### SAFEGUARDING CODE OF CONDUCT

Safeguarding is the responsibility that Trócaire has to make sure our representatives and activities promote the welfare of people (especially children and vulnerable adults) in the communities where we work and do not expose them to the risk of harm, including sexual exploitation and abuse. Safeguarding measures seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. Trócaire uphold safeguarding principles. The Safeguarding Code of Conduct applies to anyone who represents our organization including Board Members, Staff, Volunteers, Consultants and other affiliates/representatives.

Trócaire strongly condemns and prohibits all forms of abuse and exploitation. Therefore:

**I understand that Trócaire has zero tolerance for abuse and exploitation**

* I will work actively to promote the best interests of children and adults.
* I recognise and will uphold Trócaire’s safeguarding commitment in both my professional and personal life.
* I will act in line with Trócaire’s Safeguarding Policy I will encourage children and adults to feel comfortable enough to point out attitudes and behaviour they do not like and to know where and how to make a complaint where necessary
* I will support an environment that is open to receiving safeguarding concerns and complaints and be aware of how I should respond in the event of a safeguarding disclosure to me (see annex 5)
* I will report any safeguarding concerns in accordance with the Safeguarding Policy
  + - Safeguarding Focal Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - To Head Office at [safeguarding@trocaire.org](mailto:safeguarding@trocaire.org)

**I understand and will abide by:**

* Staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.
* Staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defence.
* Staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favours.
* Staff and associates are prohibited from engaging in sexual relationships with program participants.
* Staff and associates are prohibited from any form of humiliating, degrading, or exploitative behaviour toward children, women, and adults who may be vulnerable.
* Staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.
* Staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
* Staff and associates are prohibited from engaging in trafficking in human beings, in all forms.

**Specific considerations for children:**

* Treat all children with respect
* not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
* not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
* wherever possible, ensure that another adult is present when working near children
* not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
* not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual’s own children)
* never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
* not use physical punishment on children
* not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
* comply with all relevant legislation, including labour laws in relation to child labour
* immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
* immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with [insert organisation name}
* be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions

When photographing or filming a child or using children’s images for work-related purposes:

* take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
* obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
* ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
* ensure images are honest representations of the context and the facts
* ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

**DECLARATION:**

I have read and fully understand this Safeguarding Code of Conduct

I agree to accept and fully apply all elements of the Safeguarding Code of Conduct

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name(Capital Letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_