly called - the child protection act.

The child protection act focuses on the interests and rights of the child giving priority to the child's growing up in the family. It establishes a system for the protection of children and defines the functioning of the child protection detection and signalling system, whose task is to promote the upbringing of children in the family and to prevent and eliminate situations in which children are at risk. Its members include, among others, child health services (paediatricians, health visitors, etc.) who come into contact with children, various public education institutions, family support services, the police, the public prosecutor's office, the courts, victim support services, civil society organisations, but all citizens are obliged to notify the authorities if they witness any form of child abuse or endangerment.

HIA, as the member of ACT Alliance, believes that all forms of violence, abuse and exploitation are an affront to children's dignity as human beings. We believe that all children have a right to be safe at all times, and that all children have equal rights to protection from all forms of abuse, neglect, and exploitation, regardless of their gender, nationality, age, religious or political beliefs, family background, economic status, legal status, ability, physical or mental health or criminal background, and that any form of child abuse or exploitation is unacceptable.

HIA recognizes the United Nations Convention on the Rights of the Child (UNCRC), which has been ratified by 194 countries. The UNCRC is the main international human rights convention for children. A majority of the 52 articles within the UNCRC are concerned with children's rights to protection from all forms of abuse, neglect and exploitation. **Two foundation principles of the UNCRC are the best interests of the child and participation.** This means that any decision or action taken will always be done in the best interests of the child, and that children will be consulted, and their views taken into account on all matters involving them.

HIA also adheres to *Charter of Fundamental Rights of the European Union* and the *EU Guidelines for the Promotion and Protection of the Rights of the Child*.

IV. PURPOSE OF CURRENT POLICY

Purpose of current policy is to outline child safeguarding procedures to be followed within Hungarian Interchurch Aid in order to prevent, manage and settle situations when a child – being the target group and beneficiary of HIA’s activities – is endangered and his/her rights are violated due to reasons arising from behaviour of staff, volunteers or partners.

All charitable organisations are responsible for protecting the children with whom they come into contact, regardless of who commits the abuse. However, these guidelines cover the measures taken by HIA to prevent or deal with cases where an employee, volunteer or partner of the organisation commits abuse against children in the course of their work. Its purpose is to ensure the safety and protection of children who come into contact with the organisation and to provide effective measures for early intervention, investigation and appropriate handling of cases of suspected abuse or harm.

It must be stressed that although this policy focuses on child protection within Hungarian Interchurch Aid, the organization – and any individual working within the organization - also has a responsibility towards children they work with who may be experiencing specific forms of maltreatment external to the organization, in their families or their broader environment. Wider range of child protection concerns outside the organization should be dealt with through the organization’s program and project work. As a member of the child protection detection and signalling system, HIA reports any signs of endangerment or abuse and, in cooperation with child protection actors, helps children through the necessary interventions and measures.

V. HIA’S CORE PRINCIPLES

- ❖ All children have equal rights to protection from harm.
- ❖ Everybody has a responsibility to support the protection of children.
- ❖ HIA has a duty of care to children with whom it works, is in contact with, or who are affected by its work and operations.
- ❖ If HIA works with partners, it has a responsibility to help partners meet the minimum requirements on protection.
- ❖ All actions on child protection are taken in the best interests of the child, which are paramount.

KEY DEFINITIONS

Children: Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Child protection: In its widest sense, child protection is a term used to describe the actions that individuals, organizations, countries and communities take to protect children from acts of “harm”, maltreatment (abuse) and exploitation e.g., domestic violence, exploitative child labour, commercial and sexual exploitation and abuse etc. It can also be used as a broad term to describe the work that organizations undertake in particular communities, environments or programs that protect children from the risk of harm due to the situation in which they are living.

Child safeguarding measures: Child safeguarding is the set of internal rules and procedures that we employ to ensure that our organization is a child safe organization. This means we ensure that:

1. Anyone who represents our organization behaves appropriately towards children and never abuses the position of trust that comes with being a member of HIA.
2. Everyone associated with the organization is aware of and responds appropriately to the issue, signs and risk factors of child abuse.
3. We create a child-safe environment in all of our activities by always assessing and reducing potential risks to children
4. We are driven by the duty of care that we have to children.

Staff: Staff refers to full time, part time, or casual persons working for HIA, and those engaged on short term contracts working in any project location.

Volunteers: The organisation's work is supported by a large team of volunteers, with whom the organisation signs a volunteer contract. Volunteers can come into contact with children at events organised by HIA, through voluntary work in social institutions or by helping out at summer camps.

Child abuse

Child abuse and neglect (maltreatment) includes all forms of physical and/or emotional abuse, sexual abuse, neglect or negligent treatment, commercial or other forms of exploitation that result in actual or potential harm to the health, survival, development or dignity of the child in the context of a relationship based on responsibility, trust or power. Maltreatment may be physical, emotional, sexual or other and may take the form of active (acting) or passive (neglect) behaviour, and may occur within or outside the family.

Forms of child abuse:

- Emotional abuse: (e.g. persistent or systematic misuse of a child's emotions, making children feel unworthy, unloved, bullying, mocking, criticising, shaming, making children feel guilty, rejecting, intimidating),
- Physical abuse: (e.g. corporal punishment, hitting with hands or any other instrument, causing physical injury, hitting, kicking, tying up, locking up, pulling, shaking, throwing, dropping, careless dropping, poisoning, burning, scalding, strangling, etc.)
- Sexual abuse: (e.g. forcing a child or young person to engage in sexual activities, involving the child in the viewing or making of pornographic material or in watching the sexual activities of parent/caretaker)
- Neglect: any omission or act (whether intentional or resulting from ignorance, carelessness, or indifference) that significantly harms a child's health or slows or impedes their development. Neglect can be emotional (e.g., lack of emotional security, stability, loving relationships, emotionally unavailable parents), physical (e.g., lack of meeting basic physical needs, unproviding hygienic conditions, lack of supervision: not feeding the child according to their needs, leaving them alone at home, not providing adequate clean clothing, not dressing them appropriately for the weather, etc.), educational and upbringing neglect (e.g., neglecting compulsory school attendance, ignoring schoolwork and performance problems). This may include not taking the child to the doctor when they are ill, not providing mandatory

vaccinations, not taking them for mandatory health checks, not giving them the necessary medication or vitamins

- Online bullying: the intentional infliction of repeated and prolonged harm on the internet, which may be intended to humiliate, threaten, ridicule, ostracise, discredit or portray in a negative light. Possible signs may include anxiety, deletion of profile, change in internet use habits, truancy, running away, etc. Examples: posting hurtful, abusive messages on message boards or in personal messages; hacking into an account, creating a fake profile; uploading an offensive photo/video.
- Systemic abuse: Occurs when an activity or system to protect children is non-existent or dysfunctional, contributing to failure to prevent, delay in preventing or ongoing/further harm from child abuse and neglect. Example: Systemic child abuse occurs when the detection or suspicion of abuse is not followed by intervention, i.e. reporting and taking action to assist, protect and investigate the child victim of abuse.
- Exploitation: Example: child labour; having the child do work that involves a high risk of harm to the child's education, health or development; sexual exploitation
- Commercial exploitation: the use of a child for commercial or sexual activity for the purpose of obtaining money. The exploiter typically recruits the child through deception, false promises (love, relationship security), intimidation, physical and psychological terror or threats of physical and psychological terror. Examples: child prostitution, child pornography, forced pickpocketing, forced begging.

Endangerment: When a child's physical, mental, emotional, or moral development is hindered or impeded by any circumstance, including behaviour, omission, or other actions by the child or another person. Serious endangerment is considered to be abuse or neglect of a child that puts the child's life in immediate danger or causes significant and irreparable harm to their physical, mental, emotional or moral development. Endangerment is considered to have occurred even if no harm or disadvantage actually results from it.

SCOPE OF THE POLICY

This policy applies to all employees and volunteers working for Hungarian Interchurch Aid, and covers all of HIA's programs, services, and areas of operation, both in Hungary and in its international humanitarian activities.

IMPLEMENTATION

Protection of children from abuse and protection of the rights of children within the organization are addressed through the following steps:

✓ Risk assessment/risk mitigation

We are aware of potential risks to children in our work, particularly in those programs where staff, volunteers or other persons being in contact with HIA meet children. In recognizing these risks, staff members should proactively assess and manage risks to children to reduce the risk of harm.

HIA ensures thorough and systematized child safeguarding risk assessments in any activities that are linked with children. Child protection is mainstreamed throughout HIA's projects and activities.

When planning projects and conducting general risk assessments, it is particularly important to consider child protection issues, especially in projects where staff come into direct contact with children. Risk assessments should be reviewed periodically throughout the project life cycle.

The frequency of risk assessments is determined by the head of the institution/program responsible for the social institution/project. They are responsible for ensuring that the information obtained from the assessments is used appropriately and are authorized to take all measures to minimize the risks to children.

✓ **Safe recruitment**

HIA strives to employ only individuals who do not pose a threat to children. To this end, applicants participate in a **multi-stage selection process**. In addition, employees hired in Hungary must present a **certificate of good conduct** issued no more than three months prior to selection, certifying that they have no criminal record and are not subject to any disqualification from employment or public office.

During the selection process, efforts should be made to assess whether the prospective employee will comply with the standards set out in the code of conduct in the course of their work.

In accordance with Section 10/A(1) of the Child Protection Act, new employees who start work in an institution providing personal care shall declare at the time of signing the contract that there are no legal grounds for exclusion from employment.

In addition to checking the criminal records of the country where the person to be hired lives, the person in charge has to do a criminal background check for every country where the new employee has lived for at least 12 months in the last 5 years. The purpose of this is to ensure that employees are properly screened for any crimes against children that may have been committed in other countries under a different legal system. The reason for this is that adults who sexually abuse children often travel from country to country and move on as soon as questions or suspicions arise about their behaviour.

During the recruitment process, individuals need to provide their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate should be used.

HIA recognizes that in limited instances it may prove impossible to obtain a reliable criminal record check. For locations or individuals where a background check is not feasible, other measures should be taken to screen the individual's suitability to work with children. This may include gaining additional personal references, such as from previous employer or other reference persons etc. A legal declaration may also be accepted in lieu of a background check, in which the employee declares that they have no criminal record and have not committed any crimes against children, provided that it includes any unsuccessful attempts to obtain an official certificate.

Volunteers joining HIA must sign a statement when concluding the volunteer contract that they have not previously committed any crimes against children, that no such proceedings have been initiated against them, and that they have not been brought before a court.

✓ **Child protection training**

All employees and volunteers are required to participate in child protection training. The training may also take the form of video training, in which case the person participating in the training completes a test at the end of the training material, which must be passed in order to complete the training.

The training includes the following topics:

- Introduction/overview of child protection concepts (child abuse, endangerment)
- Presentation of the functioning of the domestic child protection detection and signalling system
- The role of internal child protection guidelines, regulations, and procedures in child protection
- Presentation and discussion of the policy, ensuring that all participants understand its purpose, content and terminology, as well as the internal procedures and the behaviour standards set out in the code of conduct.

Staff members, having completed the training, shall sign HIA's Child Safeguarding Code of Conduct. The original should be kept in their personnel file, and a photocopy given to the staff member. It is important that staff members read and understand the Child Safeguarding Code of Conduct before signing it.

Refresher training shall be conducted for staff on an annual basis.

All new employees and volunteers must attend a short introductory child protection training course within three months of starting work (during their probationary period). New employees may only start work at the organization once they have read and signed the Child Safeguarding Policy and the Code of Conduct.

✓ **Safe program design**

Hungarian Interchurch Aid's staff members shall design and deliver programs that are safe for children. Before launching any program, a child protection risk assessment must be carried out and safety strategies developed to mitigate each risk.

✓ **Communications**

Each project manager and institution leader should consider how they will inform children and communities on the conduct to expect of staff and others associated with the agency. Considerations should be made as to how community members, including children, can raise concerns over inappropriate behaviour by staff for each institution, project location and event. In addition, **it must be clearly displayed how the complaint procedure adopted by HIA is implemented in the given institution or location, and who is the person responsible for receiving reports of threatening behaviour.**

Children and their guardians must be provided with the **possibility of anonymous reporting** at all locations.

Employees and volunteers are required to report any abuse they experience or are made aware of to their immediate superior in accordance with the child safeguarding policy.

✓ **Social media**

HIA is aware of the impact of social media on children. Social media can bring significant benefits to the organization, particularly for building relationships with current and potential clients and donators, and also for awareness raising reasons. At the same time, it is important that employees exercise due caution when using social media and keep the principles set out in the Code of Conduct in mind at all times. If an employee feels an update or message might cause complaints or offence — or be otherwise unsuitable — they should not post it. Staff members can always consult the staff of the Communications Directorate for advice in issues related to the use of social media.

✓ **Use of photographs of children**

During the provision of programs, events, and services, it may be necessary to take photographs of participants, including minors, for documentation purposes. In all such cases, **written consent must be obtained from the parent**, specifying the purpose and manner in which the Organization will use the photographs. In all cases, before requesting consent, it must be clarified whether the Organization will use the photographs in a non-public manner, for example as part of documentation for grant applications, or publicly, i.e., on its website, social media platforms, or in press publications. Information must also be provided on how the photos will be stored and for how long they will be kept.

In addition to parental consent, the child's consent must also be obtained when taking photos and for their use.

Photographs must not depict children in a vulnerable or sexually suggestive manner.

Photographs are considered personal data and are subject to the Organization's Data Protection Policy.

✓ **Management responsibilities**

Hungarian Interchurch Aid's Board of Directors has approved this policy, and shall ensure that the policy is being implemented.

Based on the decision of the Board of Directors, the current Social Director is appointed as Child Safeguarding Focal Point of Hungarian Interchurch Aid.

The duties and responsibilities of the Child Safeguarding Focal Point:

- in the event of a report, cooperating with the head of the institution/director concerned to carry out the investigation
- organizing assistance for the child concerned, if necessary
- cooperating with the authorities, if necessary, in the interests of the child who has become a victim or is at risk
- determining child protection considerations when planning new services/programs - consulting with the project managers and institution heads involved, and appointing on-site managers if needed

✓ **Investigations/Disciplinary Measures/Other Support for staff**

HIA's management shall take any disciplinary measures necessary against staff members if they are found to have breached the Child Safeguarding Code of Conduct.

When a staff member is accused of a breach of the Code of Conduct, his/her immediate superior and/or HIA's directors together with the Child Safeguarding Focal Point shall manage the situation in a manner which balances protection for the child or other children, with procedural fairness for the employee. This may include temporary suspension with pay or transfer to a position which has no contact with children while an investigation is carried out. Confidentiality is of utmost importance during the course of an investigation, and the employee involved should be kept informed of the process at all times. The agency will need to cooperate with relevant authorities when it is safe and appropriate to do so.

In addition to taking the necessary measures against the responsible staff member, interests of the affected child/children shall also be protected, and ways of assistance identified during the investigation process.

✓ **Reporting suspicions or concerns and procedures for dealing with them**

Identifying the problem and reporting it as soon as possible is key.

Signals can come from the beneficiaries of the organisation (both adults and children) as well as from staff. All reports should be taken seriously and investigated. Ensure that everyone has **the possibility to report anonymously**.

In all institutions and for all services, events or programmes involving children, information should be provided to participants on who to contact and how to report complaints about staff. This should be the responsibility of the head of the institution or the project/programme manager. The name and contact details of the person to whom a report should be made should be displayed in a prominent place. In the case of programmes or events that are not organised within an institutional framework or as part of a project, it is the responsibility of the Child Safeguarding Focal Point to designate the person to whom a complaint can be submitted.

All staff or volunteers are required to report any concerns or information they become aware of about child abuse and child endangerment. In all cases, if information comes to their attention that suggests that a child is at risk from a staff member's behaviour and/or that a staff member has breached the Code of Conduct, they must, without hesitation or investigation, pass the information on to their **immediate superior**, such as the Head of the Institution or a Director of HIA.

The report should be made **in writing** as soon as possible after the suspicion arises, and **within 24 hours at the latest**.

If the staff member wishes to lodge a complaint about his/her immediate superior, he/she may contact the relevant Director. In the event of a complaint against a Director of HIA, the staff member may refer the matter to the Child Safeguarding Focal Point.

In the case of domestic social institutions, the legal provisions of the Social Law on complaints are the guiding principles for determining the procedure. According to this law, beneficiaries must report complaints of violations to the **head of the institution**, who will investigate all complaints. The head of the institution must inform the complainant in writing within fifteen days of the outcome of the investigation of the complaint. If the head of the institution fails to take action within the time limit or if the complainant does not agree with the action taken, he or she may appeal to the maintainer within eight days of receipt of the action.

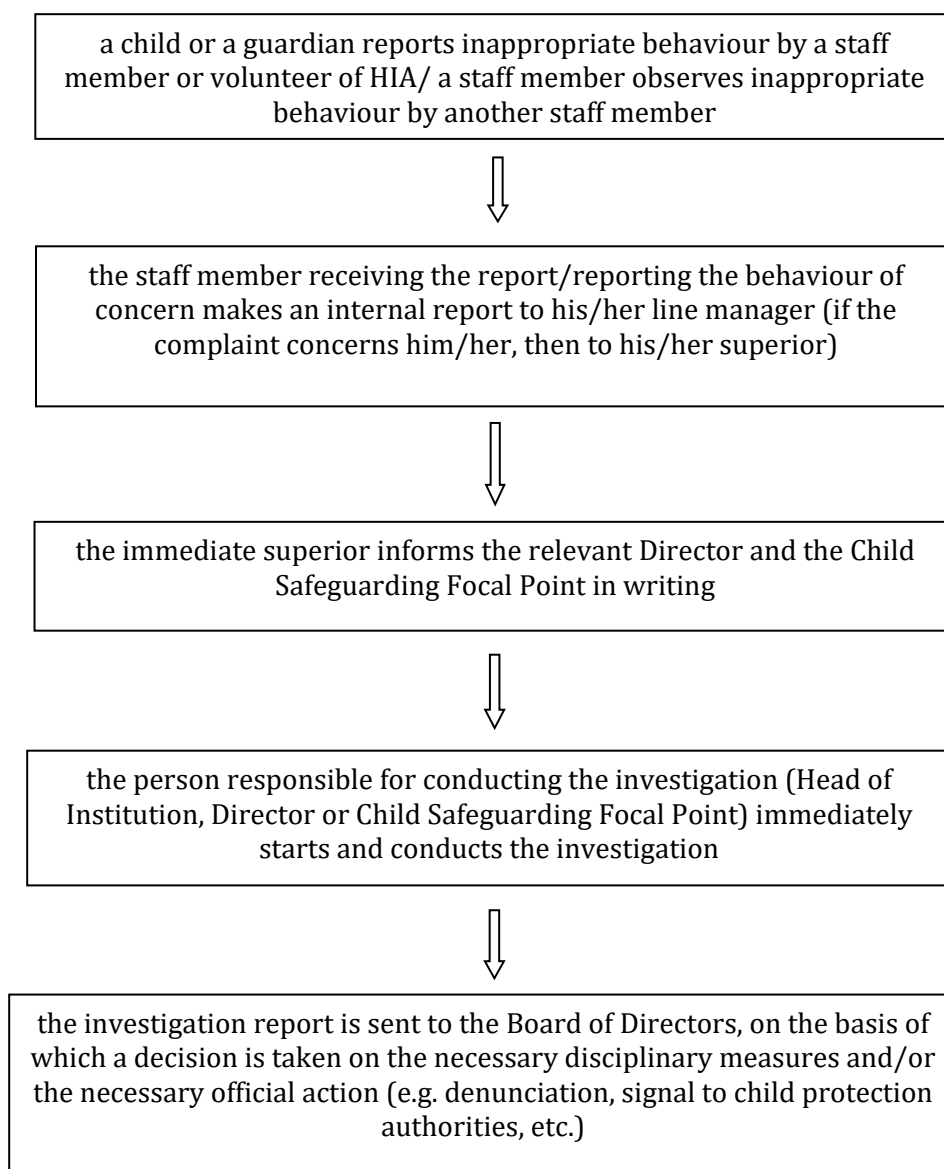
The head of the institution must inform the Social Director/Child Safeguarding Focal Point of the reported case, the ordering and conduct of the investigation and its outcome.

In the case of projects, programmes and services not related to the institutions, the staff and volunteers working on them can contact **the competent Director responsible** for the implementation. The Director will involve the Child Safeguarding Focal Point in the investigation.

The focus of making and investigating reports and taking action is on the safety and best interests of the child. **The best interests of the child shall** be represented in all actions taken.

15 days are available to investigate the case thoroughly, but any necessary child protection or disciplinary action must be taken as soon as possible.

The flowchart below shows the process for reporting concerns about child abuse and child endangerment and the steps to be taken:



Országos Központ / Headquarters



follow up

The investigation process:

- ✓ The investigators listen to the persons concerned, collect information, carefully evaluate the information obtained, and thoroughly investigate the circumstances.
- ✓ They will take the necessary steps to stop further risks, and if necessary, organise help for the child concerned.
- ✓ In the case of suspected child abuse or endangerment, a signal is sent to the competent child protection authorities in accordance with the reporting obligation. If necessary, they will hold a case conference with the competent child protection authorities.
- ✓ They will examine the need for any official notification/report or disciplinary action and make a proposal to the Board of Directors.
- ✓ The investigation is documented and the results of the investigation are made available to the Board of Directors.
- ✓ They will give feedback to the person who made the report on the action taken on the matter.
- ✓ If necessary, they organise assistance and supervision for the staff involved in the case (mainly the reporting staff member or the direct co-workers).
- ✓ They inform the child's legal representative about the steps taken and the support services available to the child.

On the basis of the investigation report, the Board of Directors decides on the necessary measures: on one hand about the necessary measures under labour law, e.g. immediate termination of employment, dismissal. It also decides whether to lodge a complaint with the authorities or to take other steps in the best interests of the child (e.g. involving other organisations, contacting a lawyer or doctor, etc.)

Following the incident, the Board of Directors, together with the Child Safeguarding Focal Point will consider whether the organisation's child safeguarding policy needs to be amended in the light of the lessons learned from the incident to prevent similar situations (for example, whether changes to the staff selection process, training system or other practices are needed).

Follow-up of cases: the Head of Institution or the Child Safeguarding Focal Point is obliged to follow up the case 6 months later and make sure that the child has received the necessary help and support and that no further intervention or assistance is needed. If further help needs to be organised, HIA will follow up the case until the child's situation is resolved satisfactorily.

Data protection aspects: the child safeguarding focal point responsible for child protection and all staff involved in the case must treat the child's personal data with the utmost care and are bound by confidentiality with regard to the information they obtain in the case. Exceptions to this are where it is necessary to report a child at risk to the child protection authorities as a member of the Child Protection Detection and Signalling System, in accordance with the reporting obligations applicable to HIA. The documentation of the case should take into account general data protection considerations and the file containing the information should be kept under lock and key.

✓ **Monitoring and review**

Regular monitoring of the child safeguarding policy's compliance and the effectiveness of the procedures is an integral part of HIA's normal monitoring procedures and activities. The child protection policy shall be reviewed at least every three years. Monitoring may be carried out more frequently, if necessary, in the event of changes in the legal environment or in the work or procedures of HIA.

Hungarian Interchurch Aid's Child Safeguarding Code of Conduct

Hungarian Interchurch Aid believes that all children have the right to protection from all forms of violence, abuse and exploitation. Staff, volunteers, contractors and others representing or visiting Hungarian Interchurch Aid's activities and projects are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

This Child Safeguarding Code of Conduct outlines the behaviour Hungarian Interchurch Aid expects from all staff and others associated with its members, with regards to working with or in the proximity of children.

I, _____ (name) _____, agree to abide by the following behavioural guidelines with regards to children I come into contact with through my work:

I will:

- ✓ Treat all children with respect, regardless of race, colour, sex, sexual identity language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- ✓ Conduct myself in a manner that is consistent with the values of Hungarian Interchurch Aid.
- ✓ Provide a welcoming, inclusive and safe environment for all children.
- ✓ Communicate with the child in a manner appropriate to his or her age and maturity.
- ✓ Respect cultural differences which do not harm the child.
- ✓ Encourage open communication between all children, young people, parents, staff and volunteers and enhance and promote the participation of children in the decisions that affect them and encourage them to express their opinions on issues that concern them.
- ✓ Be transparent in my actions and whereabouts.
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made. Wherever possible, I will ensure that another adult is present when I am working in the proximity of children. I will discuss other measures as necessary with my agency's Child Safeguarding Focal Point.
- ✓ Report any concerns of child abuse or policy non-compliance in accordance with my agency's reporting procedures.
- ✓ Keep confidential all information that I am party to regarding child protection cases, disclosing and discussing information only with the relevant parties including my agency's Child Safeguarding Focal Point.
- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow worker, volunteer, contractor or visitor, in line with my agency's Child Safeguarding Policy.
- ✓ Perform my work in accordance with the applicable laws and regulations, with the utmost respect for the law.

I will not:

- ✓ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- ✓ Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child.
- ✓ Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child with a disability, I will inform my supervisor first and be as open as possible in my behaviour, which includes explaining to a child what and how I will assist them and ask for his/her consent.
- ✓ Invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- ✓ Sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
- ✓ Use violence or physical punishment against children (I will not slap their hands, spank them, or hit them).
- ✓ Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- ✓ Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18.
- ✓ Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child.
- ✓ Behave provocatively or inappropriately with a child. Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Seek to make contact, in person, by phone, or electronically, and/or spend time with any child that I come into contact with in my role as a representative of my agency, outside of designated work and activity times of my role, and I do not try to establish a friendly relationship with the children.
- ✓ Discriminate against any children for any reason or show special favour towards any child or group of children.
- ✓ Release or discuss any personal confidential information about suspected or proven child abuse or protection cases other than with the relevant persons, including my agency's Child Safeguarding focal point.
- ✓ Use any computer, mobile phone, or video and digital camera to exploit or harass children. I will not access child pornography through any medium (see also 'Use of Children's Images' below)
- ✓ Force children to perform domestic labour or any other labour 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 or any other harm.

Use of Children's Images

When photographing or filming a child/children for work purposes, I must:

- ✓ Assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- ✓ Obtain consent from the child and a parent/guardian of the child. As part of this I must explain how and where the photograph or film will be used. I must follow my agency's guidance on obtaining consent for taking photos of groups of children, as included in HIA's child safeguarding policy.
- ✓ Ensure photographs or films present children in a dignified and respectful manner, not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ✓ Ensure images are honest representations of the context and the facts.

- ✓ Ensure children are portrayed as part of their community.
- ✓ Ensure file images do not reveal identifying information about a child when sending images electronically
- ✓ Ensure there is no identifying information of the child used in the publication of images with their location. I will ensure all recorded identifying details are stored confidentially.
- ✓ Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate.
- ✓ Not post images or details of children associated with HIA's work on personal social media sites.

I understand that the onus is on me, as a person engaged or associated with Hungarian Interchurch Aid, to use common sense and avoid actions or behaviours that could be construed as child abuse when engaging in activities of my agency.

I have read Hungarian Interchurch Aid's Child Safeguarding Policy and Child Safeguarding Code of Conduct and I accept its contents and consider them binding upon me. I am aware that HIA expects me to uphold at all times the standards of behaviour described in the Child Safeguarding Code of Conduct above. I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Child Safeguarding Code of Conduct.

Date.....

Signature of Staff Member

Signature of Employer