



CHILD PROTECTION POLICY

INTRODUCTION

Pagoda Projects has a zero-tolerance approach to child exploitation or abuse. We take our duty of care seriously and endeavour to provide a safe environment for all. We recognise that it is a shared responsibility to prevent child exploitation and abuse. It is required that those with whom Pagoda Projects collaborate take the necessary steps in safeguarding children, particularly where children are expected to be present in day to day operations. It is our responsibility to educate our various stakeholders on the expectations of our organisation as well as the requirements of our institutional partners to ensure that all parties are compliant and adhering to all necessary policies of those partners and their respective funding bodies.

PURPOSE

This policy has been established to provide our staff and partners with a clear company policy in relation to Child Protection and the procedures to follow to help prevent and identify child abuse as well as to establish clear channels where any concerns can be raised without prejudice. This policy advises on how Pagoda Projects mitigates the risk of children being harmed within its operations and the steps of response to any incidents. Pagoda Projects adheres to national, local, and international child protection laws, including those where Pagoda Projects operates and those for whom our projects are facilitated.

SCOPE

This policy applies to all those that Pagoda Projects works with including;

- Pagoda Projects Staff including global employees and independent staff and affiliates working for Pagoda Projects
- Pagoda Projects participants who have signed a formal booking form including, Terms & Conditions, Code of Conduct and Behaviour Policy
- Pagoda Projects University and Government partners and their staff who may or may not have a formal written agreement in place with Pagoda Projects
- Pagoda Projects local partners who may or may not have an agreement in place. This includes, but it not limited to;
 - Internship host companies, membership partners and their staff
 - Language school partners, their staff and students
 - Accommodation providers and their staff
 - Homestay families

These groups are informed on how to act in accordance with the procedures and reporting requirements outlined in this policy as well as their own relevant policies or other national or international directives. Where necessary, partners of Pagoda Projects are required to sign off on their understanding of our Child Protection policy as part of the terms of our agreement with them. Where necessary, our partners must complete any necessary background checks in accordance with all relevant Child Protection laws. They are also reminded of other relevant obligations and policies that may be applied to them including but not limited to; [Pagoda Projects' Bullying & Harassment Procedures](#), [Pagoda Projects' Risk Assessment & Escalation Procedures](#), [Pagoda Projects' PSEAH Policy](#) and [Pagoda Projects' Complaints & Grievances Policy](#). Through partnership agreements and terms and conditions, Pagoda Projects will ensure that the safeguarding of children is part of our standardised due diligence processes for all partner organizations.

PRINCIPLES

Pagoda Projects will maintain the following key principles with regards to our Child Protection Policy:



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- Maintain awareness of the laws and regulations of our partner's locations and take the necessary steps as required by our various funding bodies to ensure compliance.
- Zero tolerance of child exploitation and abuse through training and awareness building. Ensuring anyone involved in Pagoda Projects' operations understands their duty of care towards child safety.
- Assessing and managing risk and impact to children involved in Pagoda Projects' operations. Ensuring anyone who poses a risk to children is not knowingly engaged directly or indirectly with Pagoda Projects' programmes or operations.
- Ensuring partners and individuals always share responsibility for child protection when they are involved in relevant situations.
- Fairness, transparency and confidentiality within procedures and decision-making process in relation to concerns or allegations regardless of any differences in nationality, beliefs, gender etc.
- Upholding the rights of the child and best interests of the child are a primary consideration.

CODE OF CONDUCT

Pagoda Projects expects all staff, partners and individuals who are involved with the company's business operations to maintain a professional role with children; including establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation.

The following behavioural guidelines and expectations should be followed:

- Conduct oneself in a manner that is consistent with the values of Pagoda Projects
- Provide a welcoming, inclusive, and safe environment for all children and young people. Do not engage in behaviour that is intended to shame, humiliate, belittle, degrade or exploit children. This includes behaviour that is inappropriate, such as harassing, abusive, sexually provocative, discriminatory, culturally inappropriate.
- Do not smack, hit, or physically assault children, involve them alcohol or drugs, or touch in an inappropriate or unnecessary way.
- Do not use technology or social media inappropriately or for the purpose of exploiting or harassing children.
- Respect every child equally regardless of their gender, race etc.
- When photographing or filming a child, or using children's images for business operations, obtain consent beforehand and provide an explanation of how the content will be used.
- Encourage open communication between children, young people, participants, staff, and partners.
- Immediately report any concerns as per this policy, disclosing all information available and to one's knowledge
- Stay accountable and do not put oneself in uncompromising positions where allegations could be made. Ensure, where possible, another adult is present and do not invite unaccompanied children into a home/hotel or other private location unless there is immediate risk of injury or physical dangers to the child.
- Comply with all local, national, and international child protection legislation including labour laws
- Be a positive role model to children.

RISK ASSESSMENT

Pagoda Projects recognizes there may be enhanced risks to children in the delivery of certain programmes. Pagoda Projects proactively assesses and manages risk to children in line with Pagoda Projects Risk Assessment and Escalation Procedures to mitigate the potential for harm and wrongdoing. Activities and programmes that specifically involve working directly with children on a day-to-day basis are considered higher risk, and therefore require more stringent child safe-guarding procedures such as individual background checks.

REPORTING



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It is mandatory that all individuals within the scope of this policy report any witnessed, suspected or alleged incidents of child exploitation or abuse, or any breach of this policy immediately. All concerns or reports will be taken seriously and confidentially by Pagoda Projects and acted upon immediately. Any incidents should be reported directly to a member of senior management, otherwise if uncomfortable, as per [Pagoda Projects' Complaints & Grievance Policy](#). All information provided will be treated in line with [Pagoda Projects' Privacy Policy](#). Pagoda Projects will ensure that correct local law enforcement channels are notified if crime is involved in the incident as well as insurance bodies to provide the individual with any necessary support.

NON-COMPLIANCE

All employees, partners and individuals associated with Pagoda Projects' business operations have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should any individual feel apprehensive about their own safety in regard to addressing any breach, they should follow Pagoda Projects' Complaints & Grievances Policy.

Pagoda Project's will monitor compliance through a range of approaches including due diligence checks, performance assessments and risk assessment and incident reviews on an on-going basis. Partner organisations are expected to put in place appropriate measures to ensure they can comply with the policy.

Any member of staff, partner, or individual refusing to observe the policy will be liable to disciplinary action in accordance with Pagoda Projects' Disciplinary Policy or for third parties, termination or suspension of any active agreement.

IMPLEMENTATION OF THE POLICY

Overall responsibility for policy implementation and review rests with Pagoda Projects' senior management. However, all employees are required to adhere to and support the implementation of the policy. Pagoda Projects will inform all existing employees and partners about any update to this policy and their role in its implementation. All new employees, partners or individuals will be given notice of this policy and, where necessary, will be contractually obliged to adhere to its contents as part of their agreement with Pagoda Projects.

This Policy was approved & authorised by:

Name: Jamie Bettles
Position: Managing Director
Date: 13th October 2020

Signature:

REVIEWING POLICY

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: 13th October 2021

POLICY AMENDMENTS



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Should any amendments, revisions, or updates be made to this policy it is the responsibility of Pagoda Projects to see that all relevant individuals within the scope of the policy receive due notice.

ADDITIONAL INFORMATION

If you require any additional information or clarification regarding this policy, please contact info@pagodaprojects.com. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

To view all information relating to Pagoda Projects' internal policies and due diligence, please visit our Partner Toolkit at www.pagodaprojects.com/partners.