



A code of behaviour for working safely with children

Keeping children safe is our top priority in everything we do. We have a zero tolerance approach to all forms of child abuse and exploitation by any of our representatives. Whether you're a member of staff, volunteer or partner of MAP – you must follow this code of behaviour.

A child is anyone under the age of 18 – wherever you are

- **Do** challenge attitudes and behaviours that contravene this code of behaviour
 - **Do** treat all children with dignity and respect
 - **Do** respect a child's right to personal privacy
 - **Do** plan MAP activities with children to have more than one adult present; or be within sight or hearing of another adult
 - **Do** ensure that there are separate sleeping areas for MAP representatives and children with whom they are working
 - **Do** tell your colleagues where you are and what you are doing when you are working with children
 - **Do** treat all children according to their needs, do not show favouritism
 - **Do** remember someone might misinterpret your actions, even if you mean well
 - **Do** allow children to talk about their concerns
 - **Do** make sure that anyone who works with MAP is made aware of this code of behaviour
 - **Do** take all allegations, concerns and suspicions of abuse seriously and report them
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- **Do not** trivialise child abuse
 - **Do not** engage in any form of sexual activity with anyone under the age of 18, with or without consent, and regardless of the age of consent or custom locally
 - **Do not** take part in inappropriate physical, verbal or sexual behaviour with or in the presence of children (including online or via mobile phones)
 - **Do not** physically, sexually or emotionally harm, or threaten to harm a child
 - **Do not** send private messages to children you've met through MAP, for example private messaging on social media
 - **Do not** drink alcohol or use harmful substances when working with children and never supply alcohol or harmful substances to a child
 - **Do not** do things of a personal nature for a child that they can do for themselves, or ask a child to do anything you can reasonably do yourself
 - **Do not** place children in unsafe situations
 - **Do not** engage in relationships which could be an abuse of trust, for example a sexual relationship with a beneficiary family member
 - **Do not** rely upon your good reputation to protect you from any complaints or allegations
 - **Do not** allow concerns, allegations or suspicions of abuse to go unreported

WHAT DO I DO IF...?

1. A child tells you that they are being abused or exploited or you have a concern about a child, you must:

- Ensure the child is not in immediate danger
- Allow the child to speak without interruption and accept what they say
- Be understanding and reassuring but do not give your opinion
- Do not promise to keep secrets, but do say you need to tell someone who can help
- Write careful notes of what was said, using the actual words wherever possible
- Contact a MAP Child Safeguarding Focal Point immediately (either the regional or UK Director of Programmes)

2. There is a concern, complaint or allegation about an adult or yourself involving a child, you must:

- Ensure the child is not in immediate danger
- Write careful notes of what you witnessed, heard or were told
- Contact a MAP Child Safeguarding Focal Point immediately (either the regional or UK Director of Programmes)

REMEMBER

It is your duty to report – DO NOT investigate

Ensure you know who your MAP Child Safeguarding Focal Point is

If you're in the UK and you believe a child to be at immediate risk of significant harm contact the Police by dialling 999

If you're in any doubt about what to do contact your MAP Child Safeguarding Focal Point

Vulnerable Adults

We have a similar zero tolerance approach to all forms of abuse and exploitation of vulnerable adults (the elderly/infirm, persons with disabilities and those with severe mental health problems); this includes the sexual exploitation of all adult beneficiaries. All the principles outlined above apply to vulnerable adults, and the reporting mechanism for any concerns is also identical to that outlined above.

Name:

Signature:

Date: