Self Help Community Centre (SHCC)

VOLUNTEERS MANUAL

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SHCC Mission Statement

“SHCC believes that every child has the right to free, high quality education. The main goal of SHCC is to improve both the access to and the quality of basic education, as well as provide extra-curricular activities for the local rural communities of Kro Bei Riel communities , Siem Reap town/province”

Goals of the SHCC Volunteer Program

Self Help Community Centre is a Cambodian NGO (Non-Governmental Organisation) with all Khmer employees. It is our goal to make our projects sustainable by strengthening the skills of our team. Volunteers who are of greatest value to SHCC are people who have skills, ideas or experience that they are willing to impart to the Khmer staff.

Spending time with and working with the children at SHCC can be extremely rewarding. As with most experiences, the more you put into it, the more you will get out of it.

The main goals of the Volunteer Program are to:

- Utilise the specific skills of volunteers in a way that allows them to successfully contribute to the knowledge and education the children already have; and
- Encourage a mutually beneficial relationship between the volunteers and the children and staff that allows both sides to reap huge rewards.

SHCC History and Achievements

SHCC was first established in December 2007 by SHCC's current Director, Choan Sambath and former Deputy-Director Sok So. The original school consisted of three small makeshift classrooms constructed of wood and bamboo with dirt floors.

In February 2008, SHCC formally sought assistance of overseas funding to help satisfy the needs of the growing number of students. English classes at the school began in June 2008 with 'Let's Go' textbooks being adopted as the teaching curriculum. Students were then tested and graded into appropriate classes.

At present, there are over 650 students at SHCC. There are 3 separate buildings: 1 with 3 classrooms, 1 with a library, office and activity room, and a kindergarten building with 2 classrooms. We also have 3 vegetable gardens, a sports field, a chicken coop, 2 ponds, 2 water wells, 2 water filters and a toilet block. The school takes advantage of natural resources by using solar energy to power classroom lights and fans.

Since SHCC opened, the school has been receiving kind and generous donations from individual donors and fundraisers, without which the school would not be able to run.

Operating Hours and Contact Information

The school day is broken into 3 sessions:

- Morning: 7am to 11am.
- Afternoon: 1.30pm to 5pm.
- Evening: 5.30pm to 6.30pm.

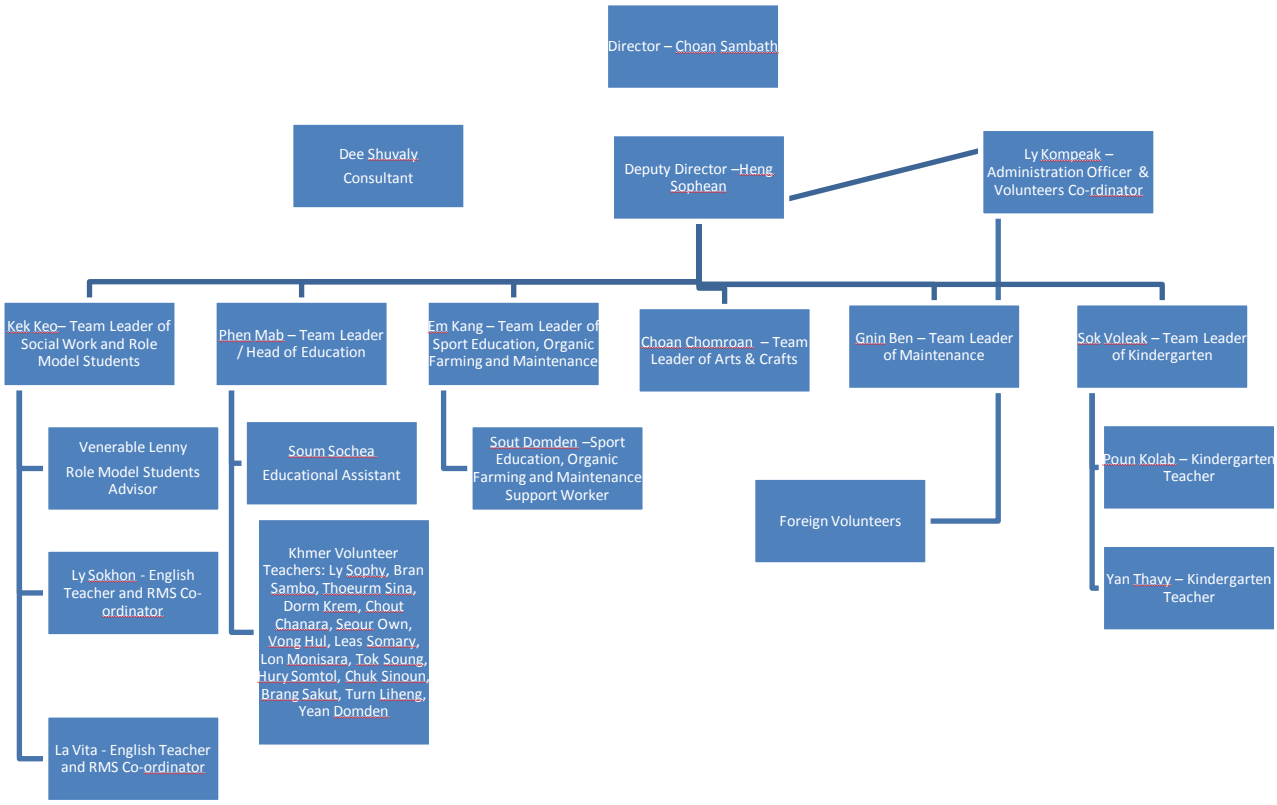
Choan Sambath (Director)
Self Help Community Centre (SHCC)
Totea Village
Kro Bei Riel Commune
Puok District
Siem Reap Province
Cambodia

Transport

Kro Bei Riel Commune is situated 15km outside of Siem Reap. SHCC cannot cover transport expenses of volunteers, however we can offer tuk-tuk transport at a discounted price. Please speak to Sambath if you wish to use this service.

As a general guide, a return tuk-tuk trip from Siem Reap will cost between $7-10, whilst a motorbike taxi will cost around $5. Volunteers are encouraged to share transport if working similar hours at the centre. Volunteers can also ride bicycles to the village (which takes approximately 45 minutes). Bicycles can be rented in town for between $1-3 a day. Volunteers working in the evening should note that the village and surrounding areas have no electricity and may therefore experience difficulty returning in the dark.

SHCC Organisational Chart



Volunteer Opportunities - Descriptions, Duties and Skills

There are many roles and responsibilities a volunteer can take on depending on their skills, experience and interests.

One of SHCC's main goals is promoting sustainability through horticulture and agriculture. Whether you're a keen gardener or like learning new outdoor skills, the school's focus on farming gives students a chance to learn important skills outside the classroom.

Organic vegetables, fish and chicken have long been the staple of the Cambodian diet and students get the chance to learn first-hand the step-by-step process in growing and nurturing their farms. However, the children are also eager to learn new techniques – which could be a unique opportunity for you to contribute to their extra-curricular learning.

Volunteer role descriptions

Volunteers have the opportunity to participate in any of SHCC's programmes. These include;

- Assisting the English teachers in the afternoon and evening classes
- Assisting the School teachers in the morning and early afternoon classes
- Assisting the Kindergarten teachers in the morning and early afternoon classes
- Manual work helping to maintain and improve existing facilities as well as helping with any new constructions

Kindergarten

This includes reading and playing games with the students, specifically those with a lower reading level. You will be working with the youngest children in the centre, aged 3-5 years old.

Basic English

This includes assisting in teaching basic English to the younger students. You will be working with children aged 6 – 8 years old.

Intermediate English
Volunteers will work directly with the teachers in classes to carry out the 'Let's Go' syllabus. There are six levels of English, with students ages ranging from 9 years old upwards.

Organic Farming
Volunteers will assist the teacher with animal husbandry duties and looking after and maintaining the vegetable gardens.

Cleaning/Tidying
Volunteers will help the librarian/administrator with organising the resources room, ensuring it is kept a clean and tidy environment for the children to learn in.

Basket Weaving
You will assist the teacher in teaching the children this traditional Cambodian skill.

Volunteers can choose to offer their time in the following sessions:

Morning	**Afternoon**	**Evening**
7:00 to 11:00 Six volunteer opportunities available	13:00 to 17:00 Six volunteer opportunities available	17:30 to 18:30 five volunteer opportunities available

There are opportunities or events that may fall outside these hours but this is the main time your efforts will be of the most benefit.

Appropriate Attire

There is no uniform for volunteers, however please respect conservative Cambodian culture by paying special attention to clothing: no exposing legs above the knees, uppers arms, chest and waist. There are SHCC Volunteer t-shirts available, which volunteers are encouraged to buy, with all proceeds going directly to the school.

Frequently Asked Questions (FAQ)

What kind of backgrounds do the children have?

The majority of the SHCC children have experienced difficulties in their pasts. Growing up, they may have lacked order, discipline and/or been abused. Most have had little or no parental care. Although they have improved in leaps and bounds it is important to keep in mind where they have come from and be aware of the physical and emotional scars that they may carry.

Do you offer accommodation for volunteers?

All our volunteers come to Cambodia independently or through an independent volunteer program. Each volunteer is responsible for themselves. There are many budget guesthouses located close to town that are safe, clean and tidy. A favorite partner of ours is Jasmine Lodge (www.jasminelodge.com) which offers great discounts for SHCC volunteers.

Do I need to prepare anything before I arrive?

The more preparation you do beforehand, the better equipped you will be to work at SHCC. Please try and remember your childhood games or activities and bring them along to share. Keep in mind that most will need to be adapted to overcome language and developmental barriers. Interactive lessons and games involving props, drama and fun are especially good. Initiative is our most needed resource. Please come prepared to think on your feet and give it your all.

Do any of the children have HIV?

Due to the UN's child's right to privacy we are unable to find out or disclose a child's medical status or history. For this reason we take the same precautions with every child with the use of rubber gloves.

Do I need health insurance?

We strongly recommend you take out comprehensive medical insurance to protect yourself against accidents or serious illness. Good medical treatment is at a minimum and can be costly. It is wise to ensure your insurance has evacuation cover.

Do I need to insure my valuables?

Understandably, SHCC is not in a position to be responsible for personal loss or injury. While we trust the children wholeheartedly, please don't bring anything valuable unnecessarily to the centre.

Do I need to fundraise for SHCC?

While it is not by any means compulsory, many of our volunteers manage to do some fundraising before they arrive. It is always greatly appreciated as we need financial contributions to help run the school. Please feel free to use our website in any way you can to spread the news about SHCC Projects to friends and family who may wish to support your volunteering spirit without being able to join you in person. What you do with any money raised is completely up to you.

Do I have to pay to volunteer?

No. SHCC does not believe in charging volunteers to work at the school. We appreciate that volunteers have valuable skills, experience and knowledge which they bring to the school, and that is why we do not charge volunteers to work at the school.

What courses do you run?

- English
- Music
- Organic Farming
- Basket Weaving
- Environment
- Kindergarten
- Shadow Puppets
- Social Work
- Sports

I have specific skills, how can I apply them at SHCC?

Volunteers wanting to utilise specific skills and experience (for example, health, computing, music) should speak directly with SHCC's Director to formulate a separate program.

Do I need to provide a police check /disclosure before I volunteer?

If you have one of these and plan to volunteer for a long period of time (more than 1 month) please submit this to Sambath. Volunteers are asked to sign a Volunteers Registration Form upon arrival, which SHCC are required to declare on a weekly basis to the Cambodia Police Department.

How long can I volunteer for?

This is entirely up to you. You can volunteer as much or as little of your time as you wish. The length of time volunteers work at SHCC ranges from several days to several months.

I would like to donate money to SHCC, how do I do this?

SHCC depends entirely on donations and greatly appreciates and welcomes such generosity. If you wish to donate money or supplies (stationary, books, sports equipment etc.) please speak directly with Sambath, who will complete a Volunteer Donation Form with you. You can also discuss how you wish your donation to be used.

What will happen on my first day?

On your first day, you will be greeted by one of the Volunteer Coordinators and they will give you a tour of SHCC. They will also answer any questions you have about the school.

Do I need to bring food and water with me?

No. There is a market in the village of Kro Bey Riel (2 minutes walk from the school) which has a range of (very reasonably priced) fresh fruit, vegetables, local snacks and chilled drinks. Volunteers are

encouraged to support the local economy by purchasing food and drinks here.

Appendix 1

Child Protection Policy

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Self help Community Centre

Purpose of child protection policy

Introduction
Child abuse happens in all societies throughout the world. The child abuser can be anyone, including those who work or and care for children.

The UN convention on the Rights of a Child states that: All children have equal rights to protection from abuse and exploitation. Everybody has responsibility to care and protect children. The duty bearers are accountable to eradicate child abuse. Based on the above it is our obligation and commitment to ensure that children involved with SHCC are protected from any of abuse and mistreatment from staff and volunteers. See appendix 1 for detailed version of the convention.

Definition
A child means every human being below the age of eighteen years old.

Child abuse means sexual abuse or other physical or mental harm deliberately caused to a child.

Child Protection Policy is a statement of intent that demonstrates a commitment to safeguard children from harm and clarifies what is required in relation to the protection of children. This policy aims to create a safe and positive environment for children illustrating that SHCC takes its duty of care seriously.

Statement of commitment
As a community support organization, our first priority is the safety and well being of the children under our care. SHCC is committed to a strict child protection policy to ensure the children are not exposed to abuse, exploitation, violence or neglect. This policy conforms to the general principles of the UN convention of the Right of the Child as follows:

Best interest of the child: The best interest of the child will be SHCC's primary consideration. All decisions and actions concerning a child will serve the best interest of the child. When weighing up alternatives SHCC will seek to ensure that final decisions or actions arrived at will

be that in which the child receives the maximum benefit possible. SHCC will at all times consider impact of a decision or action is made on the child and ensures that positive impacts outweigh any negative impacts.

Non-Discrimination: SHCC will enforce policy of non-discrimination at all times ensuring all the children are equally treated with respect.

Participation and Self-Determination: SHCC abides by the principle that a child has the right to have his or her views taken into account in accordance with their age development in major decisions affecting their life. They will be given the opportunity to express their ideas and views on matters affecting them. SHCC will in all cases give serious considering to the child's wishes (and those of their legal guardians where appropriate) throughout the decision-making process. All children have the right to self-determination.

SHCC aims to provide a safe and friendly environment where children can develop and grow in a healthy way.

The guidelines in the Child Protection Policy aim to protect both the child from abuse and adult from false accusation.

SHCC will;

- Respect the rights and dignity of the children, families and communities that we work with, and always act according to the best interest of our children.
- Demonstrate commitment to actively prevent child abuse
- Take positive action to prevent child abusers becoming involved with SHCC in any way, taking stringent measures against any SHCC associate who commits child abuse.

To ensure SHCC is committed to upholding the above commitment;

- The UN Convention of the Rights of the Child
- Cambodian Constitution, especially Article 41 and 42 (please see appendix 2)
- The Cambodian current and future laws and tool on Child Rights
- Positive traditional practice

1. Who this policy applies to and the responsibility of implementation

This policy applies to all associates of SHCC, including interns, volunteers, employees, prospective employees, counterparts, consultants, constructor partner organization members and visitors.

The SHCC child protection officer (CPO) is responsible in ensuring that the Child Protection Policies are dispatched and understood by all the SHCC associates and that they all acknowledge their receipt of and responsibilities under the policy.

SHCC will ensure the Child Protection Policy remains relevant and effective.
SHCC will consistently monitor all risks pertaining to the children and when needed make any necessary changes to the Child Protection Policy. SHCC will advise and assist all SHCC associates in the implementation of the policy.

The SHCC Child Protection Officer and/or director will be responsible for the effective implementation of the Child Protection Policy.

2. Visitors to the centre

- All visitors and volunteers must sign in at the SHCC and receive a SHCC pass.
- No visitors or volunteers should be allowed in without informing SHCC Director Manager or a senior staff member, unless prior authority has been granted.
- All visitors must be closely monitored by SHCC staff or volunteers, no visitor can be left alone, with or without children when in the SHCC.
- Photography is only permitted if SHCC management gives approval.
- All visitors must be sign out and return SHCC passes.

3. Personnel, recruitment and orientation

a) Advertisement for job vacancies will make clear that SHCC is committed to child protection and that prospective employee's commitment to child protection must be a condition of any employment.

b) All prospective SHCC associates will be informed of SHCC's Child Protection Policy at the start of any recruiting process.

c) Screening of applicants will include a completed formal application form, personal interviews (where possible), copy of passport/ID-card, child safe card, and children's cards e.g. Australian 'blue card' and reference checks. During the interview process applicants will be asked about previous work with children.

d) Where possible and permissible by local law, applicants applying for positions as a staff member or volunteer are requested to give permission for a criminal record or police check for any conviction related to child abuse or other relevant offences. Expatriates will be subject to the same background checks as possible and permissible by law in their home countries. (Police check is now not practical in Cambodia, but whenever it becomes developed, SHCC will follow it.)

e) SHCC reserves the right to terminate a contract if reference checks (and background check in the future) reveal that person is not suitable to work either with children or for any reason that may put children at risk.

f) The Child Protection Policy will be reviewed during new staff orientation. The CPO shall insure all new personnel acknowledge in written their receipt and understanding of the policy with signed copies of their acknowledgement kept in their personal files.

4. Code of conduct for SHCC Personnel

A code of conduct gives guidelines deemed to be appropriate and proper behavior for SHCC associates when interacting with children in the care of SHCC. They are primarily designed to protect children but are also intended to protect personnel from false accusations of inappropriate behavior or abuse.

a) No child is to be taken on a motorbike, tuk tuk or car without making prior arrangements with the director or CPO.

b) No child is allowed to go to any SHCC associates home, guesthouse, hotel or accommodation.

c) SHCC associates are not permitted to socialize with children outside the SHCC premises apart from a friendly hello.

d) No SHCC associate is permitted to take any child to cafés, restaurants or buy them food, unless permission has been granted by SHCC directors. If the children are obviously hungry, then the directors or CPO are to be informed immediately.

e) No presents of any kind are to be bought for the children without prior arrangement with director or CPO.

f) SHCC associates should not act in ways intended to shame, humiliate, belittle or degrade children or perpetrate any form of emotional abuse.

g) SHCC associates must display appropriate language, actions and relationships with children at all times. Extra care should be given to protecting the reputation of both female children and SHCC staff by ensuring that language and behavior at all the times reflect appropriate male-female relationships, which are respectful of and in line with Cambodian culture and customs.

h) Permission must be sought from the director of SHCC for any contact with the children outside the SHCC.

i) SHCC personnel should not hire any of the SHCC children to do domestic work or perform other work without prior permission from the SHCC director. This is necessary to ensure the child's age and working conditions meet the criteria specified in the MOSALVY Prakas on light work for Minors and other relevant labor laws. These include hiring only minors over the age of 12 years old, limiting workdays and hours and providing access to education. Staff failing to meet these criterias may be in violation of child labor laws and will be subject to investigation for child abuse and/or exploitation.

j) SHCC must take extreme care when interacting physically with children. SHCC staff must not fondle, hold, kiss, hug or touch minors in an inappropriate or cultural insensitive way. Under no circumstance should any physical contact be made or have the appearance of being sexual in any way.

k) SHCC personnel must not exert inappropriate physical force when dealing with children. This includes, but is not limited, pushing, shoving, hitting, slapping or any other action that could cause fear, intimidation or distress.

l) SHCC personnel are responsible for their actions and reaction to children at all times. They should be aware that they might work with children who may have experienced abuse or been in a relationship with an adult to obtain 'special attention'. The adult is always considered responsible for his or her reaction regardless of how a child behaves to them. Staff should be alert to such behavior and avoid being placed in a compromising or vulnerable position. Any advance of this nature should be immediately reported to director or CPO.

m) Where possible practical staff should implement the 'two adults' rule, where by two or more adults supervise all activities with children. If for any reason an individual conversation or counseling session is warranted with a child, another must be within visual contact.

n) Inappropriate conduct toward children, including failure to follow the behavior standards stage above is ground for discipline, up to and including dismissal from employment or placement and/or police notification and legal action.

o) A SHCC staff member must accompany visitors or non-staff members around any SHCC facilities.

5. Raising awareness of education

a) SHCC is obliged to make sure all SHCC's associates are aware of the issues of child protection and Child Protection Policy.

b) All SHCC associates and local communities should be provided with opportunities to learn about how to safeguard children, to recognize and respond to concerns about child abuse.

c) When and where possible, children will be educated in self-protection from physical and sexual abuse. Children will be taught that they have a right to do something if an adult or another young person behaves or talks to them in a way that makes them feel uncomfortable or in danger, and to trust and act on their instincts.

d) The director of SHCC will initiate an open culture, encouraging opportunities for staff to raise concerns, to question, to discuss, to feedback, and learn about child protection issues. This will be done during staff meetings, through training and on other occasions. Regular staff supervision will take place where this issue will be addressed and issues discussed in an open and supportive manner.

e) Appropriate literature such as help-line posters leaflets on how to report an incident and child-safe information will be available to the SHCC children. Regular training and awareness rising regarding child protection will take place with the children. Child Protection will be discussed regularly at meetings and forums that take place with children.

6. Communication regarding the children

a) All communications regarding the SHCC children will ensure that the protection, privacy, dignity and best interest of the child is paramount.

b) Informed consent of the child and his/her parents or guardians should always be obtained before a recording, photograph or image is taken and its intended use (s) explained. Where possible, the child and family should be shown the finished product before it is published.

c) Children should be adequately clothed in photographs or images taken of them and not in posses that could be interpreted as sexually suggestive.

d) Real names of children should be changed and it should be indicated that they have been changed.

7. Reporting and investigating abuse

The SHCC take Child Abuse very seriously. Child abuse in any form including physical, emotional or sexual abuse is a serious offence that threatens the well being and reputation of the child. Any infringement of this type will be prosecuted to the full extent of law. All personnel are responsible for reporting suspected child abuse or exploitation of any kind.

Anyone with knowledge of, suspects, or witnessing a potential child protection issue involving SHCC personnel should immediately contact the CPO or one of the directors. A report should

be made immediately, within 24 hours, to allow for early intervention and prompt investigation. This verbal report should be followed with a written statement within a further 48 hours. Failure to report suspected child abuse is a form of misconduct and may result in disciplinary action.

On receipt of the report, the CPO and/or director of SHCC will begin an internal investigation and where appropriate file a complaint with the relevant Police, NGO and/or other Authorities. Full cooperation, if accused is an expatriate, the relevant law enforcement authorities will also be inform with due regard given to the potential for extraterritorial proceedings by expatriate's country of origin.

The internal investigation will be launched within 48 hours of receipt of the complaint and will be carried out by the CPO and/or director. In the event that the complaint is connected to the CPO and/or director, the investigation must involve the SHCC Management Committee.

At the discretion of the director, any SHCC associate could be suspended, on full pay (where applicable) pending investigation. The associate will be informed that an allegation has been made against him/her and they will be given the opportunity to respond.

The rights and welfare of the child is of prime importance to SHCC and therefore any investigation as child friendly as possible.

8. Response to Internal Investigation Finding

a) At the conclusion of the investigation, the associate, the child and/or his or her family as appropriate should be informed of concerns or allegation, the results of the investigation and what corrective action if any, will be taken.

b) In the event of an allegation is proved to be false, or events fabricated, appropriate steps will be taken to follow-up with the person who has been accused, the child, and the person who reported the incident. Efforts will be made to provide assistance to an associate accused of abuse with children, including counseling or other appropriate form of support.

c) If abuse is proven by the investigation, every effort will be made to assist the child in coping with any physical or emotional trauma he or she may be experiencing. This may result in needing medical treatment; psychological counseling or any other form of assistance deemed necessary and appropriate.

d) If the investigation concludes that the child abuse occurred but is not subject to criminal prosecution, staff will be subject to disciplinary action within SHCC, up to and including dismissal.

e) If the investigation concludes that child abuse had occurred which is subject to criminal prosecution to national laws, all findings will be reported to the relevant national police authorities and full cooperation afforded them during an external investigation. If the accused is an expatriate, the relevant law enforcement authorities will also be informed with due regard given to the potential for extraterritorial proceedings by expatriate's country of origin.

f) In the event that a associate is discharged for proven child abuse, SHCC will disclose such information as requested by the police, a prospective employer, etc. Such disclosures will be made in accordance with applicable law and/or customs.

g) The media may become involved if a concern allegation is raised within SHCC. Only the director will liaise with the media.

I have read the complete SHCC Internal Child Protection Policy. I fully understand and agree to follow all procedures contained within. If at any time I fail to follow the guidelines set forth by the SHCC Child Protection Policy I understand that my employment/association may be terminated by the director and appropriate action will be taken.

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Signature Date

If responding by email state acceptance of terms of child protection policy.
You will receive a hardcopy to sign once you arrive.

Appendices

Appendix 1
United Nations on the Rights of the Child (Source: www.unicef.org/crc/files/Rights_overview.pdf)

Article 1 (Definition of the child): The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18.

Article 2 (Non-discrimination): The Convention applies to all children, whatever their race, religion or abilities; whatever they think or say, whatever type of family they come from. It doesn't matter where children live, what language they speak, what their parents do, whether they are boys or girls, what their culture is, whether they have a disability or whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3 (Best interests of the child): The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.

Article 4 (Protection of rights): Governments have a responsibility to take all available measures to make sure children's rights are respected, protected and fulfilled. When countries ratify the Convention, they agree to review their laws relating to children. This involves assessing their social services, legal, health and educational systems, as well as levels of funding for these services. Governments are then obliged to take all necessary steps to ensure that the minimum standards set by the Convention in these areas are being met. They must help families protect children's rights and create an environment where they can grow and reach their potential. In some instances, this may involve changing existing laws or creating new ones. Such legislative changes are not imposed, but come about through the same process by which any law is created or reformed within a country. Article 41 of the Convention points out the when a country already has higher legal standards than those seen in the Convention, the higher standards always prevail.

Article 5 (Parental guidance): Governments should respect the rights and responsibilities of families to direct and guide their children so that, as they grow, they learn to use their rights properly. Helping children to understand their rights does not mean pushing them to make choices with consequences that they are too young to handle. Article 5 encourages parents to deal with rights issues "in a manner consistent with the evolving capacities of the child". The Convention does not take responsibility for children away from their parents and give more authority to governments. It does place on governments the responsibility to protect and assist families in fulfilling their essential role as nurturers of children.

Article 6 (Survival and development): Children have the right to live. Governments should ensure that children survive and develop healthily.

Article 7 (Registration, name, nationality, care): All children have the right to a legally registered name, officially recognised by the government. Children have the right to a nationality (to belong to a country). Children also have the right to know and, as far as possible, to be cared for by their parents.

Article 8 (Preservation of identity): Children have the right to an identity – an official record of who they are. Governments should respect children's right to a name, a nationality and family ties.

Article 9 (Separation from parents): Children have the right to live with their parent(s), unless it is bad for them. Children whose parents do not live together have the right to stay in contact with both parents, unless this might hurt the child.

Article 10 (Family reunification): Families whose members live in different countries should be allowed to move between those countries so that parents and children can stay in contact, or get back together as a family.

Article 11 (Kidnapping): Governments should take steps to stop children being taken out of their own country illegally. This article is particularly concerned with parental abductions. The Convention's Optional Protocol on the sale of children, child prostitution and child pornography has a provision that concerns abduction for financial gain.

Article 12 (Respect for the views of the child): When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account. This does not mean that children can now tell their parents what to do. This Convention encourages adults to listen to the opinions of children and involve them in decision-making -- not give children authority over adults. Article 12 does

not interfere with parents' right and responsibility to express their views on matters affecting their children. Moreover, the Convention recognizes that the level of a child's participation in decisions must be appropriate to the child's level of maturity. Children's ability to form and express their opinions develops with age and most adults will naturally give the views of teenagers greater weight than those of a preschooler, whether in family, legal or administrative decisions.

Article 12 (Respect for the views of the child): When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.

Article 13 (Freedom of expression): Children have the right to get and share information, as long as the information is not damaging to them or others. In exercising the right to freedom of expression, children have the responsibility to also respect the rights, freedoms and reputations of others. The freedom of expression includes the right to share information in any way they choose, including by talking, drawing or writing.

Article 14 (Freedom of thought, conscience and religion): Children have the right to think and believe what they want and to practise their religion, as long as they are not stopping other people from enjoying their rights. Parents should help guide their children in these matters. The Convention respects the rights and duties of parents in providing religious and moral guidance to their children. Religious groups around the world have expressed support for the Convention, which indicates that it in no way prevents parents from bringing their children up within a religious tradition. At the same time, the Convention recognizes that as children mature and are able to form their own views, some may question certain religious practices or cultural traditions. The Convention supports children's right to examine their beliefs, but it also states that their right to express their beliefs implies respect for the rights and freedoms of others.

Article 15 (Freedom of association): Children have the right to meet together and to join groups and organisations, as long as it does not stop other people from enjoying their rights. In exercising their rights, children have the responsibility to respect the rights, freedoms and reputations of others.

Article 16 (Right to privacy): Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

Article 17 (Access to information; mass media): Children have the right to get information that is important to their health and well-being. Governments should encourage mass media – radio, television, newspapers and Internet content sources – to provide information that children can understand and to not promote materials that could harm children. Mass media should particularly be encouraged to supply information in languages that minority and indigenous children can understand. Children should also have access to children's books.

Article 18 (Parental responsibilities; state assistance): Both parents share responsibility for bringing up their children, and should always consider what is best for each child. Governments must respect the responsibility of parents for providing appropriate guidance to their children – the Convention does not take responsibility for children away from their parents and give more authority to governments. It places a responsibility on governments to provide support services to parents, especially if both parents work outside the home.

Article 19 (Protection from all forms of violence): Children have the right to be protected from being hurt and mistreated, physically or mentally. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them. In terms of discipline, the Convention does not specify what forms of punishment parents should use. However any form of discipline involving violence is unacceptable. There are ways to discipline children that are effective in helping children learn about family and social expectations for their behaviour – ones that are non-violent, are appropriate to the child's level of development and take the best interests of the child into consideration. In most countries, laws already define what sorts of punishments are considered excessive or abusive. It is up to each government to review these laws in light of the Convention.

Article 20 (Children deprived of family environment): Children who cannot be looked after by their own family have a right to special care and must be looked after properly, by people who respect their ethnic group, religion, culture and language.

Article 21 (Adoption): Children have the right to care and protection if they are adopted or in foster care. The first concern must be what is best for them. The same rules should apply whether they are adopted in the country where they were born, or if they are taken to live in another country.

Article 22 (Refugee children): Children have the right to special protection and help if they are refugees (if they have been forced to leave their home and live in another country), as well as all the rights in this Convention.

Article 23 (Children with disabilities): Children who have any kind of disability have the right to special care and support, as well as all the rights in the Convention, so that they can live full and independent lives.

Article 24 (Health and health services): Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

Article 25 (Review of treatment in care): Children who are looked after by their local authorities, rather than their parents, have the right to have these living arrangements looked at regularly to see if they are the most appropriate. Their care and treatment should always be based on "the best interests of the child". (see Guiding Principles, Article 3)

Article 26 (Social security): Children – either through their guardians or directly – have the right to help from the government if they are poor or in need.

Article 27 (Adequate standard of living): Children have the right to a standard of living that is good enough to meet their physical and mental needs. Governments should help families and guardians who cannot afford to provide this, particularly with regard to food, clothing and housing.

Article 28: (Right to education): All children have the right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this right. Discipline in schools should respect children's dignity. For children to benefit from education, schools must be run in an orderly way – without the use of violence. Any form of school discipline should take into account the child's human dignity. Therefore, governments must ensure that school administrators review their discipline policies and eliminate any discipline practices involving physical or mental violence, abuse or neglect. The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.

Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people. Children have a particular responsibility to respect the rights their parents, and education should aim to develop respect for the values and culture of their parents. The Convention does not address such issues as school uniforms, dress codes, the singing of the national anthem or prayer in schools. It is up to governments and school officials in each country to determine whether, in the context of their society and existing laws, such matters infringe upon other rights protected by the Convention.

Article 30 (Children of minorities/indigenous groups): Minority or indigenous children have the right to learn about and practice their own culture, language and religion. The right to practice one's own culture, language and religion applies to everyone; the Convention here highlights this right in instances where the practices are not shared by the majority of people in the country.

Article 31 (Leisure, play and culture): Children have the right to relax and play, and to join in a wide range of cultural, artistic and other recreational activities.

Article 32 (Child labour): The government should protect children from work that is dangerous or might harm their health or their education. While the Convention protects children from harmful and exploitative work, there is nothing in it that prohibits parents from expecting their children to help out at home in ways that are safe and appropriate to their age. If children help out in a family farm or business, the tasks they do be safe and suited to their level of development and comply with national labour laws. Children's work should not jeopardize any of their other rights, including the right to education, or the right to relaxation and play.

Article 33 (Drug abuse): Governments should use all means possible to protect children from the use of harmful drugs and from being used in the drug trade.

Article 34 (Sexual exploitation): Governments should protect children from all forms of sexual exploitation and abuse. This provision in the Convention is augmented by the Optional Protocol on the sale of children, child prostitution and child pornography.

Article 35 (Abduction, sale and trafficking): The government should take all measures possible to make sure that children are not abducted, sold or trafficked. This provision in the Convention is augmented by the Optional Protocol on the sale of children, child prostitution and child pornography.

Article 36 (Other forms of exploitation): Children should be protected from any activity that takes advantage of them or could harm their welfare and development.

Article 37 (Detention and punishment): No one is allowed to punish children in a cruel or harmful way. Children who break the law should not be treated cruelly. They should not be put in prison with adults, should be able to keep in contact with their families, and should not be sentenced to death or life imprisonment without possibility of release.

Article 38 (War and armed conflicts): Governments must do everything they can to protect and care for children affected by war. Children under 15 should not be forced or recruited to take part in a war or join the armed forces. The Convention's Optional Protocol on the involvement of children in armed conflict further develops this right, raising the age for direct participation in armed conflict to 18 and establishing a ban on compulsory recruitment for children under 18.

Article 39 (Rehabilitation of child victims): Children who have been neglected, abused or exploited should receive special help to physically and psychologically recover and reintegrate into society. Particular attention should be paid to restoring the health, self-respect and dignity of the child.

Article 40 (Juvenile justice): Children who are accused of breaking the law have the right to legal help and fair treatment in a justice system that respects their rights. Governments are required to set a minimum age below which children cannot be held criminally responsible and to provide minimum guarantees for the fairness and quick resolution of judicial or alternative proceedings.

Article 41 (Respect for superior national standards): If the laws of a country provide better protection of children's rights than the articles in this Convention, those laws should apply.

Article 42 (Knowledge of rights): Governments should make the Convention known to adults and children. Adults should help children learn about their rights, too. (See also article 4.)

Articles 43-54 (implementation measures): These articles discuss how governments and international

Appendix 2
Royal Government of Cambodia Constitution (unofficial translation)

Article 41: Causing wound on purpose:

- Anyone who beats/fights another person on purpose resulting in permanent disability must be punished by putting them in prison for 1 – 5 years.
- If they temporary disability less than 6 months they must be punished and put in prison for 6 months to 2 years.
- If it doesn't cause disability they are to be punished by putting them in prison for 2 months to 1 year.
- If using any kind of weapons must be punished 2 timed more.

Article 42: Rape

- Anyone who rapes another, even the same sex or opposite sex by touching or actions involving sex must be punished in prison for 1 year to 3 years.
- If the rape conducted be coercing a victim younger than 16 years old then the person who commits this must be punished 2 timed more.

Staff and Volunteer Guidelines

SHCC Staff and Volunteer Guidelines

Appropriate Behaviour

If you are a volunteer, behaviour at the centre will influence how the local community perceives foreigners, molding their understanding of Western culture and ultimately how they interact with you and future volunteers. If you act or dress inappropriately this will be a poor reflection of what is considered polite behaviour in our societies as well as undermine the reputation and professionalism of the school. In order to act as appropriately as possible please observe the following guidelines and agree to the volunteer code of conduct:

Dress

Volunteers are expected to dress according to conservative Cambodian custom. This includes covering shoulders and chest area and legs above the knees. Therefore volunteers should avoid wearing singlet tops, short skirts, shorts or dresses and avoid tops that show excessive cleavage or the stomach area. Clothing made from material that is transparent must also be avoided. Clothes with offensive images or words are forbidden. An SHCC t-shirt is available to buy for volunteers to wear as a uniform when teaching and working at the school. Furthermore, volunteers engaged in teaching students should dress neatly to maintain the professional look of the school.

Language

The children at the centre are enthusiastic learners of English and tend to mimic the language and behaviour of volunteers. Using offensive language, such as swearing or cursing must be avoided. Even if the children and villagers have little understanding of the meaning of your language, this may still be adopted by children and undermines the education provided at SHCC.

Social Behaviour

Volunteers at the centre or anywhere else in the commune must remember they are guests of the local village and, as a representative of SHCC, must consider your behaviour. In accordance with the child protection policy, excessive physical contact with children or favorable attention paid to an individual child is prohibited. Volunteers may only physically interact or touch children if the child has initiated the contact. When teaching in classes attitudes must be kept professional.

Cultural Sensitivity

The village culture is very conservative and traditional, even by Cambodian standards. Inappropriate touching and flirting must be avoided by locals, staff and other volunteers especially in front of the children and community members. In particular, female volunteers should monitor their behaviour as it could compromise their safety and security within the village. Shaking hands, pats on the back/shoulders are examples of appropriate behaviour. Exceptions may apply when comforting a child, volunteers or staff member. Outbursts of

aggression are unacceptable within the community and may insult villagers or make them feel uncomfortable. Inevitably, some volunteers may feel homesick or upset from a personal crisis during their placement. Taking time off volunteering at school during these circumstances is recommended for the benefit of them and the children. The staff at SHCC are always willing to listen and help volunteers with any problems, not matter how big or small.

Relationships between SHCC staff and volunteers

- All volunteers and staff should act appropriately and respect the customs of Khmer culture.
- Staff should never force volunteers to participate in any activity that makes them feel uncomfortable.
- All volunteers and staff should deal with any personal problems outside of SHCC working hours.
- SHCC will promote mutual respect between staff and volunteers.
- Staff and volunteers may socialise outside of SHCC working hours provided there is mutual consent.
- Socialising between staff and volunteers must not jeapordise the professionalism of their working relationship at SHCC.
- Before commencing work at SHCC, volunteers must read and agree the following code of conduct:

Cultural Awareness

Volunteers must dress and behave in a culturally-sensitive manner as outlined in above guidelines.

Physical Contact

Volunteers will not engage inappropriate or unwanted physical contact with children. Volunteers must abide by all regulations outlined in the child protection policy.

Favouritism

Volunteers will not make outward displays of favouritism to an individual student. This means spending prolonged time outside of school hours, giving gifts or engaging in activities that exclude other children. Instead, volunteers must treat all students equally. If a volunteer wishes to donate clothes, toys or educational supplies to children, this must be negotiated with SHCC staff and they will distribute resources accordingly.

Respect for Privacy

Volunteers will respect the privacy of the children and not intrude physically or verbally into their personal or home life. If volunteers are concerned about a child they must inform SHCC staff.

Photography

Volunteers must seek the permission of children involved and a SHCC staff member before taking photographs of students. Volunteers must never coerce children into having their photo taken and should respect children's privacy by not sharing photographs on online social networking sites, such as Facebook.

Discipline

Volunteers must not physically discipline students under any circumstances. Any discipline must be given in a manner that is constructive and does not undermine the child's self-esteem or humiliate them in front of their peers.

Sexual Relationships

Volunteers will not engage in sexual relationships of any kind with children. Furthermore, volunteers will be dismissed and reported to authorities in Cambodia and their home country if they engage or attempt to engage in a sexual relationship with a child or physically harm a child.

I have read and understand the SHCC Volunteer Code of Conduct and agree to follow the above rules.

Name …… Signature …….

Date…….