## **Code of Conduct for Enumerators/ Partner Staff**

## **Conducting Consultations with Children [date]**

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| [Context: Write or copy and paste from the assessment TOR a short paragraph explaining the country context and why consultations will be completed at this time]  [Include dates of the consultations and any different assessment phases]  This Code of Conduct provides basic standards in relation to interacting with children, facilitating consultations with children, and documenting information as part of the [child participatory assessment]. The principles articulated in this Code of Conduct safeguard the best interests of respondents and participants, including children, for their immediate and long-term safety, security and development.  Signatories of this Code of Conduct are committed to abide by standards included in [list any governmental documents, laws, or policies including international instruments ratified by the government], as well as the United Nations Convention on the Rights of the Child (UNCRC), and the UN Secretary General’s Bulletin: Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13). Laws of [country] will apply as well. All employees and other representatives working on behalf of their organization in any capacity have an obligation and responsibility to maintain the highest professional and ethical standards outlined both in this Code of Conduct as well as relevant to their organization. |
| GUIDING PRINCIPLES |
| The Code of Conduct is inspired by the following guiding principles:   * Staff undertaking any consultations will respect individuals, including children, implying that each person is regarded as an autonomous individual, independent and free to make his or her own choices based on all necessary information received. * Respect also includes the understanding of cultural and social norms and the involvement of the individual as well as the community in the process of consultation, with no discrimination as regard to gender, age, ability, diversity, ethnicity, religious and political beliefs, social status, etc. * Staff undertaking any consultations must endorse the concept of human rights and child rights and commit to respecting those rights in all their decisions and actions. * Staff are required to observe the laws, customs and traditions of [country]. In cases where such laws, customs or traditions contravene the UN Convention on the Rights of the Child, or the Universal Declaration of Human Rights, then the latter two shall prevail. These UN instruments are founded on the conviction that all children and adults are of equal value, children have special rights, and everyone has a responsibility to uphold these rights. * All enumerators and individuals participating in consultations in any capacity are required to report any potential incident, abuse or concern he/she has or is made aware of to the Child Protection/Child Safeguarding Focal Point of their organisation. * Enumerators are always representing the organisation of which they are employed and should therefore not indulge in behaviour that compromises the integrity or professionalism of their organisation. |
| CHILD SAFEGUARDING POLICY |
| The following behaviours are **NOT** permitted by enumerators and individuals undertaking the consultations:   * Racism, homophobia, sexism, ableism, and/or religious discrimination. * Showing preferential treatment of some children to the detriment or exclusion of others. * Shouting or bullying of children which includes using language with children or offering advice that is offensive, abusive, or threatening in any way. * Intentionally physically or verbally intimidating children and/ or preventing a child from expressing their opinion. * Hitting or any form of physical abuse of children. * Physically restraining children during consultations or at any other times unless the enumerator has had appropriate training and another responsible adult is present as a witness. * Assisting children with tasks of a personal nature which are not part of their job description and/ or which the child can fulfil themselves. * Spending time alone/ unsupervised with a child or young person participating in the consultations. At all times, two adults should be present during consultations and other children’s activities. * Developing a physical or sexual relationship with children. * Developing relationships of an inappropriate nature with children, which could in any way be deemed abusive or exploitative. * Displaying general behaviour which is against good practice or is potentially abusive, including behaviour by means of information technology, like mobile phones or internet.   All enumerators and individuals engaged in conducting consultations have a duty to report suspected or confirmed breaches of their organisation’s Child Safeguarding Policy (or Child Protection Policy, including Protection from Sexual Exploitation and Abuse) and/or Code of Conduct to Child Protection/Safeguarding Focal Point of their organisation. Reports must be made within 24 hours of becoming aware of the breach.  Enumerators **WILL** uphold the following behaviours:   * Creating a safe environment for children and anyone seeking help (including vulnerable adults) to prevent them from all forms of abuse and harm, including physical, sexual or emotional abuse or neglect. * Challenging any attitude or behaviour of another enumerator and members of the communities which contravenes this code of conduct. * Treating all children and adults with respect and dignity. * Respecting the rights to personal privacy of all the people. * Providing space and opportunity for children and vulnerable adults to talk about and raise their concerns. |
| ABUSE OF POSITION |
| All enumerators and individuals engaged in conducting consultations must not abuse their position in any way. Abuse of power includes, but is not limited to favouritism, nepotism, corruption, all forms of exploitation, including sexual exploitation. The following instances are specifically highlighted:   * No staff is permitted to have any form of sexual relation or any relation with any beneficiary (whether minor or adult) that could be deemed to be abusive by the standards of the country of assignment. * No form of sexual harassment is tolerated. * No staff will extract or attempt to extract money or other benefits of any kind in return for employment and/ or assessment participation. * No staff will extract or attempt to extract money or benefits of any kind in return for funding a specific (partner) organisation. * No staff will favour or support any beneficiaries privately. |
| SPECIAL NOTE ON PREVENTION OF SEXUAL ABUSE AND EXPLOITATION |
| All organizations and staff engaged in the consultations also fully commit to the principles included in the UN Secretary- General’s Bulletin on the “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), the 2002 IASC Six Core Principles Relating to Sexual Exploitation and Abuse, this Code of Conduct and to any other internal Code of Conduct adopted by the respective organizations. |
| CONFIDENTIALITY AND INFORMED CONSENT |
| All discussions taking place during consultations are considered strictly confidential. The parties to this Code of Conduct are obliged themselves to ensure that this agreement and the data shared as a result of this agreement remains confidential, unless prior written consent has been given. All confidentiality clauses in this Code of Conduct remain valid even after consultations finish. The [country] Education Cluster Coordinator(s) reserve the right to use the shared data to inform relevant stakeholders in a professional way maintaining the confidentiality of informants.  The informed consent is the approval by the participant for the information to be used as explained by the data collector in simple, jargon-free language: the identity of the data collector; the purpose of the information collection; its scope and method and use of the information collected; the confidentiality and the possibility for the respondent to request that certain information may be kept confidential (e.g. name of the informant); the possibility for the respondent to cease the participation at any time.    For child participants, enumerators will obtain the informed consent of their parents/ guardians to participate in the consultations. Children, at the opening of the consultation session will be asked to provide their oral assent. All children will have a right to withdraw from the assessment at any time with no consequences. |
| PHOTOGRAPHY |
| Informed consent is required for all photographs of individuals and/ or small groups of children and should be granted before the photo is taken. All photographs should be taken using equipment owned by the participating organisation; no photographs should be taken on enumerators’ personal devices. Photographing participants while they are participating in consultations is not permitted. |
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| BREACH OF THE CODE OF CONDUCT |
| Any enumerator or individual undertaking the consultations against whom an allegation has been made should be removed immediately from their position and from all contact with the adult, child or group in question until the allegation has been fully investigated and resolved.  Any breach of the Code of Conduct or reports of wrong-doing related to the process are to be reported to the Child Protection/Safeguarding Focal Point of the organisation of the alleged perpetrator according to their policies and procedures.  *The anonymity of the individual(s) making the allegation(s) will be protected.* |
| DECLARATION AND SIGNATURE |
| By signing this document, the undersigned declares to have read, understood, and will abide by the Code of Conduct for the entire period he/she is working or associated with, and/or representing, their organization during the consultations with children within the process of assessment. The signatory understands that violation of any of the above principles and elements in the Code of Conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal. The signatory also commits to raising any matter which appears to breach these standards contained within this Code of Conduct through the appropriate channels.  I the undersigned hereby endorse and commit to respect this Code of Conduct.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |