



Safeguarding Code of Conduct for Visitors including consultants, donors, partners and friends

You are welcome to visit our programmes, to see the activities, development of the programme and give your expert suggestion and advice for the progress of the programmes. We would like to introduce the key elements of our safeguarding policy so that the children are safe and you have a pleasant visit in the project. This document aims to enable you to follow its principles in protecting the children during your visit. This document also helps to minimize the risk to the visitors of being wrongly accused of inappropriate behaviour or abuse.

CIPRB's safeguarding policy relates to children, adults, vulnerable adults and everyone the organisation comes into contact within the course of its work. CIPRB has zero-tolerance for all forms of abuse, sexual abuse and exploitation, sexual harassment, bullying and all forms of discrimination. CIPRB will not tolerate abuse and exploitation by staff, partners or any personnel associated with CIPRB. The principle of the organisation is 'Do No Harm'.

Safeguarding Statement for Visitors

As a CIPRB visitor every time I visit, I will inform and arrange through CIPRB's Headquarter in Dhaka.

While I visit the CIPRB project activities, **I will never:**

- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Do things for children of personal nature that they can do for themselves
- Condone or participate in behavior with children, which is illegal, unsafe, abusive or culturally inappropriate
- Act in ways intended to shame, humiliate, belittle or degrade children or engage in any form of emotional abuse
- Discriminate against, show preferential treatment to, or favor particular children to the exclusion of others
- Develop physical and/or sexual relations with children
- Develop relationship with children, which could in anyway be deemed exploitative or abusive
- Spend time alone with children any other way
- Assist a child to leave their community, even with the parents/caregiver consent
- Exchange personal contact details with children
- Offer children the chance to visit their country of residence
- Arrange to stay overnight with a child or their family
- Introduce other visitors to the community without prior clearance with CIPRB's authority
- Be under the influence of alcohol or use, or be in possession of, illegal substances while working within the CIPRB premises or accommodation

Photograph, video and other images

- Consent of the child and his/her parents or caregivers shall be obtained verbally and written before taking videos, photographs and images. CIPRB staff need to be informed before taking such photographs
- Take and use photographs and images of the children that are respectful, dignified and that do not present them as victims, vulnerable or submissive
- Ensure children are adequately dressed on photographs and images and not in poses that could be interpreted as sexually suggestive
- Protect the safety and privacy of the children and their families by not using their images on the internet without explicit consent, or using them in any way which reveals their identity or location
- Not use the photographs and images taken of children to benefit individuals financially other than for journalistic purposes
- If in doubt, please refer to the CIPRB's Safeguarding Policy for Children and Vulnerable adults and speak to a staff member

Reporting concern

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Important to note: This Code of Conduct is valid for one (01) year from the date of declaration.

Please return it to CIPRB staff

I hereby declare that I have read the safeguarding guidance as stated above and will be committed to comply during the visit.

Signed by the Visitor

Name :
Designation :
Organisation :
Address :

CIPRB Project Visited :

Signature and Date :