

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

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# 1. GLOBAL CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

## 1.1. Intent

Kids Play International is strongly committed to the protection of children and vulnerable adults and recognizes the equal rights of all vulnerable populations regardless of age, race, gender, religion, disability, gender identity or expression, sexual orientation, national orientation or other status or belief. True protection can only be achieved with the commitment of all stakeholders involved—leadership, employees, associates, program participants, visitors, and the wider community.

## 1.2 Purpose

The purpose of this Safeguarding Children and Vulnerable Adults Policy is to ensure that all Kids Play International employees, associates, program participants, and visitors:

- 1) Are aware of their obligations to comply with Kids Play International’s Safeguarding Policy and International Standards for *Preventing Sexual Harassment, Exploitation and Abuse* (PSHEA).
- 2) Understand their responsibility to report any safeguarding or PSHEA concerns.
- 3) Have access to clear guidelines on how to report suspected breaches of this Safeguarding Policy.
- 4) Understand their responsibility to uphold the highest level of personal and professional conduct when working in or visiting programming contexts.
- 5) Understand the consequences of breaching this Safeguarding Policy.

## 1.3 Commitment to Protection and Safeguarding

Kids Play International is committed to promoting the rights and welfare of children and vulnerable adults and to protect them from harm. We recognize that all people have the right to be safe, to be protected from abuse and exploitation, and to participate in decisions affecting their lives. We are committed to creating and maintaining a safe and secure environment for children and vulnerable adults and to ensure that all employees, associates, program participants, and visitors understand and follow our Safeguarding Policy.

## 1.4 Safeguarding Roles and Responsibilities

The roles and responsibilities for the implementation and management of this Safeguarding Policy are as follows:

**All Kids Play International Employees, Associates and Visitors shall:**

- Comply with Kids Play International's Safeguarding of Children and Vulnerable Adults Policy and report and respond to safeguarding and PSHEA concerns and breaches/suspected breaches of these Policies in line with the procedures set out therein
- Commit and contribute to an environment where all program participants feel respected, supported, safe and protected
- Never act or behave in a manner that results in violence against a child, vulnerable adult, or program participant or knowingly places them at risk of violence
- Uphold the Safeguarding Code of Conduct ([SECTION #2](#))

**Designated Board Member for Safeguarding** is responsible for:

- Setting the tone for the Board of Directors by providing a supportive environment that promotes compliance with this Safeguarding Policy
- To be the point of contact within the Board of Directors for any issues relating to safeguarding
- To support the senior leadership in managing any safeguarding concerns/investigations that may affect the reputation and standing of the organization
- To report any serious global safeguarding incidents to the Board of Directors and/or regulatory authorities and/or police in-country, as appropriate or required by applicable law or this Policy
- To oversee the annual Safeguarding Policy review

**In-Country Designated Safeguarding Officer (DSO)** is responsible to:

- Promote awareness of this Global Safeguarding Policy and monitor its implementation in-Country
- Act as a source of support and information for staff and others who are required to comply with this Policy, and where appropriate, grassroots partners, on safeguarding issues
- Identify training needs and provide capacity development where needed
- Maintain clear records of any protection concerns that are reported and the actions taken to address these concerns
- Report any in-country issues or concerns to the Global Programs Director and the Global Safeguarding team
- [Annex #9](#): Terms of Reference for In-Country Safeguarding Officer

**Global Safeguarding Team**

Key individuals within Kids Play International make up the Global Safeguarding Team. These are the DSO, the designated director and trustee for safeguarding, the Global Director of Programs, President and Executive Committee of the Board of Directors. The aims of the team are to:

- Promote consistency in the implementation of the Global Safeguarding Policy across the organization
- Analyze data on safeguarding incidents and to generate learning and improve practice
- Develop tools and training to support the implementation of the Safeguarding Policy

- Conduct an annual review of safeguarding implementation and effectiveness across the organization
- [Annex #10](#): Terms of Reference for Global Safeguarding Team

**Third Party Organizations working with Kids Play International such as partner schools carrying out our programs, projects, processes, events and/or activities involving children, vulnerable adults, and program participants shall comply with the Guidelines for Implementing Safeguarding in Partner Organizations ([Annex #1](#)).**

## 1.5 Policy Updates

The Global Safeguarding Team will review and update this policy yearly near International Safe Sport Day, August 8. Revisions may be made anytime during the year with approval of the Global Safeguarding Team.

## 2. SAFEGUARDING CODE OF CONDUCT

The Safeguarding Code of Conduct outlines the behavior we expect of all employees, associates, and visitors. It aims to help us protect children and vulnerable adults from abuse but also serves to protect from allegations of inappropriate conduct. Any breach of this code will be taken seriously and investigated. This may result in disciplinary action (including termination) and/or referrals to relevant authorities such as the police or social services

### 2.1 Employee-Contractor Code of Conduct

Kids Play International is designed to promote equality between all people of all ages. Kids Play Programs should be educational, impactful and fun for all involved. Representing and leading KPI programs gives employees-contractors the opportunity to support and change the lives of young people in the community. However, being a KPI employee is a responsibility that must be taken very seriously. Before becoming or re-signing as a KPI employee-contractor, you must recognize your influence as a gender equity role model and agree to be a positive mentor at all times—inside and outside of the KPI program—at home, at school, and in the community.

**All KPI employees-contractors are required to sign the Employee-Contractor Code of Conduct ([ANNEX #2](#)) two times per year, once in January, and again in June.**

## 2.2 Barriers to Abuse

KPI has adopted the following policies for the safety and well-being of its program participants. These policies protect children, youth, vulnerable adults, adult volunteers, and employees. All parents and caregivers should understand that our employees, associates, and visitors are to abide by these policies. Parents and program participants are strongly encouraged to use these safeguards outside of KPI programs. KPI employees, associates, and visitors must follow these guidelines with all KPI program participants inside and outside of KPI activities.

**All KPI Employees-Contractors are required to sign the Child Protections and Barriers to Abuse (ANNEX #2) two times per year, once in January, and again in June.**

## 2.3 Player Code of Conduct

True protection can only be achieved with the commitment of all stakeholders involved—leadership, employees, contractors, associates, program participants, visitors, and the wider community. As such, it is important to involve program participants and their parents in the conversations surrounding protection and safeguarding. The player code of conduct details behavior and values that program participants must follow, and educates them on KPI's commitment to protection and safeguarding.

**All KPI program participants and their parents are required to sign the Player Code of Conduct (ANNEX #3) once per year at program registration.**

### 3. SAFEGUARDING WITHIN HUMAN RESOURCES

Kids Play International seeks to recruit staff who are committed to the highest standards of personal and professional conduct. This goes beyond simply complying with protocols and extends to ensuring that individuals have an appropriate set of personal and professional values and are committed to promoting the safety and well-being of children, youth, and vulnerable adults.

#### **Recruitment of Employees-Contractors and Associates**

- All job postings shall include a Safeguarding disclaimer.
  - *Kids Play International is strongly committed to the protection of children, young people and vulnerable adult populations and recognizes the equal rights of all vulnerable populations regardless of age, race, gender, religion, disability, gender identity or expression, sexual orientation, national orientation or other status or belief. As such, we embed safeguarding into everything that we do. Employment at Kids Play International is conditional upon the verification of credentials, and a satisfactory vulnerable sector check. All staff must adhere to a strict code of conduct and abide by our Safeguarding of Children and Vulnerable Adults Policy.*
- All staff are required to provide three references, as well as proof of identity and employment eligibility, which includes a copy of an official photo ID, and these items are stored securely in personnel files.
- For staff roles that include contact with children, youth, and vulnerable adults, questions are included in interviews relating to safeguarding.
- Compliance with the Safeguarding Policy is a contractual requirement for each staff member.
- The level of background check is determined by the following:
  - The type of activity the individual is engaged in at Kids Play International and the level of potential risk this poses to children, youth, and vulnerable adults and
  - The frequency of unsupervised contact with children, youth, and vulnerable adults at Kids Play International
- To the extent available (taking into account cost and other factors) jurisdictional background checks shall be obtained
- These steps should be taken and our standards should be strictly adhered to even in a remote working environment when physical interviews are not possible

#### **Board of Directors, Board of Trustees, and Committee Members**

In order to support our Boards in understanding safeguarding, this Safeguarding Policy is included as part of the Board Orientation Manual and are invited to attend further training should they wish to. An acknowledgement of receipt of this Safeguarding Policy is included in the onboarding forms that directors/trustees sign when joining the Board. All directors/trustees are required to provide at least one reference (reference names and contact information), as well as a copy of an official photo ID as proof of identity, and these items are stored securely in confidential files.

### **Employee-Contractor Training and Support**

Kids Play International shall provide training and support designed to ensure that staff and others required to comply with this Safeguarding Policy understand their safeguarding responsibilities and have the knowledge and skills necessary to fulfill their obligations:

- Compliance with this Policy is a requirement for all Kids Play International associates and employees
- All employees receive an induction on safeguarding within the first three months of work
- Capacity development on safeguarding is provided quarterly, including mandatory training detailing the new policy changes within three months of the Global Safeguarding Policy being updated

### **Visitors-Volunteers**

When guests visit our program sites, we will ensure that:

- There is a clear purpose and reason for their visit (e.g., donor visiting a project, volunteer from a corporate partner offering a brief training session, volunteers on a KPI service trip)
- We provide a review of relevant local context and customs
- They sign the Visitors Agreement ([ANNEX #5](#)) and they are briefed on any additional safeguarding measures required by the partner
- Kids Play International will make every effort to ensure that visitors commit in writing to comply with the policies safeguarding measures. We acknowledge that there are certain circumstances where a written confirmation might not be possible (ex. Large events, events open to the public, co-sponsored events where Kids Play International does not manage registration, etc.)
- They are not left unsupervised at any time with children, youth, or vulnerable adults



## 4. SAFEGUARDING IN MARKETING AND SOCIAL MEDIA

In our marketing and communications, Kids Play International believes in:

- **The best interests of the program participant:** The public use of images and stories of program participants inevitably poses potential risks. Where there is a risk of potential negative consequences for participants, we make decisions that favor their safety and protection
- **Dignity:** In our communications, we uphold the rights and dignity of program participants, their family, and the wider community. We do not use language or images that stereotype, degrade, or shame program participants
- **Privacy:** Kids Play International upholds every program participant's right to privacy. The sharing of information is kept to the minimum necessary to achieve wider goals, and we never share information that could put a program participant at risk
- **Accuracy:** The organization's portrayal of individuals or groups must not be manipulated or sensationalized in any way, but instead should provide a balanced depiction of their life and circumstances

We keep children, youth, and vulnerable adults safe in our storytelling by following these guidelines:

- Where children, youth, or vulnerable adults are survivors of violence or human rights violations, both the person (and, if they are under 18, their parent/guardian) and the Kids Play International partner must give informed consent to their story being told. Where consent is given, photos may be taken of the child or youth and used only where the child or youth's safety should not be jeopardized if identified
- Use an alias for children, youth, and vulnerable adults featured in stories or photographs, unless you have received informed consent from the child and parent to use the child's real first name. When using an alias, include a footnote such as \*Names have been changed. Always use an alias if the person is a survivor of violence or abuse, or if their safety could be in jeopardy if identified. One exception is for survivors over the age of 18 who give written consent to use their real first names
- Consent must be obtained before taking photographs of program participants for images to be used on social media, in recognition of the specific risks associated with posting imagery on the internet. Consent via partner is acceptable if the partner has consent for images to be taken from participants and/or their parents/guardians
- All content, publications, and presentations featuring children, youth, and vulnerable adults are reviewed by at least one staff member on the communications and marketing team, to ensure that no child or youth is at risk. Where doubts exist, content decisions will be discussed with the wider Kids Play International team
- Images that could be considered sexually provocative or where children, youth, and vulnerable adults are not fully clothed are not used

- Kids Play International obtains informed consent from partners when using their own imagery and the partner must confirm that it has obtained appropriate consent from the children, youth, and vulnerable adults pictured
- Consent documentation is stored by Kids Play International
- If we receive a request to remove a photo from our archives, we will do this promptly

### **Children, Youth, and Vulnerable Adults Voices in Storytelling**

Whenever possible, children, youth, and vulnerable adults are given the opportunity to provide their own accounts and personal narratives, rather than having people speak on their behalf. When using content created by program participants, we share the right to use it with the partner involved provided we have received any necessary consents to do so.

**All people/organizations wanting to film/photograph Kids Play International employees, location, and/or beneficiaries must sign the media guideline form ([ANNEX #6](#)).**

## 5. POLICY TRAINING AND AWARENESS

### 5.1 Employee/Coach Safeguarding Training and Awareness

This Safeguarding Policy will be reviewed and re-communicated to staff and volunteer coaches twice a year (January and July) as well as communicated to all new staff, coaches and volunteers during their onboarding process.

In January (prior to program orientation), all KPI coaches have two sessions with KPI leadership to go over these procedures and any updates to the Safeguarding Policy. In the first **Coach Contract/Safeguarding Training**, coaches and staff review the Safeguarding Policy and the Coach Contract (which includes the Coach Code of Conduct). This training process follows **Child Safeguarding Steps** from Darkness to Light to:

1. Learn the facts - through annual Safeguarding training, learn the types of abuse, who can be an abuser, and where abuse can happen
2. Minimize opportunity: Review KPI's Barriers Abuse and Coach Code of Conduct, the policies in place at KPI to minimize the opportunities for abuse
3. Talk about it: Create a safe and confidential environment for discussing player's well being and being willing to talk about difficult topics/situations of abuse with other coaches and with KPI Leadership
4. Recognize the signs: Learning how to recognize the signs of abuse and the signs of a possible abuser
5. React responsibly: Know how to contact law enforcement when necessary and make a report to KPI when a suspected safeguarding incident has occurred

In 2021, it was decided that there needs to be a follow up **Safeguarding Training** session that includes a better understanding of what it means to protect children, youth, and vulnerable adults, more scenarios to discuss, and a focus on how and when to make a report.

An additional **All Girls United (AGU) Child Safeguarding Training** for coaches must be completed before the first AGU session of the year that includes scenarios specific to gender-based violence and gender-specific vulnerabilities and safeguarding incidents.

Quarterly meetings re-communicate the Safeguarding Policy, related procedures, and allow feedback from coaches and staff in regards to effectiveness and any changes that must be made based on new knowledge. (Note: the Safeguarding Policy and related procedures may be updated at any point during the year and require an additional meeting, this specific meeting is required to be added into the calendar at the beginning of the year).

In October of each year, all of KPI's leadership (Executive Director, Program Director, Country Director, Program Coordinators, Program Assistants and Head Coaches) are required to complete **Darkness to Light's Stewards of Children** or an equivalent online training module.

## 5.2 Program Participant Safeguarding Training and Awareness

Safeguarding is reviewed annually with program participants and parents when they register each January. KPI's Safeguarding Policy and Barriers to Abuse are shared with parents, what they can expect from coaches as caring adult role models, how we train our coaches on safeguarding and protection, and how to report allegations, suspicions, and concerns. The Player Code of Conduct ([ANNEX #4](#)), which is signed annually by program participants and their parents, outlines "KPI's Commitment to Safeguarding."

KPI believes that an important component of safeguarding is educating children, youth, and vulnerable adults about safeguarding policies, what is appropriate/inappropriate behavior, and continuing the conversation. As of August 2023, every Play Fair Community day will include one station that has a protection/safeguarding lesson—this will allow KPI to educate all participants and community members who attend community days.

## 5.3 Visitors Safeguarding Training and Awareness

On occasion there may be visitors to Kids Play International program sites. Short-term visitors may include guest speakers, external organizations, or Travel with a Purpose trip guests.

**All short-term visitors who will be interacting with program participants must sign the Visitors Agreement, see [ANNEX #5](#).**

**All individuals/organization coming to our program site for media purposes must sign the visitors agreement ([ANNEX #5](#)) and the Media Guidelines ([ANNEX #6](#))**

## 6. SAFEGUARDING REPORTING PROCEDURES

There are two types of protection-related reporting procedures all Kids Play International employees, associates, visitors must follow:

- When you witness or suspect any young person or vulnerable adult has been abused or neglected—See “[Mandatory Report of Abuse](#)” below.
- When you witness a violation of the Safeguarding policies—See “[Reporting Violations of Safeguarding Policies](#)” below.

### 6.1 Mandatory Reporting of Abuse

All persons involved in KPI shall report to KPI leadership (who will then make a report to the local authorities) any good-faith suspicion or belief that any young or vulnerable person has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child abuse material, online solicitation, enticement, or showing of obscene material. You may not avoid or yield this reporting responsibility to any other person.

\*Find definitions and clarifications on the above terminology in the Appendix.

#### Steps to Reporting Child Abuse

- 1. Ensure the Child is in a Safe Environment:**
  - a. Take steps to ensure the immediate physical/emotional protection of a child after disclosure.
  - b. In cases of child abuse injury or medical emergencies, call law enforcement before notifying KPI Leadership
    - i. Rwanda: Call 112 for emergencies
    - ii. Cambodia: Call 119 for emergencies (023-723840 in English)
    - iii. US: Call 911 for emergencies
- 2. Notify KPI Leadership Immediately - Making a report:**

#### What info do you need to make a report?

1. Child’s name, age, and where they live
2. Parents’ names and their contact information
3. Nature of the abuse

**This does not need to be a written report**, it can be communicated verbally to KPI staff who can write it down, can even be written and submitted to the “anonymous feedback box” in the Coach Room, or can

be an anonymous message to our whistleblowing@KidsPlayIntl.org. **When in doubt, make a report.** Remember **our policy includes suspicion of abuse/neglect.** KPI would rather be made aware of a potential situation and prevent harm than have to address the problem once it has escalated.

Other Helpful information you can include in a report: \*

- Perpetrator's name
- Details of the abuse

\* If the child does not readily supply this information, do not continue to question or investigate.

If known:

- The exact time/date the child disclosed abuse, if there was a disclosure
- Whether the perpetrator is aware of the report
- Whether a parent was notified of the report
- Last occurrence of the offense

It is best not to contact parents about your report, especially if a parent or household member is the suspected abuser. This could put the child at further risk.

### **Best Practices for Talking with a Child after a Disclosure of Abuse**

No child should be put at greater risk by any action you take. When talking with youth after a disclosure:

- Drop to eye level or sit next to the child.
- Remain calm; keep a pace that is patient and slow
- Let them use their own words and repeat their words exactly again, followed by, "Is there anything else?"
- Reassure the child that he or she has done nothing wrong.
- Tell the child "I care about you."
- When completing the conversation, tell the child, "This took a lot of courage. I'm proud of you for telling me."
- Refrain from behaviors that will frighten the child, put him or her on the defensive, or cause him or her to relive abusive events.
- Don't ask questions that start with "W" like who, where, when or why.
- Don't overreact or make negative statements about the abuser.
- Don't make judgments or conclusions about the child or the abuser.
- Don't make promises that the information will be kept confidential.
- Don't make any promises about the future.

For more information:

[https://www.d2l.org/wp-content/uploads/2017/01/Reporting\\_Child\\_Sexual\\_Abuse-Small-File.pdf](https://www.d2l.org/wp-content/uploads/2017/01/Reporting_Child_Sexual_Abuse-Small-File.pdf)

**[Safeguarding Incident Form can be found in [ANNEX #7](#)]**

- Any safeguarding incidents should be documented in the Safeguarding Incident Form and saved in the Safeguarding Folder
- All updates on the incident should be captured on the same form
- When any safeguarding incident takes place, the incident form should be emailed to:
  - Tracy Evans-Land: [Tracy@KidsPlayIntl.org](mailto:Tracy@KidsPlayIntl.org)
  - The Global Safeguarding Team

## 6.2 Rwanda Reporting

### Kids Play International In-Country Safeguarding Focal Points:

1. Program Manager + Safeguarding Officer: Solange Uwineza // [Solange@KidsPlayIntl.org](mailto:Solange@KidsPlayIntl.org) //
2. Program Coordinator + Safeguarding Officer: Willy // [Willy@kidsplayintl.org](mailto:Willy@kidsplayintl.org) //

### The Safeguarding Focal Point will:

1. Contact a local resource to assist in the situation as required:
  - a. In cases of sexual and gender-based violence of a minor contact the District's Child Protection Officer representative (Theo 0783462350). **Isange One-Stop Center, Nyanza** (Call 116, 2560 or 5798) and in criminal abuse cases contact **RIB- Rwanda Investigation Bureau** (0788311619)
  - b. In cases of family conflict/child endangerment/neglect contact: local **Friends of the Family** representative (Jacqeline Mukangamije 0789849772) and/or local social work agency **FXB** (Valerie 0788647740)
  - c. In cases of mental/emotional health concerns contact: **Solid Minds Counseling** (+250788503528) and/or **Lighthouse Counseling and Training Centre** (+250784334988)
  - d. **Other organizations** may be contacted based on the nature of the concern
2. The contacted agency/resource and KPI leadership will work together to create an action plan to follow through and ensure that the child or vulnerable adult receives the appropriate support they need, their best interests are kept in mind, and that they are supported and encouraged to make their own decisions and give informed consent.

***Immediate reporting is essential to protect all minors and vulnerable adults in any KPI program or otherwise visiting KPI programs, no matter where the alleged abuse took place.***

### Note on Mandatory reporting laws:

1. In Rwanda you are mandated to report abuse against a child to the authorities.
2. The United States, Canada and the United Kingdom (among other countries) have extraterritorial laws against child abuse that mandate reporting. Abuse against a child (a minor under the age of 18) perpetrated by a foreign national is subject to the laws of that perpetrator's home country, and KPI staff are subject to the mandatory reporting laws of that foreign national's home country.



## 6.3 Cambodia Reporting

### Kids Play International In-Country Safeguarding Focal Points

1. Program Manager + Safeguarding Officer: Roth Serey // [Roth@KidsPlayIntl.org](mailto:Roth@KidsPlayIntl.org) //

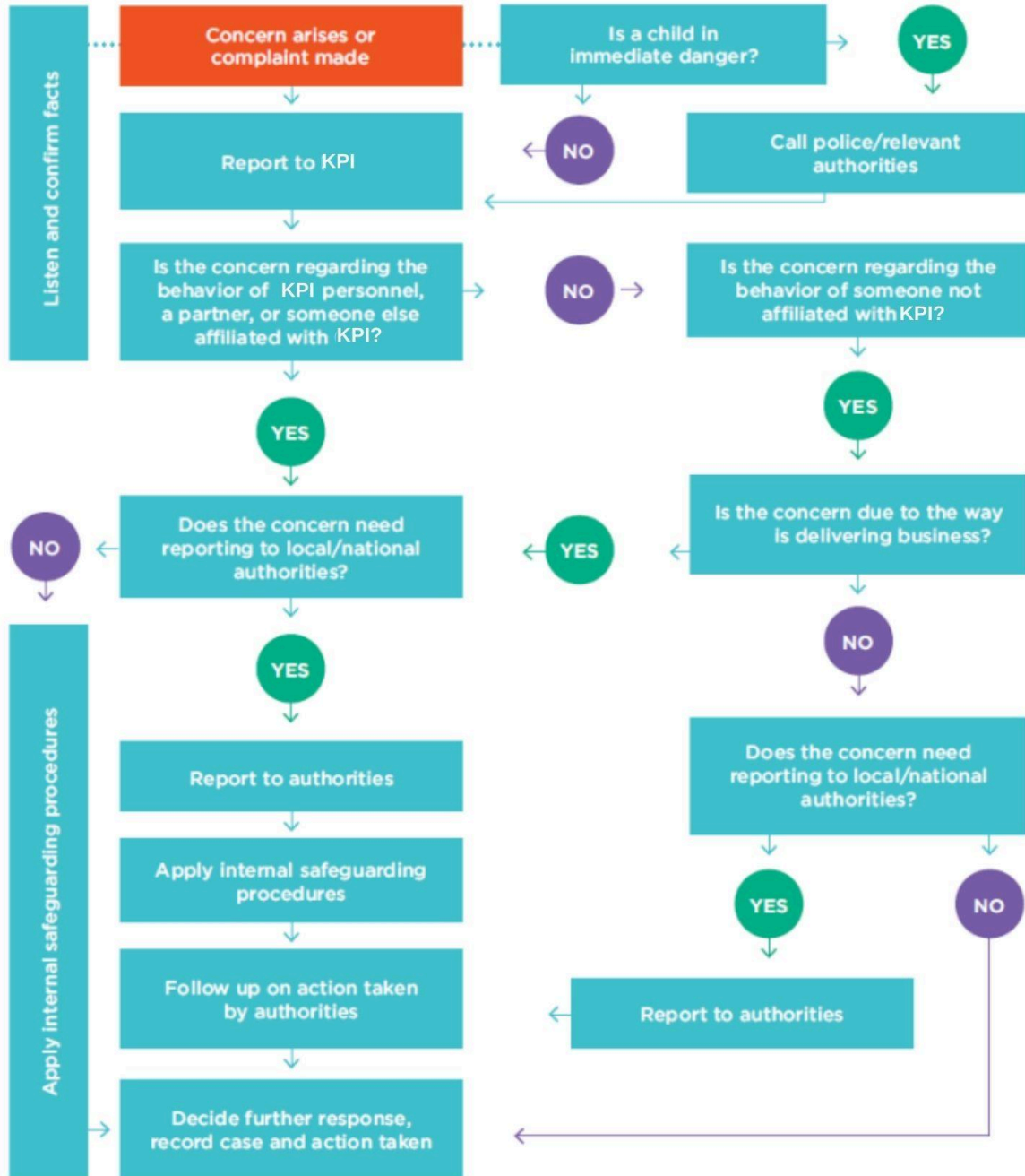
### The Safeguarding Focal Point will:

1. Contact a local resource to assist in the situation as required:
  - a. In cases of sexual and gender-based violence contact: [Cambodian Women's Crisis Center](http://CambodianWomen'sCrisisCenter.org) / email: [srpadmin@cwcc.org.kh](mailto:srpadmin@cwcc.org.kh)
  - b. In cases of suspected Human Trafficking or HT attempt: [A21](http://A21.org) / Country Manager: Kristen Scharf / email: [kristen.s@a21.org](mailto:kristen.s@a21.org)
  - c. In cases of child endangerment/abuse contact: [Banteay Sreiy](http://BanteaySreiy.com) / email: [banteaysrei@online.com.kh](mailto:banteaysrei@online.com.kh)
  - d. [Other organisations](#) may be contacted based on the nature of the concern
  - e. In cases of child abuse injury or medical emergencies, call law enforcement before notifying KPI Leadership **Cambodia: Call 64000 for police**
2. The contacted agency/resource and KPI leadership will work together to create an action plan to follow through and ensure that the young person or vulnerable adult receives the attention they need, their best interests are kept in mind, and that they are supported and encouraged to make their own decisions and give informed consent.

***Immediate reporting is essential to protect all minors and vulnerable adults in any Kids Play International program or otherwise visiting KPI programs, no matter where the alleged abuse took place.***

## Reporting and Response Procedure

The below flowchart details the procedures for reporting and responding to safeguarding concerns.



## 6.4 Reporting Violations of KPI's Safeguarding Policy

If you think KPI's Safeguarding Policy has been violated by KPI employees, associates or visitors, including Kids Play's Barriers to Abuse and Coach/Player Codes of Conduct, you must notify local leadership so appropriate action can be taken for the safety of our participants.

- Confidential reports can be made to your Designated Safeguarding Officers or to [whistleblowing@KidsPlayIntl.org](mailto:whistleblowing@KidsPlayIntl.org)
- If the breach is not promptly addressed, escalate to the Director of Global Programs, Directors of Operations and Development, or if necessary to the President.

A person may report on an anonymous basis, although that may impede Kids Play International's ability to thoroughly investigate the allegations. No person who makes a report in good faith will be subject to retaliation of any sort. In this regard, any report shall be subject to the protections afforded by the Whistleblower policy.

If the alleged perpetrator of abuse is a KPI employee or volunteer, follow the same reporting steps. KPI Leadership will immediately suspend this staff/volunteer from their position while the report is being responded to by leadership and outside organizations/authorities.

KPI Rwanda's Local NGO Board of Directors (BOD) and KPI's International BOD will be notified of any reports made about any KPI employee, associate, or visitor. The Executive Director will make the ultimate decision around terminating a staff member as outlined in **Policy #:** Resignation and Termination.

If any staff member does not **fully comply** with the Code of Conduct or Policies and Procedures, the following consequence system is set in place and will be enforced by KPI leadership. As noted above, any breaches to the Barriers to Abuse will result in immediate termination. The steps in this system may be skipped if KPI leadership deems it necessary.

1. **Verbal warning.** KPI leadership may give a verbal warning at any time to a KPI coach or staff member. A verbal warning will occur when a coach or staff member is not performing his/her duties, meeting expectations, or for breaches to the Code of Conduct or Policies and Procedures. KPI leadership will document the verbal warning.
2. **Written warning.** KPI leadership may give a written warning at any time or following a verbal warning. A written warning will occur when a coach or staff member is not performing his/her duties, meeting expectations, or for breaches to the Code of Conduct or Policies and Procedures. KPI leadership will document the written warning and host a meeting with the coach or staff member to ensure the breach or consequence is well communicated and understood.
3. **Termination.** If behavior that violates KPI's Code of Conduct and/or Policies and Procedures persists, or if a KPI coach or staff member partakes in extreme action or behavior that violates KPI's Code of Conduct, he/she will be terminated. For any gross misconduct that violates KPI's

Safeguarding Policy, the KPI employee will be immediately terminated and reported to the authorities.

Any breaches to Kids Play International's Safeguarding Policy is a gross misconduct that may result in immediate termination from Kids Play International.

# APPENDIX

## Definitions

When used in this policy:

**Associates:** refers to a range of contracted paid and non-paid individuals who have committed to work with or support Kids Play International. This includes Kids Play International Employees, Board members, volunteers, students, interns, researchers, donors, consultants and contractors, and employees and/or representatives of partner organizations and local governments (when operating in a partnership agreement with Kids Play International).

**Children:** refers to persons under the age of 18.

**Employee:** refers to a person who has entered into an employment relationship with Kids Play International including full-time and part-time, permanent and temporary employees.

**Program participant:** refers to individuals of any age who are the target of and who will be affected by one or more of Kids Play International programs.

**Visitor:** refers to a range of persons who are visiting Kids Play International program sites. A Visitor may be a guest speaker, journalist, media, researcher, volunteer trip guest, or visiting sponsor.

**Good-faith suspicion:** A well-intentioned hunch that something is possible, likely, or true. In the case of child protection, it does not exclusively mean that one knows all the facts; however, it means that one has reasonable cause to believe wrongdoing or abuse has occurred.

**Safeguarding:** Taking all reasonable steps to prevent sexual exploitation, abuse, and harassment (SEAH) from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. Note: For the purposes of safeguarding, a child is a person under the age of 18 years. A vulnerable adult is a person over the age of 18 years at risk of abuse or neglect because of their needs for care and support.

**Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. Includes profiting monetarily, socially, or politically from sexual exploitation of another. Under UN regulations it includes transactional sex, solicitation of transactional sex and exploitative relationships.

**Physical abuse:** The willful action of inflicting bodily injury or physical mistreatment. Physical abuse includes, but is not limited to, striking with or without an object, slapping, pinching, choking, kicking, shoving, prodding, and the use of physical restraints.

**Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It includes sexual assault (attempted rape, kissing / touching, forcing someone to perform oral sex / touching) as well as rape. Under UN regulations, all sexual activity with

someone under the age of 18 is considered to be sexual abuse, regardless of the age of majority or consent locally. Mistaken belief in the age of a child is not a defence.

**Sexual Harassment:** A continuum of unacceptable and unwelcome behaviours and practices of a sexual nature that may include, but are not limited to, sexual suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or gestures, that are or might reasonably be perceived as offensive or humiliating.

**Gender Based Violence:** Gender-based violence refers to harmful acts directed at an individual based on their gender. It is rooted in gender inequality, the abuse of power and harmful norms.

**Grooming:** When someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Groomers may also build a relationship with the young person's family or friends to make them seem trustworthy or authoritative.

**Physical neglect:** The unwillingness of a parent or guardian to provide for adequate basic needs, where physical injury is likely to occur, such as malnutrition, abandonment, refusal to seek medical care for serious conditions, or putting the child in hazardous situations where physical abuse could or is likely to occur.

**Emotional neglect:** When a child's parent or guardian fails to respond adequately to their child's emotional needs. In some cases, emotional neglect can be purposeful and a choice to act in a way that is harmful; however, emotional neglect isn't always intentional, and may be a parent or caregiver failing to act or notice a child's emotional needs. Emotional neglect is a relationship pattern where a child's emotional needs are consistently disregarded, ignored, or invalidated.

**Exposure to violence:** When a child sees or hears violent interpersonal events, has direct involvement in such events, including trying to prevent a violent encounter or calling for outside help, or experiencing the visible or emotional consequences of violent encounters.

**Exposure to sexual exploitation:**

**a. Possession, manufacture, or distribution of child abuse materials**

**i. What is child abuse material?** Any kind of materials or mediums that depict a child who is the victim of torture, cruelty or physical abuse; a child engaged in a sexual pose or sexual activity; a child in the presence of another person that is engaged in a sexual pose or sexual activity; the genitals of a child.

**b. Online solicitation:** When a person, over the internet, text message, or some other messaging site (Facebook, Instagram, WhatsApp, etc.), knowingly urges a minor, or a person who the actor believes to be a minor, to engage in some sort of sexual act with the actor or another person.

**c. Enticement:** When a person invites, persuades, or attempts to convince a child to enter a secluded place, room, building, or vehicle, while intending to commit unlawful sexual contact or sexual assault on the child.

- d. **Showing obscene material:** Any material or performance is "obscene" if (a) the average person would find the material to be morbid, degrading or have excessive interest in sexual matters, and (b) it depicts or describes in an offensive manner, actual or simulated: sexual intercourse, criminal sexual act, sexual bestiality, masturbation, sadism, masochism, excretion or lewd exhibition of the genitals, and (c) considered as a whole, it lacks serious literary, artistic, political, and scientific value.

**Consent:** Consent is when two adults give permission for something to happen. Consent is freely given, informed, enthusiastic, and specific. Consent is reversible, which means even if one initially gives consent for something to happen, he/she can change his/her mind at any time and ask the partner to stop said activity. The age of sexual consent in Rwanda is 18 years old.

## Legislation in Rwanda

### **MIGEPROF**

The Ministry of Gender and Family Promotion (MIGEPROF) and Child Protection Directorate oversees all interventions related to family promotion and child protection. The Directorate develops all policies related to family, fighting Gender-Based violence (GBV), violence against women and girls, and domestic violence and violence against children in all its forms. It also oversees the coordination of different stakeholders who intervene in the areas of family promotion and child protection.

Rwanda ratified the Convention on the Rights of the Child on 24 January 1991, the Optional Protocol to the CRC on the involvement of children in armed conflict on 23 April 2002, and the Optional Protocol to the CRC on the sale of children, child prostitution and child pornography on 14 March 2002.

### **[Report: Rwanda on the implementation of the Convention on the Rights of the Child \(2018\)](#)**

United Nations Human Rights  
Office of the High Commissioner

### **[Report: Justice for Children Policy \(2014\)](#)**

Republic of Rwanda

### **[Official Gazette: Law Relating to Protection of the Child](#)**

Republic of Rwanda - MIGEPROF

### **[National Policy against Gender-Based Violence](#)**

Republic of Rwanda - MIGEPROF

## Legislation in Cambodia

There is no comprehensive or consolidated Children's Act in Cambodian law, rather provisions of particular relevance to children can be found throughout a number of Codes, Laws. And Decrees. ([Child Rights International Network](#))

### **Constitution in Cambodia**

Chapter III of the Cambodian Constitution contains a number of rights provisions that apply with regards to age. A number of provisions that specifically address children's rights can be found throughout the Constitution:

- Art. 31: requires the State to recognise and respect human rights, including covenants and conventions related to human rights, women's and children's rights
- Art. 46: requires the State and society to provide opportunities to women, so that they can get employment, medical care, and send their children to school
- Art. 47: enshrines a duty of parents to care for and educate their children to become good citizens and establishes a corresponding duty for children to care for their parents in old age
- Art. 48: requires the State to protect the rights of children as stipulated in the “Convention on Children”, particularly the right to life, education, protection during wartime and from economic or sexual exploitation. The State is required to protect children from acts that are injurious to their educational opportunities, health and welfare.
- Art. 73: requires the State to give full consideration to children and mothers and to establish nurseries and help support women and children who have inadequate support



# ANNEX

## ANNEX #1. Safeguarding in Practice for Third Party Organizations

Last Updated: August 2023

**Scope:** These Guidelines outline the requirements for Safeguarding and Preventing Sexual Harassment, Exploitation and Abuse (PSHEA) of children and program participants that are applicable to organizations that work with Kids Play International.

These Guidelines are particularly applicable to organizations assessed as: (i) having contact with/working with children, vulnerable adults, and program participants; (ii) organizations with access to the Personal Information of children, vulnerable adults, and program participants; and/or (iii) whose projects, programs, activities, advocacy and influence work impact children, vulnerable adults, and program participants served by Kids Play International.

These Guidelines illustrate our commitment to support and respect children, vulnerable adults and program participants' rights to be protected from harm, and to provide a safe and protective environment for children, vulnerable adults, and program participants who are involved with any programs funded by Kids Play International.

**The Guidelines should be applied in relation to children, vulnerable adults, and program participants as appropriate, depending on the services provided by the organization and the risks to children, vulnerable adults, and program participants.**

**1. Prevention:** Organizations must take appropriate measures to manage child, vulnerable adult, and/or program participant safeguarding and PSHEA risk factors and prevent abuse and exploitation before it occurs. Prevention measures include: (i) organizational safeguarding and PSHEA policies, codes of conduct and associated procedures; (ii) the management of safeguarding risks in relation to its operations, activities, and interventions; and (iii) the production and promotion of “child, vulnerable adult, and program participant friendly” safeguarding and PSHEA information and resources.

**2. Code of Conduct:** Organizations are required to ensure that their personnel avoid any behaviour or conduct that compromises the safety and protection of children, vulnerable adults, and/or program participants within its activities, operations and programs. In addition, programs and activities working directly with children, vulnerable adults, and/or program participants should develop guidance on expected and acceptable behaviour for children, vulnerable adults, and/or program participants toward each other. This should be incorporated into policy and practice documents.

**3. Gender Equality and Non-Discrimination:** Organizations should ensure that their Safeguarding and PSHEA policies and procedures take into account gender equality and non-discrimination requirements,

adopting an intersectional approach which recognizes that individuals of different gender identities may face different risks relating to their safety and protection and that all children, vulnerable adults, and program participants have an equal right to protection, irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.

**4. Screening Procedures:** Organizations should implement detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children, vulnerable adults, and/or program participants (directly or indirectly) and/or will have access to their Personal Information. Screening procedures should be updated on a regular basis. Screening procedures may include: a certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children, vulnerable adults, and/or program participants.

**5. Awareness:** Organizations should ensure that all personnel, sub-contractors or consultants or affiliates involved with programs are aware of safeguarding and PSHEA risks, policies and procedures and their safeguarding and PSHEA responsibilities. In addition, children, vulnerable adults, and/or program participants and their parents, guardians or caregivers should be informed of the same so that they know what behaviors to expect and how to report any concerns.

**6. Capacity Sharing:** Organizations should develop and share the capacity of all who work with and for children, vulnerable adults, and/or program participants to appropriately prevent, detect, report and respond to safeguarding and PSHEA concerns, particularly as they pertain to differing genders and other identities. Efforts should be made to ensure organizational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all staff and volunteers and other associates.

**7. Participation of children and/or program participants:** Children, vulnerable adults, and/or program participants should be actively, meaningfully and ethically involved in the development of safeguarding and PSHEA measures, in accordance with their evolving capacities. Efforts should be made to ensure organizational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all personnel, volunteers, and other associates.

**8. Reporting Mechanisms for children and/or program participants:** Mechanisms should be established that enable the safe reporting of safeguarding and SHEA concerns. Such mechanisms should ensure appropriate escalation of concerns within the organization, referral to the appropriate authorities and confidentiality. In addition, child, vulnerable adult, and program participants' reporting mechanisms should be accessible, friendly and sensitive to their differing needs. It is important that complaint mechanisms are established with the participation and input of different groups of children, vulnerable adults, and program participants, as well as communities, so they work for all users as necessary.

**9. Response and Follow Up:** Organizational policies and procedures should include appropriate measures to support and protect children, vulnerable adults, and/or program participants when concerns arise. All measures taken to respond to a safeguarding or PSHEA concern should take into account the best interest of the child, vulnerable adult, or program participant and be sensitive to their differing gender and other identities ensuring they are kept safe and protected. Response measures should be appropriately risk assessed and endeavor to ensure no further harm comes to the child, vulnerable adult, or program participant as a result of any actions taken by the organization. Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the organization and/or local legislation. In addition, organizational processes should ensure response evaluation and follow up for organizational learning.

**10. Notification:** Organizations shall immediately advise Kids Play International in writing of any complaints of abuse or exploitation of children, vulnerable adults, and/or program participants involving their personnel providing services to Kids Play International.

**11. Implementation, Monitoring and Review:** The implementation and monitoring of the Organization's Safeguarding/PSHEA Policies should be reviewed at regular intervals as determined necessary by the organization, preferably at least every 3 years. Organizations shall provide Kids Play International with a copy of its Safeguarding/PSHEA Policies for review and comment upon request.

**12. Sanction and Discipline of Organization Personnel:** The Organization's policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures that children, vulnerable adults, and program participants are protected from further harm. This may include the immediate suspension of personnel until such time as the allegations are investigated and either substantiated or refuted, and/or where personnel is convicted of abusing a child, vulnerable adults, or program participant, such personnel is immediately terminated from their position.

**13. Informed Consent:** Organizations should provide children (and their parent(s)/legal guardian(s) where applicable), vulnerable adults, and program participants, with all necessary details (including any associated risk) to make an informed decision regarding their participation in programs and activities, including any voice recordings, video or photographs of children and/or program participants (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained. Where directed by Kids Play International, the Organization shall use Kids Play International's Media Consent Form.

**14. Protection of Personal Information:** Personal Information regarding any child, vulnerable adult, and/or program participant, whether or not such information is obtained as part of the program/projects, should be treated confidentially. There should be clear procedures showing the responsibilities within the Organization for accessing and using such data with appropriate authorizations. In addition, such data should not be disclosed to any third party, except in accordance with the Organization's agreement

with Kids Play International or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a child, vulnerable adult, and/or program participant.

**15. Working with partners:** Organizations should ensure adequate safeguarding and PSHEA assessments are made as part of its due diligence processes when it comes to engaging third parties. Third parties that are contracted or supported to work with children, vulnerable adults, and program participants must be subject to the same safeguarding and PSHEA principles and approach outlined in the Organization’s policy and procedures. Vendors, suppliers and other contractors that may be in direct or indirect contact with children, vulnerable adults, and program participants must also be subject to appropriate safeguarding and PSHEA measures.

## ANNEX #2. Employee Code of Conduct

Last Updated: August 2023

**[Note: This form must be signed by all KPI Employees, Associates, and Volunteers.]**

Kids Play International (KPI) is designed to promote equality between all people of all ages. KPI should be educational, impactful and fun for all involved. Representing and leading KPI programs gives employees the opportunity to support and change the lives of young people in the community. However, being a KPI employee is a responsibility that must be taken very seriously. Before becoming or re-signing as a KPI employee, you must recognize your influence as a gender equity role model and agree to be a positive mentor at all times—inside and outside of the KPI program—at home, at school, and in the community.

The following Code of Conduct guides how KPI employees must act at all times. NOTE: KPI has the right to amend this document at any time.

### **General Code of Conduct: \_\_\_\_\_**

- Respect and treat all KPI staff and participants equally; this means during training, activities and when working together to deliver any and all KPI programs and activities.
- Respect and be tolerant of all KPI participants' ideas and beliefs.
- Learn all KPI participant's names and their stories, and call upon them by their names during all programs and activities.
- Be prepared for daily program delivery (e.g. bring all relevant training materials, and have a sound understanding of the key lessons and sports skills, drills, and games for each day).
- Have a positive, energetic attitude while delivering all KPI program activities.
- Be your best self-advocate! Use your voice and have the confidence to speak up when you need support or additional explanation on key lessons, sports skills and drills, Team Time questions, and anything else related to leading a quality session.
- Promote Fair Play and reinforce gender equitable behavior.
- Be a caring adult role model and positive influence to all KPI participants. Remember, everything you do and say impacts youth inside and outside of the KPI program.
- Create a safe environment for KPI youth to play, learn, and discuss gender equality lessons to apply in their everyday lives.
- Teach KPI's gender equality lessons to others in the community; this includes how to work together, be inclusive, and lead healthy lives to empower girls and create supportive boys.

### **Coach/Player Interaction and Safe Space: \_\_\_\_\_**

All KPI staff member's interactions with KPI participants should be conducted in an enthusiastic, energetic, motivating, caring adult role model manner at all times. The KPI program is a place where children and youth can feel free to ask questions, speak their minds, and challenge harmful gender norms. All boys and girls should feel OK to take risks, use their voices, and stretch out of their comfort zones.

Additionally, KPI staff members are responsible for keeping the program field free of garbage, harmful items, and non-KPI children, youth, and adults at all times (unless at KPI's program for an intentional purpose). KPI's property must be respected and be considered a safe space by all at all times. Any litter or trash must be picked up and removed or placed in the garbage can.

**Supervision:** \_\_\_\_\_

As a KPI coach, you are responsible for the care and supervision of all players in your team. You share responsibility for all KPI players, accidents and illnesses. If you must leave the program, you must ask permission from KPI leadership.

**Accidents:** \_\_\_\_\_

If any KPI participant is injured (player, coach or otherwise), they must immediately notify a member of KPI leadership. The participant or coach must fill out an accident form within 24 hours, as provided by KPI leadership. KPI will notify the KPI participant's family if needed and/or follow up with the person who experienced the accident.

**Professionalism and Personal Relationships:** \_\_\_\_\_

All KPI staff members must be respectful, professional, and polite to one another at all times. There will be no sexual contact and/or physical contact that is deemed inappropriate between KPI coaches and/or leadership. Any KPI staff member who is found to have an inappropriate relationship with another KPI coach or leadership may be suspended or terminated.

**Confidentiality:** \_\_\_\_\_

All conversations or information exchanges between KPI leadership and coaches or players are considered classified and confidential unless otherwise noted. If it is discovered that a KPI coach or KPI leadership member has violated this policy, there will be a meeting between the KPI coach and KPI/leadership to discuss the breach. If a KPI coach wants to share information discussed with KPI leadership or with another coach, he/she must ask KPI leadership first.

Additionally, KPI coaches should use discretion regarding the issues that KPI players discuss in Team Time. Though this information may be addressed with other KPI coaches and KPI leadership, it must not be spread or shared outside of KPI's program site.

I, \_\_\_\_\_ (print name), accept the responsibility of becoming a KPI employee. I join all KPI employees in teaching and encouraging children, youth and adults to treat each other with respect, dignity and equality. I agree to follow the Code of Conduct as outlined below. I acknowledge that I will be required to resign this Code of Conduct two times per year (January and June).

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ANNEX #3. Protection and Barriers to Abuse

Last Updated: August 2023

**[Note: This form must be signed by all KPI Employees, Associates, and Volunteers.]**

KPI has adopted the following policies for the safety and well-being of its program participants. These policies primarily protect young people but also serve to protect vulnerable adults, adult volunteers, and employees. All parents and caregivers should understand that our employees, associates, and visitors are to abide by these policies. Parents and program participants are strongly encouraged to use these safeguards outside of KPI programs. KPI employees, associates, and visitors must follow these guidelines with all KPI program participants inside and outside of KPI activities.

### **Adult Supervision, “The Rule of Two:” \_\_\_\_\_**

- Two adult employees/volunteers 21 years of age or over are required at all KPI activities/programs. At least one female adult employee/volunteer 21 years of age or over must be present for any activity/program involving female youth.
- Unsupervised one-on-one contact between adult employees/volunteers and youth is prohibited both inside and outside of KP programs.
- In situations requiring a one-on-one conversation, the conversation is to be conducted with the knowledge of and in view of other adults and/or youth.
- Private online communications (texting, phone calls, chat, messenger, social media etc.) must include another KPI employee/volunteer or parent.
- All aspects of KPI programs are open to observation by parents and leadership.

### **Discipline must be constructive: \_\_\_\_\_**

- Physical punishment (hitting) is never permitted.
- Discipline must reflect KPI’s Play Fair Skills/Olympic values.
- Disciplinary activities involving isolation, humiliation, or ridicule are prohibited.

### **Responsibility: \_\_\_\_\_**

- KPI employees/volunteers and KPI youth share the responsibility for the safety of all participants in the program, in adherence to the Employee Code of Conduct and the Player Code of Conduct
- KPI employees/volunteers are responsible for monitoring behavior and intervening when necessary.
- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in KPI programs and may result in immediate dismissal or expulsion from KPI.

### **Child Abuse Disclosure: \_\_\_\_\_**

KPI players’ disclosure of any abuse to a KPI coach must be immediately reported to KPI leadership in accordance with our Child Safeguarding Reporting Policies and Procedures. If a KPI employee has a suspicion of the abuse of a child by a KPI employee, or any other adult, he/she is expected to immediately report the suspicion to a trusted member of KPI leadership. Any KPI employee who does

not immediately report an abuse disclosure or a suspicion of abuse or misconduct to KPI leadership may be dismissed from all duties with KPI.

I, \_\_\_\_\_ (print name), accept the responsibility of becoming a KPI employee. I join all KPI employees in creating a safe space for program participants. I agree to follow the Child Protection and Barriers to Abuse rules as outlined below. I acknowledge that I will be required to resign this Code of Conduct two times per year (January and June).

Signature \_\_\_\_\_ Date \_\_\_\_\_



## ANNEX #4. Player Code of Conduct

Last Updated: August 2023

**[Note: This Code of Conduct must be signed by all Program Participants.]**

Kids Play International (KPI) is excited to have you participate in our community gender equity, sport and education program. Being a participant in KPI Programs is a privilege and although it is designed to be fun, it must always be a safe space for both girls and boys to build better relationships between one another.

I, \_\_\_\_\_ (print name) accept the responsibility of becoming a participant of **KPI programs**. I join all other participants as a leader and positive role model in my community and for my peers.

I agree to the following:

- **BE AN AMBASSADOR FOR KIDS PLAY AND ABIDE BY THE OLYMPIC VALUES:** \_\_\_\_\_  
This means living your life by the Olympic values of Excellence, Friendship and Fair Play during program, at school, at home and in your community.
  - **Excellence:** always doing your best, especially when no one is looking.
  - **Friendship:** being tolerant, kind to all and being able to listen to one another.
  - **Fair Play:** respecting the rules of the game in sport and in life- inside/outside our program, at school, home, etc.
- **BE PRESENT:** \_\_\_\_\_  
KPI participants are expected to attend programming twice weekly (7-12 year olds Monday and Wednesday and 13-18 year olds Tuesday and Thursday). Participants must explain to their coach the reason for their absence.
- **BE ON TIME:** \_\_\_\_\_  
The **KPI** program includes many participants and it's important that you're on time so everyone can benefit from the program.
  - If Late- 1st- Verbal warning, 2nd, sit out of sport activity/join in for TT discussion, 3rd, discussion with the Head Coach
- **BE RESPECTFUL:** \_\_\_\_\_  
Treat your coaches, your teammates and your opponents with respect. This means treating both girls and boys players and male and female coaches equally and with respect. This includes being respectful of KPI supplies/sports equipment and the field where you play.
- **BE A GOOD STUDENT:** \_\_\_\_\_  
Excel in the classroom and on the field. Understand that KPI programs are continued education programs, not a substitute for education. All KPI participants are expected to attend school daily and maintain a **MINIMUM of a 50% average each term.**

- **DEMONSTRATE GOOD SPORTSMANSHIP:** \_\_\_\_\_

This includes:

- Accepting favorable and unfavorable decisions from the coaches and referees, as well as victory and defeat, with equal grace.
- Applauding for both teams during introductions and after the game.
- Shaking hands with your opponents prior to and after games/activities.
- Assisting and being kind to kids who struggle in sport; ex. Helping someone who fell get back onto their feet.

- **BE COOPERATIVE:** \_\_\_\_\_

Cooperate with KPI coaches, staff, officials and fellow participants at all times. This means following instructions as well as playing by the rules.

- **BE POSITIVE:** \_\_\_\_\_

We want every girl and boy to have a good experience in KPI programs. You can do your part by being positive whether your team wins or loses and by encouraging others.

- **BE CONFIDENT:** \_\_\_\_\_

KPI is a Safe Space for all players and coaches to express themselves.

- **SPEAK UP:** \_\_\_\_\_

If you find yourself uncomfortable with either a player or a coach's behavior, find a coach or KPI Leader that you trust to express yourself.

### **KPI and School Attendance/Grade Policies**

#### **KPI Attendance Policy:** \_\_\_\_\_

- Players whose KPI attendance is less than 60% of the time during a school term (trimester) will receive a first warning. These players will also not receive school materials for the following term. If that player's attendance is below 60% for two consecutive terms, that player will have a meeting with the Head Coach alongside the player's parent/caregiver to discuss a plan for continued participation in KPI.
- Any player who is late more than 60% of the time during one school term, will not receive school materials for the following. Any player who is late more than 60% of the time for two consecutive terms, will have a meeting with the Head Coach alongside the player's parent/caregiver to discuss a plan for continued participation in KPI.

#### **KPI Player School Grade Policy:** \_\_\_\_\_

- If a KPI player's GPA is below 50% during one school term, that player is on probation for the following school term and is required to attend mandatory English Lessons. If a player's GPA is below 50% for two consecutive terms they will be suspended from the program for the following term so that he/she has more time to increase their GPA. KPI will try to do its best to assist children struggling in school. If that player is unable to increase his/her grades during the following trimester, he/she will have a meeting with the Head Coach alongside the player's parent/caregiver to discuss a plan for continued participation in KPI.

**KPI's School Drop Out Policy:** \_\_\_\_\_

- If a KPI player drops out of school, he/she will need to request a meeting with KPI's Head Coach, which will include their parent/caregiver, and the coach who serves as the school liaison to that player's partner school to discuss further participation in KPI programs.

**KPI's Commitment to Child Protection:** \_\_\_\_\_

KPI is committed to child protection. KPI coaches are caring adult role models who are to create a safe space for all children and youth inside and outside KPI programs. We hope all KPI participants will develop meaningful bonds with KPI coaches. However, all KPI participants must be aware that KPI has a Child Protection Policy, which ensures the safety of the children and youth in our programs. All KPI participants and their guardians must be aware that KPI's Child Safeguarding Policy and Barriers to Abuse outlines the following:

- KPI prohibits coaches from engaging in unsupervised one-on-one contact with KPI participants both inside and outside KPI. If a one-on-one conversation is needed, it must be in an open space where other coaches, adults, or KPI leadership can view/monitor the interaction.
- KPI prohibits coaches from contacting KPI participants privately, whether by phone, Facebook Messenger, WhatsApp or any other messaging platform. KPI prohibits coaches from instant messaging KPI participants on any platform.
- Coaches are prohibited from meeting with KPI participants outside of KPI office hours (10 am-6 pm Monday-Thursday and 12 pm-5:30 pm on Sundays). ***KPI will never ask KPI participants to meet outside of these hours, to meet with a coach alone, or to meet at a location other than the KPI office.***
- All aspects of KPI programs are open to observation by parents.
- KPI takes any form of abuse (verbal, physical, sexual) very seriously.
  - **Physical Abuse:** Any level of force used by a person onto another person to inflict harm.
  - **Verbal Abuse:** Any words or actions by a person onto another person with the intention of causing emotional harm.
  - **Sexual Abuse of a Minor:** Defined as any sexual conduct by an adult directed against a person 18 years of age or under, specifically including touching/fondling, exposing one's self to a minor, explicit/sexual in nature phone conversations or text messages, sex of any kind with a minor, including vaginal, oral, or anal; sex trafficking; and any other sexual conduct that is harmful to a child's mental, emotional, or physical welfare.

KPI has a zero-tolerance policy for the above behavior. If a KPI participant experiences any of the above from a KPI coach, the participant must inform a KPI coach who they trust or a member of KPI leadership immediately.

**KPI Player Signature**

I, \_\_\_\_\_ (player print name), understand the KPI Player Code of Conduct and KPI's **attendance and school grade policies** and understand that it is a privilege to participate in the Kids Play Rwanda program. As a ***Let's Play Fair and /or All Girls United, Play Fair Community Day*** participant, I commit to giving my best effort in the classroom, on the field and in my community.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Caregiver Signature**

I, \_\_\_\_\_ (parent print name), understand the **KPI Player Code of Conduct** and KPI's **attendance and school grade policies** and understand that it is a privilege for my child to participate in the KPI's program.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## ANNEX #5. Visitors Agreement

Last Updated: August 2023

### Visitor's Agreement

The team at Kids Play International is pleased you are visiting one of our program sites!

The safety of the children, adults and the communities that Kids Play International works in is our paramount consideration. Everyone has the right to feel safe and secure on their trip. This agreement sets out some simple rules that we ask everyone to follow to ensure your trip is as safe and successful as possible.

#### **Commitment to Safeguarding**

- I understand that Kids Play International has zero tolerance of abuse of any kind – physical, verbal, emotional, sexual or financial – and I am able to act professionally and respectfully in order to ensure that my behavior does not cause any harm.
  - **Physical Abuse:** The willful action of inflicting bodily injury or physical mistreatment. Physical abuse includes, but is not limited to, striking with or without an object, slapping, pinching, choking, kicking, shoving, prodding, and the use of physical restraints.
  - **Verbal Abuse:** Any words or actions by a person onto another person with the intention of causing emotional harm.
  - **Sexual Assault:** Any unwanted sexual act or behavior which is threatening, violent, forced, or coercive and to which a person has not given consent to or was not able to give consent.
  - **Sexual Abuse:** Often used in reference to a sexual act, as described above, committed against a child or adolescent or a vulnerable adult by someone in a position of power or authority/perceived authority. We use the term most frequently when speaking about sexual violence committed against children and includes touching/fondling, exposing one's self, explicit/sexual in nature phone conversations or text messages, sex of any kind, including vaginal, oral, or anal, and exploitation—trafficking, prostitution and child sexual abuse images.
  - **Financial Abuse:** Exploiting an unequal power dynamic where a child or vulnerable adult can be compromised, coerced or abused by someone due to the giving or withholding of money.
  
- I will treat the staff, program recipients and others I meet with dignity and respect and will not engage in any form of harassment, intimidation, abuse or exploitation.
  
- I will attend and engage with any safeguarding briefings provided by Kids Play International and will follow the guidance given at all times.
  
- I will not engage in or condone any behavior which is illegal or could bring Kids Play International or its work into disrepute.
  
- I understand that it is strictly prohibited to possess, use or be under the influence of alcohol or drugs while at Kids Play International's program site.

- If I see inappropriate behavior or have any concerns about my safety or the safety of anyone I come into contact with, I will report it immediately to Kids Play International's In-country Program Manager:
  - Cambodia Program Manager: Roth Serey // Roth@kidsplayintl.org //
  - Rwanda Program Manager: Solange Uwizeza // Solange@kidsplayintl.org //

### **Your Visit**

- I will only have contact with Kids Play International's programs with the express approval and knowledge of Kids Play International.
- I will ensure that I am accompanied by Kids Play International staff at all times and will never be on my own with program recipients.
- I will remain empathic and avoid asking questions, using language or behaving in any way that could cause discomfort, offense or re-traumatise.
- I will not initiate any type of physical contact with children or adults as I understand that this could create discomfort or may even frighten the child or the adult.
- I will not give money or gifts of any kind to program recipients. Gifts may be given to the program (to Kids Play International) or to one of our partners (i.e. our partner schools), but this must be agreed and arranged through Kids Play International.
- I will not request or share any personal contact details with program recipients and will not connect with the children and adults I meet by telephone, letter, e-mail, social media or any other means of communication.
- I will only take photographs or videos while at Kids Play International's program site or during a Kids Play International organized activity, and I will ask for consent/permission before taking any program recipient's photograph. I will not take photographs or videos of children while off of Kids Play International's program site.
- I will follow all the latest government, Kids Play International and program guidance on Covid-19 (where applicable) to ensure that all rules are adhered to (this may include signing a health declaration form).

### **Your Wellbeing**

- I understand Kids Play International wants this to be a positive and healthy experience for everyone. I will make every effort to ask for help and/or talk to someone if I am affected by any of the issues or stories that I see/hear during my visit.

**Thank you for helping to keep everyone safe during your visit. We hope you have a great time!**

**FULL NAME**

**SIGNATURE**

**DATE**

## ANNEX # 6. Media Guidelines

Last Updated: August 2023

**[Note: This media guideline form must be signed by all people/organizations wanting to film/photograph Kids Play International staff, location, and/or beneficiaries.]**

Dear Media Partner,

Thank you for your interest in our work.

We are happy to collaborate with you in reporting on the issues and situation of marginalized urban children, their families and communities.

In order to ensure the full protection of the program participants and their families, our organization and yourself, we ask you to read these guidelines carefully. Permission to interview, photograph or film stories of the children, their families and our staff will be given once a signed copy of these guidelines has been received by Kids Play International.

Thank you.

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### **The purpose of these guidelines are:**

- To promote the rights of all children and families that Kids Play International works with.
- To protect children, young people, vulnerable adults, their families and communities from secondary exploitation via the media.
- To facilitate the development of media literacy for children and young people.
- To protect the organization and the journalists.

Please note that the terms “child” and “children” referred to include the entire target group of Kids Play International, regardless of age.

### **1. Interviewing Children**

1.1 The best interests of the child are of paramount importance and should be reflected in the information gathering process as well as the final piece.

1.2 Kid Play International must always give authorization prior to photographing, filming, story writing, interviews or the circulation of case studies from Kids Play International’s projects and services. A full description of the purpose of the interview/ photographs, including where the final piece will appear or be published must be provided in writing, before authorization is given.



1.3 There should never be a link between a possibly traumatic story and a picture of a child. Children should never be identified as having experienced or as a victim of a particular issue, especially a traumatic one, for example HIV/AIDS, prostitution, trafficking, rape, drug use, etc.

1.4 Children are not to be interviewed alone. Children may only be interviewed with a Kids Play International staff member approved by the Coordinator present. Where possible a parent or guardian should also be present for children under the age of 16.

1.5 Children and/or their caregivers must be informed about the purpose of filming, photographing, or story taking, and give consent to this beforehand.

1.6 Children must feel in control, and an interview, filming, photographing (etc.) must conclude immediately if the child so wishes.

1.7 Children will only participate in an interview in their preferred language; a Kids Play International translator must be used to facilitate this.

1.8 The anonymity of children must be preserved. Names should not be mentioned, and changed if a name must be used. When detailing an individual's story, names and locations should be changed to protect the identity of the child in question. High profile cases should be addressed very carefully so as not to further accelerate the notoriety of the individual circumstance.

1.9 No sexually explicit or implicit photos can be taken. This means:

1.9.1 No photographs of naked children.

1.9.2 No photographs of children imitating or simulating adult themed or sexually exploitive scenarios, or violent actions.

1.10 Individual children should not be the primary and sole subject of a piece, children's narratives must be used to illustrate a particular point. More than one child's story can be used to illustrate a single point.

1.11 For interview: It will be explained to the children that they should only tell as much as and only what they want. It should be acknowledged that there is a power imbalance as children are receiving services from FI and therefore may feel obliged to share more than they initially wish.

