



Help Without Frontiers

Child Safeguarding Policy and Code of Conduct

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1. Introduction

Help without Frontiers (HWF) is committed to safeguarding the welfare of children. HWF recognizes and accepts the responsibility to develop an awareness of issues that may cause children harm and will work to protect the children that staff, volunteers and visitors come into contact with during its conduct of activities.

The Child Protection Policy, hereafter referred to as the *Child Safeguarding Policy*, will cover all staff of HWF, volunteers, partners, visitors or donors coming in direct or indirect contact with children. The *Child Safeguarding Policy* establishes the roles and responsibilities of everyone who works for HWF in relation to the protection of children with whom their work brings them into contact.

The *Child Safeguarding Policy* undertakes international Child Protection standards, defined by the UN Convention on the Rights of the Child, which was established into Thai national law by implementing the Child Protection Act of 2003.

The key principles of this policy are:

- HWF recognizes that the safety and welfare of children are paramount and are committed to practices that protect them from harm.
- All children, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.
- HWF has a **zero-tolerance** approach to child abuse by staff, and people who work for us.
- HWF is committed to **Do No Harm** principle. All our program implementation must be safe for children.
- The primary consideration in all actions concerning children have to be in outlining the *Best Interests of the Child*¹

2. Definitions

Child²

'Child' is every person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger.

Child abuse³

'Child abuse' or 'maltreatment' constitutes 'all forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.' (WHO, 1999)

4 categories of abuse have been identified. These are:

- Physical injury - is the non-accidental use of physical force that deliberately or inadvertently causes a risk of/ or actual injury to a child. This may involve hitting, shaking, poisoning, burning or scalding, drowning, suffocating or otherwise physical harm or ill health to a child.

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- 1 The principle of 'the best interests of the child' is set out in the United Nations Convention on the Rights of the Child (CRC).
 - 2 HWF uses definition determined in Art 1 UN Convention of the Rights of the Child (CRC).
 - 3 Convention on the Rights of the Child (CRC), Article 4, 19.

- Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. This includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and /or shelter. Neglect is also failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult).
- Emotional abuse a persistent or emotional ill treatment of a child that adversely affects their development. It involves doing harm to a child's emotional, intellectual, mental or psychological development. This includes but is not limited to any humiliating or degrading treatment (e.g. bad name-calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.
- Sexual abuse - involves a child and adult or another child who by age or development in a relationship of responsibility, trust or power forcing or encouraging children to take part in sexual activities. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.
- Child exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. For Save the Children child exploitation includes modern slavery and trafficking of children and children forced or recruited into armed conflict. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity;
 - (a) in exchange for something the victim needs or wants, and/or
 - (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology. Within Save the Children child sexual abuse and exploitation also includes child early and forced marriage.

Activities: For the purpose of this policy an activity of HWF is defined as any occasion when HWF comes into contact with children directly such as school visits or indirectly such as speaking to visitors about planned activities and the situation concerning children.

3. Codes of Conduct/Codes of Practice for coming into contact with children

According to international standards, determined in the UN Convention on the Rights of the Child (CRC) and other applicable international conventions as well as applicable Thai legal regulations (inter alia Section 22 of Child Protection Act, B.E. 2546 (2003)) in its version effective at the relevant time, these codes will ensure that all personnel and visitors understand and act in a way which will help in creating a child safe environment where children's physical and mental

integrity / space / privacy are respected. These codes will be made available to all staff, donors and visitors before they come into contact with children.

Staff, volunteers and interns, donors and visitors are required to follow the below applicable code of conduct/code of practice in their interaction with children.

3.1 Code of Conduct

a. Appropriate behavior of staff, interns, volunteers, and contractors towards children

- Must possess a child friendly attitude and respect the dignity of each child and the child's opinions.
- Consider each child as a unique individual with specific characteristics and needs.
- Accept and respect the child and his or her parents, family members, neighbors and the child's cultural circumstances and living conditions.
- Be empathetic rather than sympathetic towards children.
- The views of children to be listened to, valued and taken seriously with objectivity.
- Show appreciation of children's efforts and performances
- Report suspected or know child safeguarding concerns through the reporting mechanism
- If a child tells you of a concern or problem to take appropriate action immediately.
- Do not discriminate against, show differential treatment, or favor particular children to the exclusion of others
- Do not act in a way that could cause physical or psychological harm to children or is inappropriate or offensive.
- Staff must wear clothes that are appropriate keeping in mind the local context in which the children live.
- Do not give any information regarding any child, or other sensitive information, to media or unknown people.
- Do not give out details or publish any information gathered during your placement/employment without the prior knowledge of HWF.

- Do not sensationalize or manipulate text and images concerning children. Emphasis is to be given on preserving the dignity of child.
- Ensure confidentiality at the time of discussing HWF projects and disclosing case studies to media.

This is not an exhaustive list. The main principle is that staff should avoid actions or behavior which may be construed as poor practice or potentially placing a child at risk of abuse.

b. Appropriate behavior of Donors, school adopters and visitors – in addition to the above the following specific points apply

- Prior approval is to be given by HWF before visiting any project or interacting with children.
- All donors/visitors/school adopters will be accompanied by HWF staff and are to follow all instructions given, including interacting with children.
- All donors/visitors/school adopters will not be allowed to record case histories or take personal history of any child without prior permission of the child and HWF.
- Media - Please refer to the *HWF Media Code of Conduct* (Guidelines Child Protection)

3.2 HWF Code of practice

It is important for all staff and others who are working with or for HWF and are in direct contact with children to recognize that those working for HWF will be perceived as being in positions of trust. Staff should provide a safe and supportive environment as well programming for children by:

- Do not engage children under the age of 18 in any form of sexual intercourse or sexual activity including paying for sexual services
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation materials through any medium
- View, download, create or distribute inappropriate materials, such as pornography, on HWF computer/systems
- Do not use physical punishment on children
- Do not hire children for domestic or other labour which is inappropriate given their age or developmental stage
- Ensure that another adult is present when working near children
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law which occurs before or during association with HWF
- Treating children with care, respect and dignity;
- Ensure communication with children is open and clear;
- Assessing the risk to children of our activities and ensuring a safe and secure environment before, during and after conducting activities;
- Being aware of situations which may present physical risks and manage these so children do not get injured;
- Being aware of situations where children may be abused physically, sexually, emotionally by other children, or by adults and follow-up and work with the partner organization or school to solve the problem;

- Assisting the partner or teacher to supervise children at all times and being aware of where they are;
- Exercising caution when unauthorized and unknown people turn up wanting to visit children and offering help;
- Maintaining an environment of openness to having issues or concerns regarding children raised and discussed;
- Working with partners to empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem;
- Taking affirmative action when abuse is uncovered or suspected;

If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, concerns about actions or behavior of another staff member, contractors or volunteer based on any conversation with a child; particularly where the child makes an allegation, they should report this to the designated staff.

The main principle is that staff should avoid actions or behavior which may be construed as poor practice or potentially placing a child at risk of abuse.

4. Breaches of Code of Conduct/Code of Practice

Contract staff, interns, volunteers, and contractors

If it is discovered or reported that any of the above personnel has breached the code of conduct/code of practice an investigation of the incident will be undertaken and a disciplinary process will be initiated by HWF management headed by Ann, Director HWF Thailand.

Donors, HWF Board Members, Visitors, including Media

Persons from all the above groups will need to read, agree to abide by and sign off on the code of conduct/code of practice before visiting areas where children are present and or coming into contact with children. Responsible HWF staff must supervise all visits by these groups and be prepared to act on any misconduct. Any infringement that threaten or place a child's wellbeing and safety at risk need to be acted on as follows:

In the case of **Donors, HWF Board Members and Visitors**, breaches of these codes may result in the person being asked to leave and if the visitor represents an organization, a written complaint may be sent to the organization concerned.

In the case of **Media**, breaches of these codes will result in the person being asked to leave and a written complaint will may be sent to their employer and in some cases the Press Council in their country of employment/residence. Please refer to the *HWF Media Code of Conduct*.

In case of violations the Thai police and authorities, such as embassy officials from the person's home country, may also be called upon. This also applies to all of the above.

In general breaches may lead to (temporary) suspension/dismissal of staff/volunteers/ interns. Legal action/observation has to be taken.

According to Section 17 Child Protection Act, B.E. 2546 (2003) in its version effective at the

relevant time breaches may be reported to Thai Child Protection Committee.

5. Recruitment

- All employees, interns, contractors (consultants, vendors and service providers) and volunteers (paid or unpaid, full time or part time, temporary or long-term) who have direct or indirect contact with children have to go through a recruitment and interview process as outlined in ***Guidelines Child Protection***.
- All staff will be employed based on an equal opportunity basis with the best possible applicant being appointed.
- All new personnel must receive Child Safeguarding briefing from trained Child Safeguarding Focal person and will sign an employment/volunteer agreement indicating commitment to the *Child Safeguarding Policy* and *HWF Code of Conduct*.
- All staff will be fully informed of HWF child protection procedures and of children's rights through trainings, discussions, reading materials, etc.
- All Staff need to demonstrate a compulsory of declaration of criminal record. Anyone with known or suspected involvement in criminal activities involving children, inappropriate behavior, abuse, or the harsh discipline of children will not be hired.
- Concealing previous criminal convictions (involving children, inappropriate behavior, abuse, or the harsh discipline of children) may lead to dismissal.
- Background and reference check for new personnel hired will be also in line with HR recruitment policy.

Children

Children can be involved with HWF in a number of ways ranging from participating in activities and campaigns, attendees at events, or work experience placements. We invite our schools to participate and the headmaster to discuss this with children and parents. The child's legal guardian will make the decision on the child participating in cases of legal custody/liability. In other cases the child can override decisions any time.

Generally, children will not be told to participate in activities by teachers or anyone in a position of authority.

6. Education and Training

Opportunities exist within and outside HWF to develop and maintain the necessary skills and understanding to promote child rights and protect the welfare of children. These opportunities will be provided subject to the HWF Thailand Director discretion and/or individual application.

These include the following:

- Orientation on Child Protection issues and the *Child Safeguarding Policy* for all new recruits, interns, contractors and volunteers.
- Training of all existing staff on the *Child Safeguarding Policy* and procedures.
- Half day refresher training for personnel once a year, to remind them of procedures and to update on new developments.
- Orientation of donors and visitors on the *Child Safeguarding Policy* and the *Code of Conduct* before interaction with children.
- One pager on the *HWF Code of Practice* to be displayed in a visible place in the office area.

7. Managing information concerning children

Please see *Guidelines Child Protection in the HWF protocol and annex below that outlines:*

- The control of confidential information regarding children.
- What makes up appropriate and inappropriate use of written, visual and verbal information relating to children and to ensure that all staff understand the importance of protecting and respecting children's dignity and privacy.

8. Partners

- All agreements between HWF and partner organizations must include agreements on a Child Safeguarding Policy.
- Partner organizations must adopt this Child Safeguarding Policy or have developed their own policy with similar standards. Agreements with partners must clearly outline agreed reporting and investigation concerns involving breaches of the policy. Breaches within partner organizations must be reported to HWF.
- HWF should have clear plans for developing the capacity of partner organizations to develop standard based policies and procedures by using the resources from HWF.

9. Management and Structure

The HWF management team will ensure that staff have adequate opportunity to learn and understand their responsibility to safeguarding children. A management process will be adopted in order to facilitate the implementation of the child safeguarding policy and procedure.

The management structure for Child Safeguarding is as follows:

- The person who is responsible for Child Safeguarding at HWF is Ivet Castello Mitjans, Child Safeguarding Coordinator of HWF Thailand, Tel. 06 4318 8031, Email: ivet@helpwithoutfrontiers.org
- There will be clear and open lines of communication through regular management team and staff meetings.
- There will be opportunities to raise concerns on sensitive matters in relation to children and staff in appropriate forums.
- Concerns will be listened and responded in a positive manner.
- Reports and personal information on children will be kept confidential and disclosed to only those who need to know.
- Child protection issues will be included in regular staff evaluations/appraisals.
- It is the responsibility of management to ensure implementation of the child safeguarding policy (through regular interactions with staff and children) and regular checking of work practices.
- It is the responsibility of the management to ensure that the *Child Safeguarding Policy* is reviewed every 6 months and to incorporate changes if necessary.

10. Reporting and response protocol

This is the response protocol for reporting and responding to witnessed, suspected or alleged child abuse and/or violation of the *Child Safeguarding Policy* by HWF staff and others such as HWF volunteers, visitors, interns and donors.

- Staff and Manager must be aware of their role and responsibilities in responding to, investigating and referring allegations of abuse and sexual exploitation to authorities, office or relevant responsible person.
- Allegations of abuse must be reported immediately after the alleged abuse takes place or concerns of abuse are raised. The following people are to be contacted:
 - For all CSG concerns and incidents concerning HWF staff, visitors, donors, contractors, board members, as well as partners –Ivet Castello Mitjans, Child Safeguarding Coordinator HWF Thailand, Email: ivet@helpwithoutfrontier.org, Tel. 06 4318 8031
- An investigation will be undertaken that will be resolved in a period of time not exceeding 3 weeks after the allegation was reported. During this time:
 1. Dialogue will take place with the abused child of concern to understand the depth of the allegation and its extent.
 2. Dialogue will take place with staff who have either made the allegation and/or who were present at the time the alleged abuse/incident took place.
- In case of an allegation by a named individual from a verifiable source, the accused will not be allowed to come in direct contact with children.
- HWF will talk with the staff member being accused and ensure that the consequences of misconduct once it is proved, with proper evidence through other verifiable sources, are enforced.
- Allegations of abuse may lead to (temporary) suspension/dismissal of staff/volunteers/interns. Legal action/observation will be taken.
- According to Section 17 Child Protection Act, B.E. 2546 (2003) in its version effective at the relevant time breaches may be reported to the Thai Child Protection Committee.

APPENDIX



Help Without Frontiers

Child Safeguarding Policy Brief

Help without Frontiers (HWF) is committed to safeguarding the welfare of children. HWF recognizes and accepts the responsibility to develop an awareness of issues that may cause children harm and will work to protect the children that staff, volunteers and visitors come into contact with during its conduct of activities.

KEY PRINCIPLES

- We recognize that the safety and welfare of children are paramount and are committed to practices that protect them from harm.
- All children, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.
- The primary consideration in all actions concerning children has to be the *Best Interests of the Child*.
- The policy aims to protect children, as well as provide support for all staff, volunteer and visitor to report any abuse.
- The policy applies at all times, both during and outside normal working hours.

WHERE IS THE POLICY?

- A hard-copy of the Child Safe Policy is located in the main office in Mae Pa.
- The policy can be found on the [HWF website](#).

REPORTING

- HWF considers the abuse and exploitation of children to be unacceptable. We will take all concerns and reports of child abuse seriously.
- Staff and Manager must be aware of their roles and responsibilities in responding to, investigating and referring allegations of abuse and sexual exploitation to authorities, office or relevant responsible person.
- Allegations of abuse must be reported to immediately after the alleged abuse takes place or concerns of abuse are raised. The following people are to be contacted:
 - For all incidents concerning HWF staff, visitors, donors, contractors, board members, as well as partners - Ivet Castello Mitjans, Child Safeguarding Coordinator HWF Thailand, Email: ivet@helpwithoutfrontier.org, Tel. 06

- An investigation will be undertaken that will be resolved in a period of time not exceeding 3 weeks after the allegation was reported. During this time:
 - Dialogue will take place with the abused child of concern to understand the depth of the allegation and its extent.
 - o Dialogue will take place with staff who have either made the allegation and/or who were present at the time the alleged abuse/incident took place.
- In case of an allegation by a named individual from a verifiable source, the accused will not be allowed to come in direct contact with children.
- HWF will talk with the staff member being accused and ensure that the consequences of misconduct once it is proved, with proper evidence through other verifiable sources, are enforced.
- Allegations of abuse may lead to (temporary) suspension/dismissal of staff/volunteers/interns. Legal action/observation will be taken.
- According to Section 17 Child Protection Act, B.E. 2546 (2003) in its version effective at the relevant time breaches may be reported to the Thai Child Protection Committee.

TAKING PHOTOS and Filming Children?

- The dignity and rights of every person (especially children) are to be respected in every circumstance. Never sensationalize or manipulate text and images!
- The right of each person to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from both actual and potential harm and retribution is to be respected.
- The best interests of each person are to be protected over any other consideration, including over advocacy for children's issues and the promotion of child rights.
- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and 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 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
- The HWF Manager or his/her designated staff member is to be consulted about the political, social and cultural impact of any reportage.
- Do not publish an image which might put anybody at risk! At all times you must respect and follow the guidance of the staff member who is responsible for your security and those of the peoples, villages and sites.
- Do not wander off and take photos or images without a staff member present or without prior permission!
- Before publishing any image has to be approved by HWF.
- If you publish a picture, please mention Help without Frontiers in the by-line (in case of video please mention HWF in the section "thanks to").

Code of Behaviour for visitors

All visitors who want to take photos must read and agree to the following code of behavior conditions. In case of breach of this code Help Without Frontiers (HWF) will stop any activities we committed to and, in cases of severe transgression, undertake appropriate actions.

Introduction

- Please provide full details of the purpose of your visit to HWF.
- Consent has to be obtained before taking images of people or sites. If you do not have the consent to take images for security reasons, this has to be fully respected at all times.

General Principles

- The dignity and rights of every person (especially children) are to be respected in every circumstance. Never sensationalize or manipulate images.
- The right of each person to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from both actual and potential harm and retribution is to be respected.
- The best interests of each person are to be protected over any other consideration, including advocacy for children's issues and the promotion of child rights.
- At all times you must respect and follow the guidance of the staff member who is responsible for your own security and those of the peoples, villages and sites.
- Do not wander off and speak to children and people or take photos without a staff member present or without prior permission.
- All images you take are for private use only. If you want to publish images prior consent has to be obtained from HWF.
- Do not publish a story or an image which might put someone at risk.

Guidelines for interacting with children

- Do no harm any child! Avoid questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from past traumatic events.
- Do not discriminate in choosing children to interview because of sex, race, age, religion, status, educational background or physical abilities!
- Be aware of situations which may present physical risks and manage these so children do not get injured!
- Do not ask children to tell a story or take an action that is not part of their own history!

I have read the above code of conduct and am aware of the behaviour expected of me and the impact of any breach of this code.

Signature

Print Name

Date

Place

Code of Behaviors for Photographers and Media

All media representatives who want to take photos, videos or interviews must read and agree to the following code of behavior conditions. In case of breach of this code Help Without Frontiers (HWF) will stop any activities we committed to and, in cases of severe transgression, undertake appropriate actions (notification to the employer and/or a formal complaint to the press council in the persons' country of employment or residence).

Introduction

- Please provide full details of the purpose of your visit and work including names of the publishing channels/media to HWF.
- Consent has to be obtained before collecting information and taking images of people or sites. If you do not have the consent to take images for security reasons, this has to be fully respected at all times.
- Prior information regarding date of publication/ telecast/broadcast and name of media has to be given to HWF.

General Principles

- The dignity and rights of every person (especially children) are to be respected in every circumstance. Never sensationalize or manipulate images!
- The right of each person to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from both actual and potential harm and retribution is to be respected.
- The best interests of each person are to be protected over any other consideration, including advocacy for children's issues and the promotion of child rights.
- The HWF Manager or his designated staff member is to be consulted about the political, social and cultural impact of any reportage.
- Do not publish an image which might put someone at risk. At all times you must respect and follow the guidance of the staff member who is responsible for your own security and those of the peoples, villages and sites!
- Do not wander off and take photos or images without a staff member present or without prior permission!
- Before publishing any image, it has to be approved by HWF.
- If you publish a picture, please mention Help without Frontiers in the by-line (in case of a video please mention HWF in the section "thanks to").

Guidelines for interacting with children

- Do no harm any child! Avoid questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from past traumatic events.
- Do not discriminate in choosing children to interview because of sex, race, age, religion, status, educational background or physical abilities!
- Do not ask children to tell a story or take an action that is not part of their own history!
- Obtain permission from the child and his or her guardian for all interviews, videotaping and, when possible, for documentary photographs. Permission must be obtained in circumstances that ensure that the child and guardian are not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally.

I have read the above code of conduct and am aware of the behaviour expected of me and the impact of any breach of this code.

Signature

Print Name

Date

Organisation/Media

Code of Behaviour for Journalists

All journalists who want to take interviews must read and agree to the following code of behavior conditions. In case of breach of this code Help Without Frontiers (HWF) will stop any activities we committed to and, in cases of severe transgression, undertake appropriate actions (notification to the employer and/or a formal complaint to the press council in the persons' country of employment or residence).

Introduction

- Please provide full details of the purpose of your visit and work including names of the publishing channels/media to HWF.
- Consent has to be obtained before collecting information, interviewing and/or taking images of people or sites. If you do not have the consent to take interviews or images for security reasons, this has to be fully respected at all times.
- Interviews with children and minors can only be taken with prior consent by parents or teachers and HWF staff.
- Prior information regarding date of publication/telecast/broadcast and name of media has to be given to HWF.

General Principles

- The dignity and rights of every person (especially children) are to be respected in every circumstance. Never sensationalize or manipulate text and images.
- The right of each person to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from both actual and potential harm and retribution is to be respected.
- The best interests of each person are to be protected over any other consideration, including over advocacy for children's issues and the promotion of child rights.
- The HWF Manager or his designated staff member is to be consulted about the political, social and cultural impact of any reportage.
- Do not publish a story or an image which might put someone at risk. If you intend to publish a report with changed identities, please ask for approval first.
- At all times you must respect and follow the guidance of the staff member who is responsible for your own security and those of the peoples, villages and sites.
- Do not wander off and speak to children and people or take photos without a staff member present or without prior permission.
- There must be accurate representation of statements made by HWF staff, children and other people being interviewed.
- Before publishing any statement made by HWF staff, teachers, children or other persons related it has to be approved by HWF.

Guidelines for interviewing children

- Be mindful of where and how the child is interviewed. No child or minor has to be interviewed without any adult present.
- Do no harm any child. Avoid questions, attitudes or comments that are judgmental, insensitive to cultural values, that place a child in danger or expose a child to humiliation, or that reactivate a child's pain and grief from past traumatic events.
- Do not discriminate in choosing children to interview because of sex, race, age, religion, status, educational background or physical abilities.
- Do not ask children to tell a story or take an action that is not part of their own history.
- Allow children to give their own account without interfering or asking leading questions.

- Ensure that the child and parents or the guardian know that they are talking with a journalist and that the children are comfortable and able to tell their story without pressure.
- Obtain permission from the child and his or her guardian for all interviews. Permission must be obtained in circumstances that ensure that the child and guardian are not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally.

I have read the above code of conduct and am aware of the behaviour expected of me and the impact of any breach of this code.

Signature

Print Name

Date

Organisation/Media

HWF Personal Code of Conduct for Volunteers

While you are in Thailand you will be representing Help without Frontiers. We expect you to follow certain standards of behavior while you are with us. If these are broken you will be spoken to and if this continues or the breach is of a serious nature, we will terminate your agreement with us.

These standards are outlined as follows:

1. We expect a high level of professionalism at all times. This means speaking to and interacting with people and children in a clear and respectful way, and also meeting and completing your commitments with us and our schools.
2. We expect punctuality from you as we have made a commitment to the school or project that you will be supporting. You are expected to turn up on time and deliver what you have promised.
3. We expect that you observe and adhere to the Help without Frontiers Codes of Conduct on working with children and young people.
4. Whilst in Thailand you will observe the laws of the country and the accepted code of behavior.
5. Please bear in mind that your behavior, both during and after working hours, reflects on you, HWF and other volunteers who come to Mae Sot. Your actions might also indirectly influence the local community.
6. Do not use or take part in groups who are using drugs. There are harsh penalties for this crime in Thailand and HWF will not accept any responsibility for the consequences if you are arrested for this. The volunteer agreement will be terminated and your case will be in the hands of the Thai authorities and your Embassy.
7. Maintain an awareness of personal safety for yourself and also for others and take the required measures.
8. Please avoid taking part in political activism. You may not be affected by taking part in these activities but this may have serious consequences for local organizations.

I have read the above code of conduct and am aware of the behaviour expected of me and the impact of any breach of this code.

Signature

Print Name

Date

Place

Case Management Flowchart

HWF will follow the following case management flowchart when the report is made:

