Visitor Policy

Policy Area: Visitor Policy  
Policy Ref: CFI-VP  
Title of Policy: Visitor Policy  
Approved Date: Sept 21, 2022  
Effective Date: immediately  
Review Date: Sept 21, 2023  
Approved By: Patrice Davison, Executive Director

Policy Rationale: Children’s Future International is a nonprofit organization working with children and their families in the community, based in Ek Phnom district, Battambang province. This policy is designed to protect both children and visitors. CFI is committed to provide a safe environment for children, employees, clients and visitors, preventing abuse, harassment or any kind of inappropriate behavior. CFI’s goal is to provide the highest level of safety at the learning center.

Policy Statement: This policy immediately applies to all visitors - both Cambodian and expatriate - upon entering CFI premises.

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Prior to the visit

All visitors to CFI need to ask for permission prior to their intended visit. Visitors can either seek permission directly from the Executive Director (ED) or through managers or senior employees who then need to get approval from ED.

Permission for intended visits will only be granted if there is a valid reason for it, such as but not limited to: they are current supporters or interested in supporting the organization, members of other NGOs or government agencies carrying out relevant activities, close friends or family members of founders or long-term volunteers, staff or children.

CFI, under NO circumstances allows tourists to visit the center.
During the visit

If visitors are granted permission, they are responsible for communicating with CFI staff about details of their visit, e.g. time, interest, desired activity.

When arriving at the center, all visitors must sign in at the guardhouse, and sign CFI’s Confidentiality and Consent for Visitors to Children’s Future International (See Annex A), including understanding and agreeing to CFI’s Child Protection Policy. Visitors must wear a visible “visitor” badge for the duration of their visit and be accompanied by one of the management team members or a senior staff member at all times.

Visitors under no circumstances can be left alone while on CFI premises. In no circumstances will a visitor be allowed alone with children.

Visitors should be aware that many of the children that CFI works with have suffered from trauma and that discussing it may be re-traumatizing to children. Visitors are not allowed to ask children about any sensitive topics, including but not limited to the child or adult’s personal experiences/trauma. Communication with children should be limited to casual conversations that are friendly and light.

Engaging with children while playing, through a game can be allowed subject to ED’s approval. Games or communication should not involve any physical touch or close proximity.

Visitors are strictly prohibited to touch, hug, hold a child or engage in any other inappropriate way with them. If a child initiates physical touch, such as a hug, visitors may briefly reciprocate.

Visitors are strictly prohibited to take pictures or videos showing children while at CFI. If photos for specific purposes are required, they may be taken by CFI’s communications team.

All visitors may request copies of CFI photos with the approval of ED, if valid reason is given upon request.

After the visit

All visitors are expected to follow confidentiality regarding the information obtained at CFI during the visit.

We ask everyone to not only keep in mind these rules during the visit but also after, as keeping a child’s best interest and the do no harm principles - to avoid exposing people to additional risks through our action - a priority have to be followed at all times.

Visitors may not make any direct contact with Children’s Future International children or families before or after their visit to Children’s Future International, including in person or online.

Exceptions to all of the above may only be approved by the Executive Director.

Prepared by: Lilla Smid  
Position: Managing Director  
Signature: [Signature]  
Date: [Date]/[Month]/2022

Approved by: Patricia Davison  
Position: Executive Director  
Signature: [Signature]  
Date: [Date]/[Month]/2022
Confidentiality and Consent for Visitors to Children’s Future International (CFI)

1. CFI has prior knowledge of my visit and I agree to sign in at the CFI gate and receive a visitor’s badge, which must be worn in a visible manner at all times. Upon departure, I will sign out and return the visitor’s pass.

2. I agree to be accompanied by staff and will not be alone at CFI at any time, with or without children.

3. I understand I am a guest of CFI and will abide by their rules and policies, particularly the Child Protection and PSEA policies (which have been explained and shared with me). This includes but is not limited to:
   - No photography showing children while at CFI. (with permission of Child Protection Officer/member of Director’s team it is possible to take photos that do not show children)
   - If photos for specific purposes are required, they may be taken by CFI’s communications team.
   - No email, web, or social media sharing of any information or photographs of children at CFI.
   - No inappropriate speech with children at CFI. This includes asking personal questions, sharing personal experiences/traumas, swearing or sexually explicit language.
   - No physical touch with children at CFI, including hugs, holding them or engaging them in any inappropriate way. If a child initiates physical touch, such as a hug, you may briefly reciprocate.
   - No gifts or money can be directly given to children at CFI. Donations can only be given through the organization.
   - I agree to not make any direct contact with CFI children or families before or after my visit to CFI, including in person or online.

4. I agree to be respectful in my speech, mannerisms and dress while at CFI, or visiting family members' homes. (if applicable)

5. I agree to keep the information I receive about children at CFI confidential.

6. I understand that if there are any allegations of misconduct on my part, CFI will conduct an investigation and call in legal authorities if needed.

I understand and agree to the above:
Name: 
Signature: 

CFI Staff name (witness):
Signature:

Date: 
Date:

Please select ONE of the following:

☐ I give consent for my photo, video to be taken and used by CFI for records of events/activities, fundraising/publishing/social media.

☐ I DO NOT give consent for my photo or video to be taken.
Annex B

ការកែប្រែការពារ ការប្រឈមព្រម ការប្រឈមប្រាក់ និងការអភឺតនៃការអភឺតក្នុងការគ្រប់គ្រង (CFI)

1. CFI មានសុខភាពមិនប្រសើរបណ្តាល មិនប្រាក់ពោះកូនការពារ មកពីប្រឈមព្រម កូនពួកមុន ឬមកពីប្រឈមព្រម មានកម្មវិធីចំណងចុងក្រោយ ដើម្បីអនុវត្តន៍ការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម

2. ប្រការទំនិញបច្ចេកទេះ ដើម្បីអនុវត្តន៍ការប្រឈមព្រម CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ

3. ប្រការទំនិញបច្ចេកទេះ ដើម្បីអនុវត្តន៍ការប្រឈមព្រម CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ

4. ប្រការទំនិញបច្ចេកទេះ ដើម្បីអនុវត្តន៍ការប្រឈមព្រម CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ

5. ប្រការទំនិញបច្ចេកទេះ ដើម្បីអនុវត្តន៍ការប្រឈមព្រម CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ

6. ប្រការទំនិញបច្ចេកទេះ ដើម្បីអនុវត្តន៍ការប្រឈមព្រម CFI ដើម្បីអនុវត្តន៍អំពីការពារ CFI ដើម្បីអនុវត្តន៍អំពីការពារ PSEA ប្របាយប្រយោជន៍ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ ឬមកពីប្រឈមព្រម ឬមកពីប្រឈមព្រម អំពីការពារ