1.12 A copy of the media coverage will be provided to be shared with the children and the teams.

## **2. Field Visits**

2.1 The Kids Play International and Project Coordinator must both give authorization prior to photographing, filming, story writing or interviewing children or adults in the field. A full description of

the purpose of the interview/photographs, including where the final piece will appear or be published, must be provided before authorization is given.

2.2 All visits should be organized well in advance with teams. Teams should be able to contact and inform individuals or communities about visitors and the reason for the visit well before time.

2.3 Children and adults must always be informed about the purpose of filming, photographing, or story taking, and give consent to this beforehand.

2.4 The anonymity of subjects must be preserved. Names and locations of families or individuals should not be mentioned, and changed if a name must be used.

2.5 No direct questions about HIV status and related topics (such as treatments) may be asked. If the subject gives this information freely, this is acceptable.

2.6 No direct questions about sensitive family issues such as domestic violence, alcoholism or sexual abuse may be asked.

2.7 General filming/photographing of the community surroundings is acceptable, with the restriction of sexually explicit or implicit images of children and adults, such as naked children or working prostitutes.

2.8 Any filming or photography of children and beneficiaries engaging in illegal or risk taking behavior, such as drug or prostitution should be identified before distribution to protect the identity of the beneficiary.

2.9 No politically sensitive questions such as political opinion, displacement or eviction issues may be asked. Discussion of such topics may place the interviewee at risk. Information volunteered freely is acceptable.

2.10 The story should reflect the activities of the Kids Play International project and not solely the personal story of the child, family or an individual. The object of the message must be clear before embarking on a field visit.

2.11 All stories and images should represent the individual in a respectful and dignified way.

2.12 One Kids Play International Staff will be present at all times and can terminate interviews or filming at any point if the media guidelines are not followed or it is determined that the continuation of the interview/filming is not in the best interest of the beneficiary.

2.13 Additional notes for field visits:

2.13.1 Visitors must stay with Kids Play International staff while in the field.

2.13.2 The timing of the visit is determined in consultation with the family or the individual and Kids Play International staff and may be changed or interrupted at any time.

2.13.3. Kids Play International cannot be held responsible for loss or damage to equipment or material brought by visitors. It is the responsibility of visitors to carry equipment and ensure the safety of their belongings.

2.13.4. Visitors must attend a briefing meeting with Kids Play International staff before the visit to the community.

2.13.5. No donation of cash or in kind should be given directly to the families or individuals. Purchasing of products at wholesale prices is permitted.

**I accept these terms and agree to comply with Kids Play International’s Media Guidelines.**

Name:

Organization:

Email:

Signature:

Date:

## ANNEX #7: Safeguarding Incident Form

Last Updated: August 2023

### **Safeguarding Incident Form**

(Allegations of abuse, violations of KPI guidelines or policies, inappropriate behavior by a KPI staff member, volunteer, coach, parent, or other)

**Incident date:**

**Place where incident occurred:**

**Report type:**

Suspicion/allegation of abuse

KPI policy or guideline violation(s)

Other inappropriate behavior by a KPI staff member, volunteer, coach, parent, or other

**Details of incident:** What alleged victim/target/injured party said, what reporter observed/was told, similar or past incidents involving the victim(s)/target(s)/injured party (parties) or violator(s)/offenders(s), etc.

**Person filling out this form:**

KPI position:

Phone #:

Email:

**Person who reported this incident:**

KPI position:

Phone #:

Email:

**Alleged Victim/Target/Injured Party Information:**

Adult       Youth       Other

Name:

If a youth, parents information:

Phone:

Parent notified?  Yes  No      If yes, by whom? \_\_\_\_\_

**Alleged Policy Violator/ Offender Information:**

Adult       Youth       Other

Name: Parents

If a youth, parents information: \_\_\_\_\_

Phone: See above

Parent/guardian notified?  Yes  No      If yes, by whom? \_\_\_\_\_

**Other Reports:**

Was this incident reported to law enforcement?  Yes  No  I don't know

Name of law enforcement agency: \_\_\_\_\_

Date reported: Approximate time reported:

If applicable, was a children/family services, mental health, or other organization contacted?

Yes  No  I don't know

Name of organization: \_\_\_\_\_

Point person: \_\_\_\_\_

Date reported: \_\_\_\_\_

Approximate time reported: \_\_\_\_\_

To fill in afterward: Outcome or link to follow-up incident reports

## ANNEX #9: Terms of Reference for In-Country Designated Safeguarding Officer

Last Updated: August 2023

### **Responsibilities**

In-Country Designated Safeguard Officer shall be responsible to:

1. Undertake clear and strong advocacy on safeguarding and Preventing Sexual Harassment, Exploitation and Abuse (PSHEA) matters across Kids Play International to raise awareness and increase commitment to its Safeguarding Policy among its Employees, Associates and Visitors.
2. Provide high quality, timely and accessible advice, support and guidance to KPI Leadership to ensure that adequate Safeguarding measures are integrated into Kids Play International operations, processes and programs in accordance with the Safeguarding Standards.
3. Collaborate with and provide advice to KPI Leadership to ensure that its risk identification and management strategies related to its processes and activities include assessment of safeguarding and PSHEA risks and appropriate mitigating actions are developed.
4. Ensure the delivery of safeguarding and PSHEA training, and refresher training as necessary, to Employees and Associates to ensure they are aware of what our Safeguarding Policy means for them and how to execute their specific responsibilities under the Safeguarding Policy.
5. Undertake and/or support the development of Kids Play International safeguarding and PSHEA procedures in line with global guidance.
6. Provide a central point for the recording of information on safeguarding and PSHEA implementation activities taking place across Kids Play International and sharing information and good practice to global safeguarding counterparts.
7. Receive reports on safeguarding and SHEA allegations and respond effectively in line with local procedures, acting as the Kids Play International referral point.
8. Provide support and advice in dealing with alleged cases of safeguarding and SHEA concerns by Kids Play International Employees, Associates and Visitors including initiating, assisting with, or managing any necessary investigations in line with appropriate policies and procedures
9. Provide 24-7 contact for urgent Safeguarding issues.
10. Attend Global Safeguarding Committee Meetings.

## ANNEX #10: Terms of Reference for Global Safeguarding Team

Last Updated: August 2023

### **Purpose of the Global Safeguarding Team:**

Kids Play International's Safeguarding Committee is composed of the DSOs, the designated director and trustee for safeguarding, the GPD, President and Executive Committee. They meet to discuss, and address issues related to safeguarding for children and program participants and the responsibilities of employees, associates, volunteers, third parties and others.

### **Scope of the Safeguarding Committee:**

- Approve changes/updates of Safeguarding policies, toolkits, guides, protocols and processes.
- Report and review reporting to Kids Play International Board of Directors.
- Ensure alignment of Safeguarding policies, toolkits, guides, protocols and processes
- Provide guidance on Safeguarding training for Employees and Associates.
- Share knowledge and resources to uphold the highest standard of safeguarding and PSHEA.

**Chair:** The Safeguarding Committee shall be chaired by the Designated Board Member/Trustee for Safeguarding

**Meetings:** The Safeguarding Committee shall meet yearly in August and as needed.



ANNEX #11: Declaration Form for Working with Children and Vulnerable Adults

**Kids Play International**  
**Self Declaration Form for Working with Children and Vulnerable Adults**

**CONFIDENTIAL**

Full name:
Any names previously known by:
Address:
All telephone numbers registered in your name:

<b>To be completed by the individual named above</b>	
Location where you will be carrying out your role/the site you're visiting:	
Have you ever been known to any Children or Adult Services department or the Police as being a risk or potential risk to children or adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide more information:	
Have you been the subject of a disciplinary investigation and/or sanction by any organization due to concerns about your behavior toward children or adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide more information:	
Do you have any criminal convictions?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide details of the offenses and dates:	

<b>Previous Experience</b> <i>List previous work or volunteer experience with children or vulnerable adults</i>
Organization:
Contact person:

Phone number:
Start and end dates:
Organization:
Contact person:
Phone number:
Start and end dates:
Organization:
Contact person:
Phone number:
Start and end dates:

<b>Confirmation of Declaration (tick box below)</b>	
I confirm that I am physically and mentally fit to work with children and vulnerable adults	<input type="checkbox"/>
I confirm that I have read and understand Kids Play International's Safeguarding Policy and Barriers to Abuse; that I am committed to the Safeguarding Policy of this organization and I accept my responsibility to care for those whom I come into contact with. I can confirm that there is no reason why I should not have contact with children, young people, or vulnerable adults while working with the organization.	<input type="checkbox"/>
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/voluntary role may be withdrawn or disciplinary action may be taken if information is not disclosed by me and comes to Kids Play International's attention.	<input type="checkbox"/>
I agree to inform Kids Play International within 24 hours if I am investigated by any agency or organization in relation to concerns about my behavior toward children, young people, vulnerable adults, or adults.	<input type="checkbox"/>
I authorize Kids Play International to conduct background checks, including criminal records and reference checks.	<input type="checkbox"/>
I understand that the information contained on this form, the results of my criminal background check, and information supplied by third parties may be disclosed by Kids Play International to other persons or organizations in circumstances where this is considered necessary to safeguard children and vulnerable adults.	<input type="checkbox"/>

<b>Signature:</b>
<b>Print name:</b>
<b>Date:</b>