PUBLIC ORGANISATION „GELBĖKIT VAIKUS“ (SAVE THE CHILDREN LITHUANIA) SERVICE AND SUPPORT RECIPIENTS' SAFEGUARDING CODE OF CONDUCT

This Code of Conduct (hereinafter – the Code) implements the requirements set out in the Service and Support Recipients' Safeguarding Policy (hereinafter – the Policy) of the public organisation „Gelbėkit vaikus“ (hereinafter – the Organisation). It is signed by every person who has direct contact with the Organisation's children and adults receiving services or support (hereinafter jointly – Service and Support Recipients). This applies both to the Organisation's employees, members or volunteers, and to third-party representatives.

I, _____

(full name)

for as long as I work, volunteer, provide services, or am otherwise associated with the Organisation, agree that Service and Support Recipients must be protected from violence, exploitation, abuse, neglect, or other harm (hereinafter jointly – Harm).

1. I PLEDGE TO:

1. treat all Service and Support Recipients with equal respect in my interactions with them, irrespective of their race, colour, sex, sexual orientation, age, language, disability, religion, political or other opinion or belief, social status, nationality, ethnic or social origin, birth, or other status;

2. ensure a safe, friendly and welcoming environment for all Service and Support Recipients, the Organisation's employees and volunteers;

3. encourage and support Service and Support Recipients, the Organisation's employees and volunteers to speak up about any events in the activities of the Organisation or its partners that have a negative effect on them;

4. ensure that, wherever possible, whenever I have to work directly with Service and Support Recipients, another adult will be present, and at least one of the two of us will be an Organisation employee;

5. if I suspect misconduct towards Service and Support Recipients, unsafe practices, or other breaches of the Policy by an employee, volunteer, member, partner, representative, or any other person working with the Organisation, report it within 24 hours through one of the channels indicated below. I understand that knowing about such a breach and failing to report it also constitutes a breach of this Code. I understand that, having submitted a report, I will be protected from any retaliation or adverse consequences.

REPORTING CHANNELS
Email: saugus.vaikas@savethechildren.org Tel: +370 609 23776
Anonymous reporting form – available on the Organisation's website.

6. cooperate with the Organisation and contribute fully to any investigation into a suspected breach, and treat any information related to a suspicion, report, or investigation as confidential;

7. comply with the laws of the Republic of Lithuania and the 1989 United Nations Convention on the Rights of the Child, as provided for in the Policy;

8. inform the Organisation's responsible person of any situation I am involved in that could have a negative effect on the Organisation's reputation;

9. inform the Organisation's responsible person of my involvement in any criminal investigation or of any criminal charges brought against me.

2. I PLEDGE NEVER TO:

1. cause Harm to Service and Support Recipients or create a risk of it;

2. use my position or influence as a representative of the Organisation to cause (or encourage another person to cause) Harm;

3. use inappropriate language or speech that is offensive, discriminatory, demeaning, or of a sexual nature, when speaking with or in the presence of Service and Support Recipients;

4. behave in a way that humiliates, shames, or belittles Service and Support Recipients, or causes them psychological harm;

5. discriminate against any Service and Support Recipient, or single one out from others by giving them fewer or, conversely, more privileges than others;

6. hug, kiss, or hold Service and Support Recipients in a way that is inappropriate, unwelcome, culturally insensitive, or that makes them uncomfortable or distressed;

7. do things for children that they are capable of doing for themselves (e.g., getting dressed);

8. give Service and Support Recipients money or other items of value, or exchange any personal contact information with them;

9. allow a Service and Support Recipient to stay overnight in my home, or share a room with them overnight (this rule does not apply to my own children);

10. spend time with any Service and Support Recipient outside of work or other Organisation-related activity, other than for purposes connected with my work or such activity;

11. behave in a sexually provocative manner and/or involve Service and Support Recipients in any activity of a sexual nature, including paying for sexual services – I understand that any sexual activity with a person under the age of 18 constitutes sexual exploitation, regardless of any claimed consent or age;

12. create or use sexually exploitative images of children or adults;

13. use computers, phones, social networks, or other equipment or technology for the purpose of exploiting Service and Support Recipients or harassing them;

14. take part in, or in any way contribute to, any activity or conduct towards Service and Support Recipients that is illegal or unsafe;

15. exploit or employ children in work that is unsuitable for their age and/or level of development, that interferes with their education or play, or that puts them at risk of injury.

3. IMAGES OF SERVICE AND SUPPORT RECIPIENTS

Before photographing or filming Service and Support Recipients, I will always:

a) agree the purposes and methods of using their images with the Organisation's responsible person;

b) obtain the informed consent of the Service and Support Recipient to being filmed or photographed and to the use of their image: if a child, their informed verbal consent together with the written consent of their parents or other legal representatives; if an adult Service and Support Recipient, their written consent. A child has the right to refuse to be photographed or filmed even if consent has already been given by a parent or other legal representative; such refusal, including where expressed through behaviour (e.g., a child hiding or running away from the camera), must be respected;

c) ensure that the material collected portrays Service and Support Recipients in a respectful and dignified manner, without violating their dignity or creating a misleading or demeaning impression;

d) ensure that, when using images of Service and Support Recipients, no other personal information that could identify them (e.g., name and/or surname, place of residence, age, etc.) is shared;

e) comply with the requirements of the General Data Protection Regulation (GDPR) at all times, in order to ensure the security of personal data.

4. DECLARATIONS

I confirm that I have read and understood the Organisation's Service and Support Recipients' Safeguarding Policy (or its summary) and this Code (hereinafter jointly – the Rules), and I undertake to comply with all of their provisions.

I understand that a breach of these Rules may result in:

a) if I am an employee, member, or volunteer of the Organisation – my suspension from duties, or the termination of my employment, membership, or volunteering relationship with the Organisation;

b) if I am associated with the Organisation on another contractual basis (e.g., as a service provider or a partner's representative) – the termination of the relevant contractual relationship;

c) in all cases – criminal or other legal liability, where provided for by law (e.g., for sexual abuse of a child).

I consent to, and grant the Organisation the right to carry out, all necessary checks, including a check of my criminal record, as part of my recruitment or other engagement with the Organisation's activities.

SIGNATURE

Full name: _____

Position / activity I am involved in: _____

Date: _____

Signature: _____