
Support to Life Child Safeguarding Code of Conduct Support to Life Policy and Procedures No. PCS.01-C01

PURPOSE:	A child is any human under the age of 18. STL Child Safeguarding Policy and Procedures set out the measures STL team members (workers, board members, consultants, interns, volunteers, all persons in any on or off-duty contractual relationship with STL) will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to responses to situations where a child is, or may be, suffering abuse. This Child Safeguarding Code of Conduct sets the conduct of Child Safeguarding expected from all STL team members.
SCOPE:	Support to Life Child Safeguarding Code of Conduct concerns all STL workers, representatives, consultants, interns, volunteers and all persons representing Support to Life on or off duty. In this document, these persons are referred to as Support to Life Team Members.
RESPONSIBLE PARTIES:	Support to Life Director has an overall responsibility to ensure that the code of conduct is followed. Field Coordinators and Managers have a responsibility to make sure their team members receive, understand and implements its contents. Human Resources Department is responsible for organizing code of conduct workshops, and ensuring participation of all team members, collecting and archiving signed copies of code of conduct documents.
COMPLIANCE PROCEDURE:	Once responsible parties and potential stakeholders express their views; Human Resources Department prepares a draft Code of Conduct document. As prescribed by STL Statute, this draft is then approved by the Board of Directors. The document becomes effective when signed by Support to Life Director. The document is uploaded on to the Human Resources Department Database in English, Turkish and Arabic; accessible to all stakeholders. All Support to Life Team members pledge to follow the code of conduct by means of signing it at the beginning of their contract or agreement.
REFERENCES:	Support to Life Code of Conduct is complementary to the Support to Life Statute and is an inseparable part of every agreement and contract signed with Support to Life Team Members.
STATUS:	Approved on 12 September 2018
EFFECTIVE:	Effective when approved
REVISION DATE:	One year after implementation
APPROVED BY:	Sema Genel Karaosmanođlu, Support to Life Director



Statement

Support to Life is a national and independent humanitarian aid organization operating in Turkey, founded with the principles objective of helping disaster affected individuals and communities meet their basic needs and rights.

Support to Life Child Safeguarding Code of Conduct identifies the responsibilities of each and every Support to Life team member and their expected conduct to ensure child safeguarding, in direct contextual relationship with Support to Life Child Safeguarding Policy. Besides, it ensures that all Support to Life partners and visitors act in accord with Support to Life Child Safeguarding Policy.

Support to Life Team Members are aware of potential consequences of the conduct they display when on or off duty. They fulfill their responsibility to fulfill Support to Life Child Safeguarding Code of Conduct and provide the child's rights in the highest possible standard.

Support to Life Child Safeguarding Code of Conduct

Support to Life Team Members will always:

1. Treat children with respect and equally, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
2. Support children to take part in decisions which concern them according to their age and their level of maturity.
3. Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organisations so that concerns may be shared and discussed.
4. Act within a team that is committed to creating a safe environment for children and their families by paying attention to cultural sensitivities and gender appropriate delegation.
5. Use non-violent and positive behaviour methods when supervising children.
6. Encourage children and communities to speak openly about their interactions with adults and with each other.
7. Inform children and communities of their right to report any worrying situations and how they can raise a concern.
8. Empower children so that they are in a position to better protect themselves.
9. Make sure that another adult is present or try to be visible to other when in contact with a child.
10. Try to preserve the child's autonomy and make sure that I do not do things that a child can do for herself/himself.
11. Plan activities and organise the work place in such a way so as to minimise the risk of harm taking into account the age and development of the child.
12. Ensure that information concerning children, families and communities remains confidential.
13. Behave in a way that sets a good example (avoid smoking or showing disrespect towards colleagues, etc.).
14. Obtain permission from the child and their legal guardians before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
15. Ensure that the child does not pose in a degrading manner or in a way that may be interpreted by others as having sexual connotations.
16. When in doubt or have concerns related to Support to Life Child Safeguarding Policy, will immediately report these concerns to her/his team manager or use Support to Life



Complaint and Feedback Mechanism – even when the concerns or the information is covert in essence.

Support to Life Team Members will never:

17. Engage in any form of sexual relations with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. Mistaking a child's age is not a defence.
18. Exchange money, job, goods or services or humanitarian aid for sexual favours or subject the child to any other kind of humiliating, degrading or abusive behaviour.
19. Touch children or use language or make suggestions in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.
20. Act in ways that will negatively affect a child's sense of self-confidence or self-worth.
21. Exploit a child for labour (for example through domestic work or running errands).
22. Discriminate against, treat children unequally or unfairly for example by favouritism and excluding others.
23. Discriminate against, treat children unequally or unfairly for example by favouritism and excluding others.
24. Invite a child or their relatives to her/his home or develop a relationship with a child and/or their family which may be considered outside normal professional boundaries, unless I live and work in the same community and come together with those children in the context of my family, social and community life.
25. Work with or transport a child alone without the prior authorisation of my line manager, unless absolutely necessary for the safety of the child.
26. Enter any house or tent if the child is alone unless immediate action needs to be taken for the wellbeing of the child during a crisis.
27. Be under the influence of drugs or alcohol while working with children.
28. Take photos or videos of children unless their line manager asks or assign them to do so.
29. Watch, publish, produce, or share pornography showing children, and/or show pornographic material to children.
30. Show the faces of children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified.
31. Take or publish photos of children entirely naked or dressed in a manner which is not adapted to the situation in which they are represented.
32. Represent children as victims (weak, powerless, unassisted, desperate, etc.).
33. Publish a story or image which may endanger the child, their family or community.
34. Use photos which have not been checked and approved by their line manager and/or Communications Department in STL Headquarters or post unofficial pictures or information about children on personal websites or social networks (such as Facebook, Instagram, etc.).
35. Maintain contact with beneficiary children and their families via social networks, unless a specific STL project requires them to do so and they have been given explicit permission.
36. Turn a blind eye to, ignore or fail to report any concern, suspected violation or violation of the STL Child Safeguarding Policy and the STL Child Safeguarding Code of Conduct.



Violation of Code of Conduct

This document has a direct contextual relationship with the working agreement of Support to Life team members. For signatories who are not Support to Life employees, this document is a direct extension of their cooperation agreement or contract.

Each and every Support to Life Team Members has a responsibility to act in accord with this Code of Conduct. Failing to do so. Any violation of this policy will be treated as a serious issue and will result in disciplinary action being taken, including termination of contract and/or any other available legal remedy.

Support to Life Team Members must ensure that all Code of Conduct violations are given utmost attention. Support to Life Team members have an obligation to **inform one of their managers** immediately if they notice or suspect that the Code of Conduct is violated. If direct provision of information is not possible, Support to Life Complaint and Feedback Mechanism must be used. Intentionally failing to report a violation results in disciplinary action.

If the laws of Turkish Republic or of another country of operation has been breached, legal due process may be initiated in civil or criminal judiciary. In such cases, Support to Life receives legal consultation on the matter.

Memorandum of Understanding

Support to Life members must understand the contents of this code of conduct, which is an inseparable part of their working contract or agreement, and declare their agreement. Support to Life Team Members their agreement by signing this document and consequently pledge to follow this code of conduct.

The signatories of Support to Life Child Safeguarding Code of Conduct remain aware of potential consequences of their actions when on and off duty. If the team member has concerns regarding various sections of the code or its potential consequences, they may communicate this to their manager or via Support to Life Complaint and Feedback Mechanism.

The guidelines, statutes, policies and procedures references in in this Code of Conduct may be in development, or may be revised. Support to Life Team Members have a responsibility to read, understand the most recent versions of referenced documents as soon as they are made available, and apply them to their conduct.

For matters unaddressed by Support to Life Child Safeguarding Code of Conduct, Support to Life Team members are expected to focus child's best interest and use their power of reason.



I acknowledge that in case there are doubts or allegations that I violated Support to Life Child Protection Code of Conduct, I will comply with all actions deemed necessary by Support to Life. These actions are mainly but not exclusively;

- Providing assistance to the affected party, taking emergency precautions to protect and support the child.*
- While protecting the dignity and confidentiality of associated adults, strive to investigate the truth in the most objective manner possible (applying presumption of innocence).*
- Enforce disciplinary sanctions that may result in termination or suspension of my working agreement.*
- Take legal action that may be necessitated as the violation of Support to Life Child Safeguarding Code of Conduct may entail a breach of national laws, and inform relevant authorities.*
- Take necessary precautions to prevent violations from recurring, e.g. disclose to future employers requesting reference that the termination of my agreement was due to my violation of child safeguarding principles (while upholding the principle of confidentiality).*

I, the undersigned,

Declare I have received, read and understood the STL Child Safeguarding Policy and I commit to agree to work in accordance with this STL Child Safeguarding Code of Conduct, which is an integral part of my contract or agreement with STL.

I understand that any failure to uphold the STL Child Safeguarding Code of Conduct may result in the termination of my engagement with STL, and further disciplinary or judicial proceedings. I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. STL shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Location and Date

Name, Lastname and Signature