

# 3 Angels Nepal (3AN) Child Safe Code of Conduct



Version	I
File Number	CSCC-01
Applicable to	3 Angels Nepal and its associated entities
Authority	3 AN Board
Responsible Officer	Human Resources Manager and Department of Women and Children
Responsible Office	Human Resources and Department of Women and Children
Date Introduced	July 2024
Date(s) Modified	July 2024
Next Scheduled Review Date	July 2027
Scope / Short description	This Code outlines 3 Angels Nepal's Policy Framework and is included within the HRM Policy Manual
Related 3 Angels Nepal Documents	<ul style="list-style-type: none"> <li>3 AN Code of Conduct</li> <li>3 AN Child Safeguarding Policy</li> <li>3 AN Prevention of Sexual Abuse, Exploitation and Harassment (PSEAH) Policy</li> <li>3 AN Gender Equality, Disability and Social Inclusion (GEDSI) Policy</li> <li>3 AN Privacy Policy</li> </ul>
Related Legislation and External Documents	
Key Words	Conduct, Safeguarding, Child Safety, Prevention, Exploitation, Abuse

## 1. Introduction

3 Angels Nepal (3AN) is committed to the safety and well-being of all children and young people entrusted to our care. This Code of Conduct outlines the standards of behaviour expected of all 3AN personnel, including staff, volunteers, visitors, and anyone else acting on behalf of the organization.

## 2. Code of Conduct

The Child Safe Code of Conduct ('Code') relates to 3 Angels Nepal and all its sister organizations i.e. 3 Angels Mission School (3 AMS), 3 Angels Community Radio (3 ACR), 3 Angels Saving and Credit Cooperative Ltd (3ASCCOL) , 3 Angels Initiative for Financial sustainability and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, the Contract of Employment or Contract for Services.

## 3. Scope

3.1 The Code applies to all representatives; employees, volunteers, visitors, interns, board members, agents and contractors (including temporary contractors) of 3AN, collectively referred to as 'workplace participants.

3.2 The Code does not form part of any person's contract of employment. Nor does it form part of any other workplace participant's contract for services.

### 3.3 The Code applies regardless of:

- The location of where an interaction occurs, whether during or outside of 3AN activities;
- The child's age;
- The child's consent;
- The consent of any parents/guardians and families; and
- Circumstances in which a child initiates an interaction or relationship between the workplace participant and the child.

## 4. Principles

This Code of Conduct is based on the following principles:

- **The best interests of the child:** The safety and well-being of children are paramount in all 3AN's activities.
- **Respect for children:** All children should be treated with dignity and respect, regardless of their age, gender, ethnicity, religion, or any other factor.
- **Zero tolerance for child abuse:** 3AN has a zero-tolerance policy for any form of child abuse, including physical, sexual, emotional, and neglect.
- **Accountability:** All 3AN personnel are accountable for their actions and are expected to report any concerns about the safety or well-being of a child.
- **Transparency:** 3AN is committed to being transparent in its operations and will make this Code of Conduct readily available to all stakeholders.

## 5. Purpose

5.1 3AN is committed to the safety and wellbeing of children and young people. It recognises the importance of, and responsibility for, ensuring 3AN provides a safe,

supportive and enriching environment which respects and fosters the rights and wellbeing of children and young people with whom 3AN has contact (including in person and online interactions). The Code aims to protect children and reduce any opportunities for child abuse to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations in the contexts of 3AN's work.

5.2 The purpose of this Code is to list behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance, refer to the 3AN Code of Conduct, Child Safeguarding Policy and supporting Child Safe and Sexual Exploitation, Abuse and Harassment (SEAH) Allegation Management Standard Operating Procedure (SOP).

5.3 3AN expects all workplace participants to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action including the termination of employment or contract for services.

## **6. The Code requirements**

6.1. All relevant workplace participants at 3AN are required to abide by this Code. Under the CEO, management will:

- Be responsible for the overall welfare and wellbeing of workplace participants;
- Be accountable for managing and maintaining a duty of care towards workplace participants; and
- Nominate a Child Safeguarding Manager to provide information and support to all workplace participants and implementing partner staff regarding child safeguarding matters.

### **6.2 Acceptable Behaviours**

All workplace participants who interact with children and young people on behalf of 3 Angels Nepal (3AN), both domestically and internationally, will:

- **Treat all children with respect and dignity.**
- **Listen to and value children's opinions.**
- **Create a safe and supportive environment for children.**
- **Report any concerns about the safety or well-being of a child.**
- **Adhere to 3AN's child protection policies and procedures.**
- **Undergo regular child protection training.**
- **Be aware of the cultural context and sensitivities when interacting with children.**
- **Always maintain professional boundaries.**
- **Refrain from any form of physical or verbal abuse.**
- **Refrain from any form of sexual harassment or exploitation.**
- **Refrain from any form of discrimination or favouritism.**
- **Refrain from using language or behaviour that could be harmful or offensive to children.**
- **Refrain from giving gifts or special favours to individual children.**
- **Refrain from engaging in any form of inappropriate physical contact with children.**

- **Refrain from being alone with a child in a private setting.**
- **Obtain informed consent from parents or guardians before taking photographs or videos of children.**
- **Ensure that any physical contact with children is appropriate and necessary for the child's care and safety.**
- **Respect children's privacy and confidentiality.**
- **Be a positive role model for children.**

**All workplace participants involved in the care of children and young people on behalf of 3AN, both in domestic and international contexts, will not:**

The following behaviours are unacceptable and will not be tolerated:

- Any form of child abuse, including physical, sexual, emotional, and neglect.
- Any form of sexual harassment or exploitation.
- Any form of discrimination or favouritism.
- Any form of bullying or intimidation.
- Any form of inappropriate physical contact.
- Any form of verbal abuse or humiliation.
- Any form of exploitation or manipulation.
- Any form of neglect or abandonment.
- Any form of behaviour that could harm or endanger a child.

To ensure the privacy and safeguarding of children and young people's personal information, all workplace participants involved in the care of children and young people on behalf of 3AN, both in domestic and international contexts, will:

- Be intentional in ensuring local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or young person;
- Ensure both informed and written consent is obtained from the child or young person and his/her parents or guardians before photographing or filming a child or young person or obtaining their story. Informed consent includes providing an explanation of how the photograph, film or story will be used and in what context;
- Ensure photographs, videos, or stories of a child or young person present the child or young person in a dignified and respectful manner, and are honest representations of the context in which the media was obtained;
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images or stories in any form.

## **7. Reporting Concerns**

All 3AN personnel are required to report any concerns about the safety or well-being of a child. Concerns can be reported to:

- Immediate supervisor
- Child Protection Officer
- Designated Safeguarding Officer
- Welfare and Protection Committee
- Nepal Police
- Central Child Welfare Board

## **8. Confidentiality**

All reports of child abuse will be treated confidentially. The identity of the reporter and the child will be protected to the extent possible by law.

## **9. Consequences of Breaching the Code of Conduct**

Any breach of this Code of Conduct will be taken seriously and may result in disciplinary action, up to and including termination of employment or volunteer status.

## **10. Implementation and Review**

This Code of Conduct will be implemented through:

- **Induction training for all new personnel**
- **Regular refresher training**
- **Dissemination of the Code of Conduct to all stakeholders**
- **Monitoring and evaluation of the Code of Conduct**

This Code of Conduct will be reviewed periodically to ensure that it remains relevant and effective.

## **11. Contact Information**

If you have any questions or concerns about this Code of Conduct, please contact:

Welfare and Protection Officer :

**Sarah Gautam**

+977 9856034319

[sarah@3angelsnepal.org.np](mailto:sarah@3angelsnepal.org.np)

## **12. Annexures**

- **Child Protection Policy**

This Code of Conduct is a living document and will be updated as needed to reflect best practices in child protection.

# Annexure 1



## Child Safe Code of Conduct Declaration

All paid and unpaid staff—including volunteers, interns, and trainees—of 3 Angels Nepal (3AN) and its sister organization share the responsibility for ensuring the safety and well-being of all children and young people who engage with 3AN. They are expected to adhere to this Code of Conduct in both physical and online interactions with individuals under the age of 18.

<p><u>I will:</u></p>	<ul style="list-style-type: none"> <li>• Act in accordance with 3 Angels Nepal’s (3AN’s) child safety and wellbeing policies and procedures always.</li> <li>• Behave respectfully, courteously and ethically towards children and their families and towards other staff.</li> <li>• Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.</li> <li>• Promote the human rights, safety and wellbeing of all children in 3 Angels Nepal (3AN).</li> <li>• Demonstrate appropriate personal and professional boundaries.</li> <li>• Consider and respect the diverse backgrounds and needs of children.</li> <li>• Create an environment that promotes and enables children’s participation and is welcoming, culturally safe and inclusive for all children and their families.</li> <li>• Involve children in making decisions about activities, policies and processes that concern them wherever possible.</li> <li>• Contribute, where appropriate, to 3 Angels Nepal’s (3AN’s) policies, discussions, learning and reviews about child safety and wellbeing.</li> <li>• Identify and mitigate risks to children’s safety and wellbeing as required by 3 Angels Nepal’s (3AN’s) risk assessment and management policy or process.</li> <li>• Respond to any concerns or complaints of child harm or abuse promptly and in line with 3 Angels Nepal’s (3AN’s) policy and procedure for receiving and responding to complaints.</li> <li>• Report all suspected or disclosed child harm or abuse as required by National Child Rights Council (NCRC), Government of Nepal GoN and by 3 Angels Nepal’s (3AN’s) policy and procedure on internal and external reporting.</li> <li>• Comply with 3 Angels Nepal’s (3AN’s) protocols on communicating with children.</li> <li>• Comply with National Child Rights Council (NCRC), Government of Nepal GoN and 3 Angels Nepal’s (3AN’s) policies and procedures on record keeping and information sharing.</li> </ul>
-----------------------	--

<p><u>I will NOT:</u></p>	<ul style="list-style-type: none"> <li>• Engage in any unlawful activity with or in relation to a child.</li> <li>• Engage in any activity that is likely to physically, sexually or emotionally harm a child.</li> <li>• Unlawfully discriminate against any child or their family members.</li> <li>• Be alone with a child unnecessarily.</li> <li>• Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to 3 Angels Nepal's (3AN's) activities.</li> <li>• Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by 3 Angels Nepal's (3AN's) policy and procedure on reporting.</li> <li>• Use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material.</li> </ul> <p>Work with children while under the influence of alcohol or prohibited drugs.</p> <ul style="list-style-type: none"> <li>• Ignore or disregard any suspected or disclosed child harm or abuse.</li> </ul>
<p>If I think this Code of Conduct has been breached by another person in 3 Angels Nepal I will:</p>	<ul style="list-style-type: none"> <li>• Act to prioritise the best interests of children.</li> <li>• Take actions promptly to ensure that children are safe.</li> <li>• Promptly report any concerns to my manager, 3 Angels Nepal's (3AN's) Child Safety Officer, the Chief Executive Officer or another manager or leader in 3 Angels Nepal (3AN).</li> <li>• Follow 3 Angels Nepal's (3AN's) policies and procedures for receiving and responding to complaints and concerns.</li> <li>• Comply with [legislative requirements on reporting] if relevant, and with 3 Angels Nepal's (3AN's) policy and procedure on internal and external reporting.</li> </ul>

<p>I agree to abide by this Code of Conduct during my employment with 3 Angels Nepal (3AN). I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with 3 Angels Nepal (3AN).</p>	<p>..... Signature</p> <p>..... Full Name</p> <p>..... Date</p>
---	---