Appendix 4 | Code of Conduct for voluntary staff

Protecting children against violence – Kindernothilfe guidelines for voluntary work

Background

In every country and in every society, children are affected by physical, psychological/emotional and sexual violence as well as exploitation and neglect. As a child rights organisation, Kindernothilfe bears particular responsibility in this area. On the one hand, within the scope of its work throughout the world, it has a responsibility to reinforce children's rights and improve their development chances. On the other, Kindernothilfe and its partner organisations themselves are exposed to an increased risk of being used by potential perpetrators of violence to gain access to children. Accordingly, Kindernothilfe and its partner organisations initiate comprehensive measures to protect children against violence and raise public awareness for the issue of child protection.

Through an institutional policy, Kindernothilfe has committed itself to child protection. Within the scope of the Child Protection Policy, all voluntary staff are given appropriate guidance on how to prevent violence against children, report concerns and suspicions, handle cases of violence and deal with perpetrators.

Child Protection within the scope of voluntary work

As a volunteer, you are important emissaries for the work of Kindernothilfe. Through your events and campaigns, you will frequently come into contact with children, for example at parish festivals, children's worship, school visits or benefit concerts. Over and above these activities, many of you also take the opportunity to visit projects you help support to gain your own insight into our work on the ground.

You also play a decisive role in helping us achieve our goal of bearing individual and joint responsibility for the protection of children. Through your behaviour at events here in Germany and in trips overseas to project countries, you can make an important contribution to ensuring that the right of children to be protected

against violence is upheld. Above all, through being aware of, and alert to, the risks facing children, we can also jointly prevent potential perpetrators of violence from gaining access to children through our work.

We, therefore, request all voluntary staff to read the following guidelines carefully. Please sign the form below to confirm that you have understood the guidelines and that you will act in accordance with them.

Within the scope of my voluntary work, I will ...

- contribute to the creation of a safe, conducive and empowering environment for children;
- > take the opinions, ideas and concerns of children seriously;
- > treat all children equally, with dignity and respect;
- > comply with the codes of conduct of the respective partner organisations;
- > comply with the "two adult rule", i.e. whenever I have personal contact with a child in discussions, at events and interviews, etc., I will ensure that another adult is present at all times or is within sight or earshot; this satisfies the project partner's duty of care legal obligation; outside of the project context, I will not undertake any activities with children from the project;
- > respect the human dignity of children and their need for protection when taking photographs, filming or writing reports for public relations purposes (e.g. by not photographing unclothed or suffering children) and use this material for private purposes (e.g. internet/Facebook) only where the respective declaration of consent also extends to private use²⁴;
- > ensure that, when presenting Kindernothilfe's project work, all media content is based on the principles of respect and equality and preserves the dignity of the person depicted; I will present the living situations of children and their immediate environment in a differentiated and truthful manner; I will present children as distinct personalities with many different facets and potential, and avoid reducing the individual concerned to the role of victim or any other stereotype;

> deal with children's personal data with utmost care, in accordance with the applicable data protection guidelines and communication standards of Kindernothilfe and demand the same standards from third parties that receive information about children through Kindernothilfe or partner organisations.

Please return the signed Code of Conduct to your point of contact in Kindernothilfe's department for public awareness.

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Working group / circle of friends:	
Adress:	
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Place, Date:	Signature: