

NPCS SAFEGUARDING CODE OF CONDUCT
FOR SIGNATURE BY ALL NPCS PERSONNEL

All NPCS personnel must

1. Be familiar with NPCS's safeguarding policy and accept the related safeguarding code of conduct with their signature as a requirement of their employment/relationship with NPCS
2. Immediately report possible breaches to this policy to the Safeguarding Advocate (local or central)
3. Cooperate with any investigation of a possible breach of safeguarding policy
4. Maintain complete confidentiality about all aspects of a possible breach of policy and subsequent investigation from any unauthorised person.

In any official/working context, NPCS personnel are expected to

1. Contribute to developing an ethos where all people matter and are treated equally, with respect and dignity.
2. Respect an individual's right to be involved in making choices and decisions which directly affect them, even if they are a child or have limited capacities.
3. Respect an individual's right to privacy and personal space, even if they are a child or have limited capacities.
4. Listen carefully to anyone who 'tells you' (may be through drawings and behaviour, as well as words) that they are being harmed and report this immediately to a safeguarding advocate. Never dismiss a report as 'lies', exaggeration or foolishness, especially if from a child or someone with limited capacities.

The following behaviours are considered harmful and abusive, and therefore inappropriate in any official/working context, whether applied to colleagues, beneficiaries or partners. NPCS field staff living with beneficiary communities are expected to uphold these behaviours in all aspects of their life in the community.

In any official/working context, NPCS personnel must not

1. Threaten or use any form of physical punishment.
2. Use language or behaviour that is harassing, abusive, demeaning or sexually provocative.
3. Spend excessive time alone with children or vulnerable adults; where possible another member of staff or responsible adult should be present. One-on-one time with children or vulnerable adults should occur in an open public place where others can be present.
4. Touch, tickle, kiss or hold children or vulnerable adults in an inappropriate way. Playful physical touch between adults and children can be healthy, but should occur in public places and should not occur on parts of the body normally covered by shorts and T-shirt. Physical touch for official purposes (eg. taking anthropometric measurements) should occur in the presence of a guardian or other official staff (eg. NPCS colleague, government health staff).
5. Take or use images of people which are exploitative or detrimental to their dignity. Photos for public sharing should not identify the individual without their or their guardian's permission.
6. Use telephones and other electronic resources to develop inappropriate relationships or to store/view explicit or degrading images. Phone/electronic communication with children should only be conducted after obtaining parental permission and where possible should be as a group rather than individually.
7. Hire children or vulnerable adults for work that is inappropriate for their age/ability, that interferes with their needs for education, recreation and rest, or that places them at significant risk of injury.
8. Fail to immediately report possible or actual breaches to safeguarding policy.

Behaviour contravening these guidelines will be investigated by NPCS and may be grounds for discipline or termination. Where warranted, such behaviour will be reported to appropriate legal authorities.