



A Safeguarding Code of Conduct

Children

Keeping children safe is a 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, trustee, volunteer or partner of MAP – you must follow this code of conduct.

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

- **Do** treat all children with dignity and respect
 - **Do** respect a child's right to personal privacy
 - **Do** ensure that any photographs of children used for communications respect the child's dignity and privacy, and have the consent of the child and/or parent/guardian
 - **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** ensure that programme feedback from beneficiaries, including children, is collected and reviewed
 - **Do** assess programmes for possible unrecognised dangers to children
 - **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
 - **Do** challenge attitudes and behaviours that contravene this code of behaviour
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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 of a personal nature for you
 - **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

- **Do not** engage in coercive or controlling behaviour, designed to harm, punish or frighten a child, or make them dependent by isolating them from sources of support, or exploit them for personal gain

WHAT DO I DO IF...?

1. A child tells you that they are being abused or exploited, or you suspect they may be, 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 Safeguarding Focal Point immediately (either the regional Director of Operations 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 Safeguarding Focal Point immediately (either the regional Director of Operations or UK Director of Programmes)

REMEMBER

It is your duty to report – DO NOT investigate

Ensure you know who your MAP 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 Safeguarding Focal Point

Vulnerable Adults

MAP has a similar zero-tolerance approach to all forms of abuse and exploitation of vulnerable adults (older persons and persons with disabilities, including those with mental health problems). In some cases an adult may also be vulnerable to abuse by virtue of their dependency on employment, finance, food and shelter or other necessities. All the principles outlined above apply to vulnerable adults, and the reporting mechanism for any concerns is also identical to that outlined above.

Sexual Exploitation of Adults

MAP will not tolerate any form of sexual exploitation of adults. Sexual exploitation is defined as an actual or attempted abuse of someone's position of vulnerability, differential power or trust, to obtain sexual favours, including but not only, by offering money or other social, economic or political advantages. It includes trafficking and prostitution. The reporting mechanism for any concerns is identical to that outlined above.

Name:

Signature:

Date: