



POLICY FOR SAFEGUARDING CHILDREN
AND
ADULTS-AT-RISK

APRIL 2021

POLICY STATEMENT

The Safeguarding policy of AsiaCMS is an expression of the commitment of ACMS in upholding the rights of children and adults-at-risk by providing a safe environment for children and adults-at-risk in order to protect them from abuse or exploitation.

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INTRODUCTION

1. The United Nations Convention on the Rights of the Child calls on nations to take all appropriate legislative, administrative, social, and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment, or exploitation, including sexual abuse (Article 19). Child abuse or exploitation is a serious problem which affects both boys and girls. They may suffer from emotional, physical, sexual abuse, neglect, and discrimination which can impair their lives for long-term. The same is applicable to adults-at-risk¹.
2. Abuse or exploitation of children and adults-at-risk is widespread and prevalent across the globe. Children and adults-at-risk are considered vulnerable to abuse or exploitation due to multiple factors such as age, gender, sexual orientation, ethnic origin, disability, illness, poverty. It is aggravated by deep rooted local cultural practices that may be considered harmful.
3. Most often when children and adults-at-risk experience or witness incidents of abuse or exploitation they remain silent. This may be due to the fear of retribution and/or due to such subjects being considered a taboo within their society and culture. In the Asian context, many adults and children accept abuse or exploitation as part and parcel of life. In addition, the perception of what is considered abuse or exploitation to an adult, a child or adult-at-risk varies according to culture. As a result, the number of reported cases is just the tip of the iceberg.
4. Abuse or exploitation of children and adults-at-risk generally occur within families and communities. However, it also happens within organisations, institutions, and schools. This includes organizations that provide support and services to vulnerable groups in the humanitarian sector and during emergencies. The most heart-breaking fact is that abuse or exploitation of children and adults-at-risk also occurs within religious institutions including the church and church-related organisations.
5. Therefore, Asia CMS (ACMS) strongly believes that as a part of the body of Christ, it is a calling and duty to be a loving community and offer a welcoming and safe environment for all children and adults-at-risk to learn and grow in Christ which is central to the mission of ACMS. Therefore, ACMS demonstrates its commitment as a 'Policy for Safeguarding Children and Adults-at-risk' hereinafter referred to as 'Policy for Safeguarding'. The policy aims to protect children and adults-at-risk from abuse or exploitation.

¹ Refer Annexure 2 for definitions of terminology.

PURPOSE

6. According to the scripture, the body of Christ is made up of many parts and includes everyone despite differences. Therefore, Children and adults-at-risk are also considered as a part of the body of Christ (1 Corinthians 12:12-30). The gifts given to those who belong to the body of Christ is speaking in tongues, prophecy, faith and generosity in giving to the poor. However, without love nothing is gained as emphasized in scriptures, “the greatest of these is love” (1 Corinthians 13:1-13). Apart from loving God, the command is to “love our neighbours as ourselves” (Matthew 22:34-40). This includes the weak and vulnerable such as children and adults-at-risk. Loving children and adults-at-risk means nurturing their spiritual journey, caring for their well-being, and protecting them from harm against them (Matthew 18:5-7 and 25:34-46, Philippians 2:5-8).
7. The purpose of this policy is to:
 - a. Minimise or prevent abuse or exploitation of children and adults-at-risk throughout ACMS’ work.
 - b. Provide clear guidance for ACMS on common values, principles and procedures to be observed in order to prevent, detect, report, and respond to child/adult-at-risk abuse or exploitation.
 - c. Support ACMS’ staff, Board of Trustees, Co-Mission Partners, and volunteers in fulfilling their commitment to safeguard children and adults-at-risk from abuse or exploitation.

SCOPE

8. This Policy for Safeguarding applies to all ACMS’ work, including programmes, projects, events, and activities (hereinafter ‘ACMS Activity’).
9. For all ACMS’ staff, Consultants, Board of Trustees, Co-Mission Partners and direct volunteers (hereinafter ‘ACMS Personnel’). Adherence to the Safeguarding policy and Safeguarding Code of Conduct² is a mandatory requirement regardless of whether or not the person’s work is with children or adults-at-risk.
10. ACMS encourages its Co-Mission Partners to adopt and implement this Policy and Code of Conduct within their own organization. The respective organisation may enhance the standards and requirements set out in this Policy for Safeguarding and Safeguarding Code of Conduct in line with their national law and regulations.
11. Partners or organisations that work with ACMS in carrying out a one-off event or short-term project involving children and/or adults-at-risk must comply with the Safeguarding Code of Conduct as a minimum standard.
12. This policy will be made available to all ACMS Personnel.
13. This policy will be always accessible on ACMS’ website.

² Refer Annexure 1 – Code of conduct

GUIDING PRINCIPLES

14. This policy applies the following principles that guides its implementation:
- (a) **Best interests of the child and adult-at-risk:**
To consider the best interests of all children and adults-at-risk and treat them in a manner which is respectful of their rights, integrity, and dignity regardless of age, sex, gender, sexual orientation, race, ethnicity or national origin, nationality, language, place of residence, marital status, state of physical or mental health, disability, state of pregnancy, religion or belief, social-economic or cultural background, political beliefs, and any history of conflict with the law.
 - (b) **Zero tolerance to abuse or exploitation:**
Any form of child/adult-at-risk abuse or exploitation is unacceptable as it is a violation of their rights. All children and adults-at-risk have equal rights to protection from abuse or exploitation such as emotional, physical and sexual abuse, neglect, bullying, and discrimination. ACMS is committed towards protecting children and adults-at-risk.
 - (c) **Recognition of the International Legal Frameworks:**
Recognises the right of a child/adult-at-risk to freedom from abuse or exploitation as guided by the Universal Declaration of Human Rights and the United Nations Convention on the Rights of the Child. In addition, this policy will be consistent with the existing relevant international frameworks, namely, the Convention on the Rights of Persons with Disabilities, Convention on the Elimination of All Forms of Discrimination against Women, International Convention on the Elimination of All Forms of Racial Discrimination, and Convention against Torture and Other Cruel Inhuman or Degrading Treatment or Punishment.

POLICY REQUIREMENTS

15. The Policy for Safeguarding requirements is categorised as follows:
- a) ACMS responsibilities
 - b) Employment of ACMS Personnel
 - c) Prevention
 - d) Report and investigation
 - e) Protection and remedies
 - f) Use of images and ACMS' reporting
 - g) Use of social media and electronic devices

ACMS RESPONSIBILITIES

16. ACMS Personnel will commit to provide a welcoming, inclusive and safe environment for all children and adults-at-risk to learn and grow in Christ.
17. ACMS Personnel will commit to safeguard all children and adults-at-risk from abuse or exploitation when always working or engaging with them.
18. ACMS Personnel will adhere to the provisions of the Policy, including signing up to comply with the Safeguarding Code of Conduct.
19. ACMS Personnel are responsible to prevent, detect, report and respond to safeguarding concerns.
20. ACMS will designate one ACMS Personnel as the Safeguarding Manager who shall be responsible for the effective implementation and monitoring of the Policy. The Safeguarding Manager will report to the Board of Trustees annually regarding the implementation of the Policy.
21. ACMS will set up a Safeguarding Core Group to investigate and review safeguarding incidents or concerns and provide guidance to the Safeguarding Manager.
22. Upon the adoption of this Policy for Safeguarding, the Safeguarding Manager, with the guidance of the Safeguarding Core Group, will review this Policy after one year of implementation. The Safeguarding Manager will present a report to the Board of Trustees on issues related to the implementation of the Policy along with any recommendation for appropriate amendments. Subsequently, a regular review of the Policy for Safeguarding will be undertaken every three years. For each review, the Safeguarding Manager, with the guidance of the Safeguarding Core Group, will present a report to the Board of Trustees on issues related to the implementation of the Policy along with any recommendation for change.
23. ACMS will develop a Safeguarding Manual to provide guidelines and procedures to operationalise the Policy. The Safeguarding Manual will be updated each time the Policy for Safeguarding is revised.

EMPLOYMENT OF ACMS PERSONNEL

24. ACMS is committed to a working environment which is safe for children and adults-at-risk and will ensure that in the recruitment, selection and screening of potential candidates there will be measures put in place in order to employ (paid or unpaid) only persons who meet our Policy for Safeguarding. For positions that involve working with children/adults-at-risk, the procedures will include stringent screening measures on suitability for working with children/adults-at-risk as outlined in the Safeguarding Manual.
25. The Safeguarding Code of Conduct specifies acceptable and unacceptable actions and behaviour when working with children/adults-at-risk. ACMS Personnel must comply with the Policy for Safeguarding and Safeguarding Code of Conduct throughout their period of employment or engagement with ACMS. Disciplinary measures, including dismissal or legal action, and reporting to local law enforcement authorities, will be taken if anyone is found to be in breach of the Policy for Safeguarding and the Safeguarding Code of Conduct in accordance with the procedures in the Safeguarding Manual.

26. Induction for new ACMS Personnel will include briefing on the Policy for Safeguarding, Safeguarding Code of Conduct and Safeguarding Manual at a level appropriate with their roles or positions in the organisation.
27. Every three years, safeguarding training will be organised for ACMS Personnel and support will be provided by the Safeguarding Manager as appropriate to ensure zero tolerance to abuse or exploitation.
28. For ACMS Personnel with assigned safeguarding positions, they are encouraged to attend regular trainings on child/adult-at-risk safeguarding, provided by reputable external agencies, to stay up to date with the progress in this field.

PREVENTION

29. ACMS recognises the importance of prevention in safeguarding and the responsibilities towards children and adults-at-risk. ACMS activities will be designed and implemented in such a way that children and adults-at-risk will be protected from abuse or exploitation (intentional or unintentional) as a result of their engagement or contact with ACMS Personnel.
30. ACMS will ensure that children and adults-at-risk under 'ACMS Activities' are well-informed on their safeguarding and protection rights regarding abuse or exploitation. ACMS will ensure that children and adults-at-risk understand the essence of the Policy and the safeguarding commitment of ACMS and will be aware that they can report an incident.
31. ACMS will apply a safeguarding approach that takes into account:
 - a. Gender considerations for the specific safeguarding risks and needs of girls, boys, and adults-at-risk men and women, respectively.
 - b. Incorporating safeguarding measures to address risk factors such as gender discrimination and other forms of discrimination that could exacerbate abuse or exploitation of a particular group of children/adults-at-risk.
 - c. Supporting meaningful consultation that is culturally appropriate with affected individuals³ (in this case, children/adults-at-risk) in the safeguarding process in accordance with their age and maturity and ability to participate in decisions that affect them, in a manner that promotes equality and inclusion, where or when possible.
32. ACMS understands that it is not possible to eliminate all risks when working with children and adults-at-risk, however, it is possible to minimise those risks. ACMS will assess the level of risk of harm (in terms of abuse or exploitation) on children and adults-at-risk using the Child and Adult-at-risk Safeguarding Risk Assessment tool. This tool will assess two types of risks, that is: the risk of harm to children/adults-at-risk by personnel during implementation, and the risk of harm to children/adults-at-risk through design or implementation of ACMS Activity. The procedures outlined in the Safeguarding Manual will help identify the specific risks and measures to mitigate those risks before implementing ACMS Activity that involves children and adults-at-risk

³ Guided by the principle of the best interests of the child or adult-at-risk, children/adults-at-risk effected or potentially affected should be consulted in the decision-making process on matters affecting their lives and well-being; this is recognised as a best practice internationally.

REPORTING AND INVESTIGATION

33. ACMS will ensure that safe, appropriate and accessible means of reporting any concerns, suspicions, incidents or allegations of child/adult-at-risk abuse or exploitation are made known and promoted to ACMS Personnel, and churches, organisations and communities ACMS works with. The procedures are as outlined in the Safeguarding Manual.
34. Any person or entity may report to ACMS, an actual or suspected abuse or exploitation that involves ACMS Personnel. It can be reported verbally, by email, or by completing the ACMS Safeguarding Incident Reporting Form which is available in the Safeguarding Manual and ACMS website.
35. Reports of actual or suspected abuse or exploitation should be made to:⁴
 - (a) the Safeguarding Manager through any of the following points of contact on the proviso that any changes to the contact details shall be communicated and disseminated appropriately:

Name: Esther John
Hotline: +94776900949
Email: safeguarding.manager@asiacms.net
 - (b) the Executive Director of ACMS, if reports of actual or suspected abuse or exploitation implicates the Safeguarding Manager, through the following contact points on the proviso that any changes to the contact details shall be communicated and disseminated appropriately:

Name: Rev Dr.Chan NamChen
Phone no.: +60163311777
Email: ed@asiacms.net
36. Any person or entity reporting actual or suspected abuse or exploitation shall do so in good faith and provide where possible information/evidence that would support a reasonable belief that a child/adult-at-risk abuse or exploitation has occurred. Prior to reporting, the person or entity does not need to ponder whether the matter is serious enough for a report to be made.
37. If ACMS Personnel is unsure whether a concern, suspicion, incident or allegation amounts to abuse or exploitation, they should contact the Safeguarding Manager for confidential advice. However, if the Safeguarding Manager is the implicated perpetrator, they should contact the Executive Direction of ACMS for confidential advice.
38. Reports of actual or suspected abuse or exploitation received by the Safeguarding Manager or the Executive Director⁵ shall be investigated by the Safeguarding Core Group in line with the procedures in the Safeguarding Manual.
39. In cases where reports of actual or suspected abuse or exploitation implicates a member of the Safeguarding Core Group, this member must be excluded from the investigation team due to conflict of interest.

⁴ All reports of actual or suspected abuse or exploitation should be made to the Safeguarding Manager as indicated in paragraph 37(a). However, if the Safeguarding Manager is implicated then paragraph 37(b) applies.

⁵ If the Safeguarding Manager is the alleged perpetrator.

40. The Safeguarding Core Group shall seriously and thoroughly investigate reports of actual or suspected abuse or exploitation. Investigations shall be conducted in a manner that is survivor-centred, transparent, impartial, free of conflict of interest and free of control or influence by any person or entity and with rigorous adherence to the principles of fairness and due diligence.
41. For each case reported to ACMS, efforts should be made to complete the investigation within 60 days of its receipt.
42. Following any investigation, the Safeguarding Core Group shall take appropriate measures to monitor the situation as follows:
 - a) regarding the status of any survivor, person who lodged a report, and alleged perpetrator, to ensure that there has been no retaliation as a consequence of the investigation, its findings, or its outcomes; and
 - b) to ensure that any disciplinary or other measures decided have been duly implemented in timely manner.
43. If the reported case constitutes a possible criminal behaviour, the Safeguarding Manager or the Executive Director⁶ will immediately notify the police or relevant statutory authorities according to the law and regulations of the country where the incident happened and give full cooperation to relevant statutory authorities in respect of any criminal investigation.

PROTECTION AND REMEDIES

44. Protection will be provided to any ACMS Personnel reporting concerns, suspicions, incidents, allegations or complaints of child/adult-at-risk abuse or exploitation.
45. Any survivor who reports, attempts to report, or is believed to have reported actual or suspected abuse or exploitation shall be entitled to all appropriate protection (which includes anonymity, confidentiality, and protection from retaliation) and remedies. ACMS will ensure:
 - a) any appropriate measures to meet the protection needs, or the mental and physical health needs of a survivor must be taken concurrently with any reporting and/or follow-up investigation; and
 - b) if any additional protection measures are needed, it will be guided by the principle of “the best interests of the child/adult-at-risk” while taking into account the survivor’s age and gender and tailored to the survivor’s circumstance.
46. If the Safeguarding Manager or the Executive Director⁷ is requested not to take any further action by the person making the report, in case of fear for the safety of the survivor, the Safeguarding Manager or Executive Director must advise the requesting person that they will still have to inform the Safeguarding Core Group and will pass on the safety concern.
47. If a legitimate concern, allegation or complaint about a suspected abuse or exploitation is raised by a person or entity but proves to be unfounded upon investigation, no action will be taken against the reporter. However, any person or entity who makes a False or Malicious Report may be subject to sanctions or disciplinary measures as determined by the Safeguarding Core Group

⁶ If the Safeguarding Manager is the alleged perpetrator.

⁷ If the Safeguarding Manager is the alleged perpetrator.

48. Where an act of abuse or exploitation, or retaliation against an actual or suspected survivor has been substantiated through investigation, ACMS will:
 - a) take appropriate remedial measures (if necessary, with the assistance of relevant authorities) for the well-being of the survivors. ACMS shall endeavour to secure necessary protection, guidance or support as ACMS journeys with the survivor. This may include medical services, pastoral care, counselling, referral to external local services (for example, organisations working with survivors of child/adult-at-risk abuse or exploitation, violence against women, shelter home, etc); and
 - b) ensure that appropriate remedies are implemented in a timely manner. However, in the event ACMS is unable to implement the remedies, prompt guidance will be sought from the Safeguarding Core Group to determine the next best course of action.
49. Acts of abuse or exploitation or retaliation committed by any ACMS Personnel against an actual or suspected survivor shall be treated as misconduct or breach of contract accordingly. ACMS reserves the right to take disciplinary actions or other remedial measures against the perpetrator. This may include the right to withdraw or terminate any appointment, employment contract, or partnership agreement. Where appropriate, legal action shall be taken. Accordingly, the incident will be reported to relevant statutory authorities for criminal investigation under the law and regulations of the country where the incident had taken place.
50. Any ACMS Personnel found to have directly or indirectly condoned, encouraged, participated, or engaged in acts of abuse or exploitation or retaliation against an actual or suspected survivor or has negligently failed to prevent, investigate, report, or remedy incidents of abuse or exploitation, or retaliation, may be subject to disciplinary action or other remedial measures, as appropriate. ACMS reserves the right to withdraw or terminate any appointment, employment contract, or partnership agreement with such ACMS Personnel and organisation. Where appropriate, legal action shall be taken, and a report made to relevant statutory authorities for criminal investigation under the law and regulations of the country where the incident took place.
51. The implementation of this Section 6.5 will be through the processes and procedures as outlined in the Safeguarding Manual. The Safeguarding Manager and the Safeguarding Core Group will ensure that for each case, appropriate protection and remedial measures decided by ACMS are based on after considering the best interest of the survivor of child/adult-at-risk abuse or exploitation.

USE OF VISUALS AND ACMS' REPORTING

52. Guidelines on reporting and the use, storage and transferring of images, films or videos (hereinafter refers to 'visuals') of children and adults-at-risks are outlined in the Safeguarding Manual.
53. All reporting on children and adults-at-risk for ACMS Activity must not expose children and adults-at-risk to negative reprisals, including additional physical or psychological harm or abuse.
54. ACMS' publications and fundraising material will at all times portray children and adults-at-risk in a respectful manner and will not impact negatively on their dignity and privacy.

USE OF SOCIAL MEDIA AND ELECTRONIC DEVICES

55. Similar guidelines on the use of visuals of children and adults-at-risk outlined in the Safeguarding Manual, apply to visuals posted on work-related social media. ACMS Personnel will always uphold the values, vision and principles of ACMS when using work-related social media.
56. ACMS Personnel must obtain prior written permission from ACMS before posting visuals of children/adults-at-risk taken during any ACMS Activity in their private social media accounts. The sharing must always be done with caution and responsibly.
57. Unless required by ACMS' work, communicating privately with children/adults-at-risk met during any ACMS Activity is not allowed. ACMS Personnel must refrain from communicating through personal visits, personal email or other social media accounts with any child/adult-at-risk or their family members associated or formerly associated with ACMS Activity.
58. The use of laptop, mobile phone, video/digital camera, or other electronic devices, particularly assets owned by ACMS for the intention of abusing or exploiting children/adults-at-risk is prohibited.

EFFECTIVENESS AND REVISION

59. This Policy for Safeguarding will come into effect upon adoption by the Board of Trustees. This Policy will remain in effect until amended or superseded by the Board.
60. Safeguarding children and adults-at-risk is a long-term undertaking and a sustained commitment, which includes monitoring and reporting on progress annually. In addition, approaches to children and adults-at-risk safeguarding progress over time. The Policy for Safeguarding will be reviewed and updated one year after its implementation by a decision of the Board. Subsequently, the Policy of Safeguarding will be reviewed regularly every three years and updated by a decision of the Board.

ANNEXTURE 1 - SAFEGUARDING CODE OF CONDUCT

BACKGROUND

1. This Code of Conduct is to be read in conjunction with the ACMS Policy for Safeguarding Children and Adults-at-risk. ACMS is committed towards providing a welcoming, inclusive and a safe environment for all children and adults-at-risk to learn and grow in Christ.
2. ACMS' staff, Consultants, Board of Trustees, Co-Mission Partners, and Direct volunteers must agree to this Code when working with children and adults-at-risk. They must maintain clear professional boundaries and highest degree of ethical conduct at all times.
3. The Code of Conduct should be included into all employment contracts. Breaches of this Code by staff are grounds for disciplinary action which may include termination of employment contracts.
4. This Code of Conduct is also applicable to the Board of Trustees, Consultants, Co-Mission Partners, and direct volunteers. Breaches of this Code may result in termination of trustee, partner, and volunteer roles.
5. This Code of Conduct sets out the behaviour protocol which ACMS expects from every person associated with or representing the organisation.

I WILL

- a. Treat all children and adults-at-risk in a manner which is respectful of their rights, integrity and dignity, and consider their best interests regardless of age, sex, gender, sexual orientation, race, ethnicity or national origin, nationality, language, place of residence, marital status, state of physical or mental health, disability, state of pregnancy, religion or belief, social-economic or cultural background, political beliefs, and any history of conflict with the law.
- b. Make sure that children and adults-at-risk I work with are well-informed on their safe-guarding and protection rights, know what to do if they have a concern, and participate in the decisions that affect them.
- c. Plan and organise my work and the workplace to create and maintain an environment which prevents the abuse and exploitation of children and adults-at-risk. I must be aware of situations which may present risks and take appropriate action to minimise the risk to children and adults-at-risk.
- d. Be transparent and honest in my actions and whereabouts in my dealings with children and adults-at-risk participating in ACMS' programmes, projects, events, and activities.
- e. Take responsibility to ensure that I do not place myself in positions where there is a risk of allegation being made. I will ensure that either another adult is present when I am working with

children/adults-at-risk or I am working with the children/adults-at-risk in an open place visible to others.

- f. Disclose all charges, convictions, and other outcomes of an offence, which occurred before or during association with ACMS that relate to abuse and exploitation of a child/adult-at-risk.
- g. Report any concerns, suspicions, incidents or allegations of actual or potential abuse or exploitation to a child/adult-at-risk that I have either witnessed, are made aware of, or suspect according to ACMS reporting procedures.
- h. Cooperate fully in any ACMS investigation of concerns or allegations of abuse or exploitation to a child/adult-at-risk.
- i. Disclose or discuss any personal and confidential information about any suspected or proven child/adult-at-risk abuse or exploitation or protection cases only with the Safeguarding Manager according to ACMS reporting procedures.
- j. Comply with all relevant international conventions⁸ and national law and regulations in relation to child labour. In unavoidable situation, if:
 - a) My own child below 18 years old has to help out in the family farm/land and enterprise, I will make sure that he/she has time for education and rest.
 - b) My own child below 18 years old has to get a job⁹ I will make sure that he/she is not exploited and performing harmful work.
 - c) I have to hire a child below 18 years old for domestic or other labour, I will make sure the child is not exploited and performing harmful work.

I WILL NOT

- a. Act in ways that is intended to shame, humiliate, belittle, or degrade children and adults-at-risk, or carry out any form of emotional abuse.
- b. Discriminate against, show differential or preferential to, or favour particular children and adults-at-risk to the detriment of them or others.
- c. Use physical punishment/discipline or use physical force of any kind (e.g., hitting and physical assault) towards children and adults-at-risk.

⁸ The international standards are the Convention on the Rights of the Child, Convention on the Rights of Persons with Disabilities, Convention on the Elimination of All Forms of Discrimination against Women, International Convention on the Elimination of All Forms of Racial Discrimination, and Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.

⁹ This does not include working in family farm/land or enterprise.

- d. Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child/adult-at-risk.
- e. Behave provocatively or inappropriately with a child/adult-at-risk (e.g., fondle, hold, kiss, hug, or touch) in an inappropriate, unnecessary or culturally insensitive way.
- f. Condone or participate in behaviour of a child/adult-at-risk that is illegal, unsafe or abusive.
- g. Do things of a personal nature that a child/adult-at-risk can do for him/herself (e.g., going to the toilet, bathing, or changing clothes). If this is necessary, I will inform my superior first and be as open as possible in my behaviour.
- h. Invite unaccompanied children/adults-at-risk into my house or any other personal residential location or accommodation, unless they are at immediate risk of injury or in physical danger.
- i. Have a child/adult-at-risk with whom I am in contact during work stay overnight at my house or any other personal residential location or accommodation.
- j. Sleep in the same room or bed with unaccompanied children/adults-at-risk with whom I am in contact during work. If this is absolutely necessary, I must obtain my superior's permission, and ensure that another adult is present if possible.
- k. Develop sexual relationships with children/adults-at-risk or engage in any practice with or develop behaviour towards children/adults-at-risk that may be interpreted as abusive or exploitative.
- l. Engage in any form of sexual activity or develop physical/sexual relationships with any child below 18 years old regardless of the local age of consent. Mistaken belief in the age of a child is not a defence.
- m. Engage any child/adult-at-risk in any form of sexual activity which involve the exchange of either money, goods, assistance, employment, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- n. Make contact and/or spend time with any child/adult-at-risk or family members associated or formerly associated with ACMS' work that is not authorised by my superior. This includes but is not limited to visits and any form of communication via phone, messenger app, social media, emails, and letters (e.g., phone number, email address, Facebook, Instagram, WhatsApp, WeChat, Skype, webcam, etc.).
- o. Use any computer, mobile phone, video/digital camera, or other electronic devices to exploit, harass or bully children/adults-at-risk.

- p. Use any computer, mobile phone, video/digital camera, or other electronic devices to access, view, create, download or distribute pornography/child pornography, particularly abusive images of children/adults-at-risk.

USE OF CHILDREN OR ADULTS-AT-RISK'S IMAGES

When photographing or filming or live streaming children/adults-at-risk for work purpose, I must:

- a. Ask permission¹⁰ from the children/adults-at-risk or their parents or their guardians before taking photographs or filming or live streaming them. I must explain to them how and where the photographs or film or live streaming will be used and for what purpose. Also, I must respect their decision to say “No” and assure them that there will be no negative repercussions from refusing to consent.
- b. Assess and endeavour to comply with local traditions, culture or restrictions for reproducing personal images before filming or photographing a child/adult-at-risk.
- c. Ensure photographs or films, or live streaming present the children/adults-at-risk in a respectful manner and do not impact negatively their dignity and privacy. Children/adults-at-risk should be adequately clothed and not in poses that could be seen as sexually suggestive.
- d. When appropriate, the use and transferring/sending of the images or films or videos must not put the child/adult-at-risk of being identified or located. I will ensure files of images or films or videos with recorded identifying details are stored confidentially.
- e. Not post photographs/videos taken of children/adults-at-risk during any ACMS' programmes, projects, events, and activities on my personal or private social media sites (e.g., Facebook, Twitter, Instagram, blog, website, etc.) without the permission of ACMS and if posted, it will only be strictly for the purpose of promoting ACMS' programme/activity. If permission is granted, there must be clear references to my work and profession.

¹⁰ Refers to informed consent

GUIDELINES FOR REPORTING ON CHILDREN¹¹

When reporting on children/adults-at-risk for work purpose, I must:

- a. Always provide an accurate context for the child/adult-at-risk's story or image.
- b. Not further stigmatize any child/adult-at-risk. I will avoid categorizations or descriptions that expose a child/adult-at-risk to negative reprisals, including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by his/her local communities.
- c. Always change the name and obscure the visual identity of any child/adult-at-risk who is identified as:
 - i. A survivor of sexual abuse or exploitation,
 - ii. A perpetrator of physical or sexual abuse,
 - iii. HIV positive, or living with AIDS, unless the child, a parent or a guardian gives informed consent,
 - iv. Charged or convicted of a crime,
 - v. A child combatant, or former child combatant who is holding a weapon or weapons,
 - vi. An asylum seeker, a refugee or an internal displaced person.
- d. Confirm the accuracy of what the child has to say, either with other children or an adult, preferably with both. When in doubt about whether a child is at risk, report on the general situation for children rather than on an individual child.

PERSONAL CONDUCT OUTSIDE WORK OR ENGAGEMENT WITH ACMS

ACMS' staff, Consultants, Board of Trustees, Co-Mission Partners, and direct volunteers are required to adhere to the Policy for Safeguarding Children and Adults-at-risk and the Safeguarding Code of Conduct both at work and outside work.

ACMS does not dictate the belief and value systems by which staff, Consultants, Board of Trustees, Co-Mission Partners, and direct volunteers conduct their personal lives. However, conduct by them outside work that are inconsistent with the Policy for Safeguarding Children and Adults-at-risk and this Safeguarding Code of Conduct may be considered a violation of both the Policy and the Code.

¹¹ Adapted from the UNICEF's guidelines.

AGREEMENT

I,, have read ACMS' Policy for Safeguarding Children and Adults-at-risk and Safeguarding Code of Conduct. I agree to abide by the Code of Conduct at all times. I understand that disciplinary action, including dismissal, and legal steps will be taken if I am found to be in breach of the Code of Conduct.

Signature:

Position/role:

Date:

Name of witness:

Signature:

Position/role:

Date:

ANEXTURE 2 - DEFINITIONS