



## THE HAA CODE OF CONDUCT

# CHILD SAFEGUARDING BEHAVIOUR PROTOCOL

VERSION #2 - JULY 2019

HAA - 3, Villa de la Citadelle  
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[www.haagence.com](http://www.haagence.com)

WE ARE HUMAN AFTER ALL

HAA - A TECHNICAL AND CREATIVE AGENCY  
FOR THE RIGHTS OF THE CHILD

HAA is a technical and creative agency for the Rights of the Child and as such it has a responsibility to ensure that children are safe whenever they are a part of initiatives that HAA is working on - directly or indirectly. We are committed to defining and upholding the highest standards of child safeguarding and child protection at all times.

Through our work, we aim to ensure that all those who come into contact with children, families and communities - directly or indirectly - are aware of the need to protect children, families and all community members and know how to do this effectively.

This Code of Conduct applies to anyone collaborating with HAA. The guidelines are to be interpreted in the spirit of common sense, with the best interest of the child as the primary consideration.

## **BE PREPARED**

### **DO:**

- Read the Child Protection or Safeguarding Protocol of the local partner organization before arriving on a visit
- Ensure that you know who the Designated Safeguarding Officer is within the partner organization and if this role does not exist, who you should go to with any concerns
- Make an attempt to understand local norms, particularly those around contact between children and adults
- Discuss activity plans with the partner organization and take their advice about where, when and how to conduct the activities in a safe manner and in a way that puts the children at ease.
- Ensure that you take clothing that is appropriate to the local culture and respects local norms

## **AVOID BEING IN A RISKY SITUATION**

### **DO:**

- Plan and organize your work, taking in to account and minimizing potential risks
- Always ensure that a second representative of HAA or a representative of a HAA partner is present when you are with children

### **DO NOT:**

- Condone or participate in behaviour that is illegal and/or unsafe
- Believe “it could never happen to me”
- Be alone with a child where no-one else can see what you are doing
- Take a child to your home, hotel or to other private spaces

## **DEVELOP SAFE INTERACTIONS WITH CHILDREN AND ADULTS**

### **DO:**

- Treat children and adults (partners and community members) equally, respectfully and without discrimination on the basis of age, gender, disability, faith, sexuality etc
- Be aware of the power balance between adult and child and avoid actions which exploit this
- Explain clearly what you intend to do at the start of any activity and explain exactly what you plan to do with any information shared
- Give children and adults the opportunity to talk at their own pace.
- Ensure that children and adults are aware of their right NOT to participate or to withdraw from the activity at any time

## YOUR BEHAVIOUR

### DO:

- Always provide an example of the good conduct which you wish others to follow
- If you are taking notes or recording the session, explain to the group what you are doing and how the information will be used
- Take pictures of children only with informed consent, with a professional objective and in full respect of the HAA communication guidelines.
- Raise any concerns or suspicions you have regarding the safety or well-being of children to the HAA DSO or to relevant national authorities or organizations (such as national child helplines or local child protection organizations).

### DO NOT:

- Act in a way that is, or could be interpreted as, inappropriate, threatening or sexually provocative
- Develop or encourage close attachments with individual children
- Show favouritism or spend excessive time with one child
- Offer gifts to individual children. If providing a gift is appropriate, it should be given to the group and with the prior agreement of the partner organization
- Initiate physical contact with a child. Hugging, holding a child on your lap, or even tapping a child on the shoulder may be considered inappropriate depending on the circumstances
- Give assistance in aspects of personal care to a child (e.g. dressing, bathing etc.). If a child part of a HAA project cannot care for themselves, ask a female representative from the partner organization responsible for caring after children to do so.
- Raise expectations by discussing, offering, or agreeing to support a child or a family.
- Share or exchange any personal contact details with children or young people, such as address, phone number, social media details, or email address
- Take images of naked, or in appropriate positions or situations, children or children in distress in any circumstances
- Ask children to pose for photographs in exchange for money, food or gifts
- Hit or punish a child (including using physical restraint to contain behavior)
- Engage in or allow sexually provocative games with children
- Act, use language or take photos/videos which could in any way shame, humiliate or degrade a child

## PERSONAL USE OF INTERNET AND SOCIAL NETWORKS

### DO

- Remember that you are personally responsible for the content that you share. Always think twice about what you post/share and what implications this will have for children, communities and HAA.
- If you use social networks or blogs for personal use and you have indicated in any way your place of work you must add a disclaimer stating that your opinions on this site are your own. i.e. 'My tweets are my own and not of the organisation I am connected with.'
- Share information that has been posted on HAA and its partners on social media platforms and shared/retweeted by individuals.
- Inform the Designated Safeguarding Officer or any other relevant person if you observe or read uploaded content from another HAA representative which breaches the safeguarding policy

### DO NOT

- Ask for or accept 'friend' requests on social media from children or any project beneficiary.
- Never post images or stories about beneficiaries via personal social media accounts. Consent is given to HAA or its partner as an organisation and not to any individual for personal use
- Never visit, upload, post or share any defamatory, obscene, abusive or harmful content.

## KEY CONTACT INFORMATION

### HAA

#### **DESIGNATED SAFEGUARDING OFFICER**

Tamo Wagener

**Mobile:** +33630068538

**E-mail:** [tamo@haagence.com](mailto:tamo@haagence.com)

#### **NOMINATED EXTERNAL CONTACT FOR SAFEGUARDING AND ETHICAL QUESTIONS**

Lucie Eches

**Whatsapp:** +33 6 87 51 56 96

**E-mail:** [lucie.eches@gmail.com](mailto:lucie.eches@gmail.com)

### EXTERNAL AGENCIES

#### **French National CHILDLINE**

French National confidential counselling and advice for children

**Tel:** 119

**Website:** [www.allo119.gouv.fr](http://www.allo119.gouv.fr)

#### **KEEPING CHILDREN SAFE COALITION**

You may contact KCS for advice over aspects of our procedures.

**Tel:** 0207 250 8325

**Nominated Trustee:** Aneeta Williams

#### **CHILDSAFE MOVEMENT HOTLINE**

HAA is a member of the ChildSafe Movement and you may contact the ChildSafe movement for advice or for contacts of national hotlines

[childsafefriends@international.org](mailto:childsafefriends@international.org)

[www.thinkchildsafe.org](http://www.thinkchildsafe.org)