



## 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.

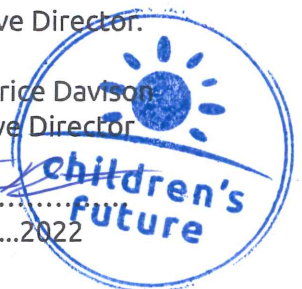
Exceptions to all of the above may only be approved by the Executive Director.

Prepared by: Lilla Smid  
Position: Managing Director

Signature.....  
Date: 21 / 09 2022

Approved by: Patrice Davison  
Position: Executive Director

Signature.....  
Date: 21 / 09 2022



## Annex A



### 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



## ការរក្សាការសម្ងាត់ និង ការយល់ព្រម សម្រាប់ភ្ញៀវ មកកាន់អង្គការអនាគតកុមារអន្តរជាតិ (CFI)

1. CFI បានគិតទៅលើភាពចាំបាច់ អំពីការយល់ដឹងលើគោលនយោបាយ ការព្រមព្រៀង និងការចុះហត្ថលេខា របស់ភ្ញៀវទាំងអស់ ដែលចូលមកអង្គការ។ CFI នឹងផ្តល់ប័ណ្ណសម្គាល់ខ្លួន(កាត)សម្រាប់ភ្ញៀវដើម្បីពាក់ក្នុងអំឡុងពេលនៅបរិវេន របស់អង្គការ និងពេលចាកចេញពី CFI ភ្ញៀវនឹងស្នើសុំអោយចុះអត្តលេខម្តងទៀតដើម្បីប្រគល់កាតភ្ញៀវត្រឡប់មកវិញ។
2. ខ្ញុំយល់ព្រមឱ្យបុគ្គលិកអមដំណើរ ហើយនឹងមិននៅម្នាក់ឯងនៅក្នុងបរិវេន CFI ទោះបីមាន ឬគ្មានកុមារក៏ដោយ។
3. ខ្ញុំយល់ថាខ្ញុំជាភ្ញៀវរបស់ CFI ហើយនឹងគោរពតាមច្បាប់ និងគោលនយោបាយរបស់ CFI ជាពិសេសគោលនយោបាយ ការពារកុមារ និងគោលការណ៍ PSEA (ដែលត្រូវបានពន្យល់ និងចែករំលែកជាមួយខ្ញុំ)។ នេះរួមបញ្ចូល ប៉ុន្តែមិនកំណត់ចំពោះ៖
  - គ្មានការចិត្តបូ កុមារពេលនៅក្នុងបរិវេន CFI ។ (ដោយមានការអនុញ្ញាតពីមន្ត្រីការពារកុមារ/សមាជិកក្រុមនាយក និងអាចមានការអនុញ្ញាតឱ្យមានការចិត្តបូបានបើគ្មានវត្តមានកុមារនៅទីនោះ)
  - ប្រសិនបើប្រថុយសម្រាប់គោលបំណងជាក់លាក់ណាមួយត្រូវបានទាមទារ រូបភាពទាំងនោះអាចត្រូវបានថតដោយសមាជិក ក្រុមទំនាក់ទំនងរបស់ CFI ។
  - មិនមានអីមែល គេហទំព័រ ឬប្រព័ន្ធផ្សព្វផ្សាយសង្គមណាមួយដែលនឹង ចែករំលែកព័ត៌មាន ឬរូបថតរបស់កុមារនៅ CFI នោះទេ។
  - គ្មានការនិយាយមិនសមរម្យជាមួយកុមារនៅ CFI ។ នេះរួមបញ្ចូលទាំងការសួរសំណួរផ្ទាល់ខ្លួន ចែករំលែកបទពិសោធន៍ ផ្ទាល់ខ្លួន/ការចែករំលែកពីបញ្ហាប្រឈមផ្លូវចិត្ត ការជេរប្រមាថ ឬការសាសនាអាក្រក់។
  - គ្មានការប៉ះពាល់រាងកាយជាមួយកុមារនៅ CFI រួមទាំងការឱប ការកាន់ពួកគេ ឬចូលរួមជាមួយពួកគេតាមរបៀបមិនសមរម្យ ណាមួយក៏ដោយ។ ប្រសិនបើកុមារចាប់ផ្តើមប៉ះពាល់រាងកាយអ្នក ដូចជាការឱប អ្នកអាចឆ្លើយតបដោយខ្លីដោយការដកខ្លួន បន្តិចម្តងៗ។
  - គ្មានអំណោយ ឬលុយអាចផ្តល់ឱ្យកុមារដោយផ្ទាល់នៅ CFI បានទេ។ ការបរិច្ចាគអាចត្រូវបានផ្តល់ តាមរយៈអង្គការ តែប៉ុណ្ណោះ។
  - ខ្ញុំយល់ព្រមក្នុងការមិនធ្វើការទំនាក់ទំនងផ្ទាល់ជាមួយកុមារ ឬក្រុមគ្រួសារកុមារ របស់ CFI មុនពេលឬបន្ទាប់ពីការមកលេង នៅCFI របស់ខ្ញុំទេ ដោយរួមទាំងការជួបដោយផ្ទាល់ ឬតាមរយៈប្រព័ន្ធអ៊ីនធឺណិតក៏ដោយ។
4. ខ្ញុំយល់ព្រមក្នុងការនិយាយដោយមានការគោរព អាកប្បកិរិយាសមរម្យ និងការស្លៀកពាក់សមរម្យរបស់ខ្ញុំ ពេលនៅ CFI ឬទៅលេងផ្ទះសមាជិកគ្រួសារ។ (ប្រសិនបើមានអនុវត្ត)។
5. ខ្ញុំយល់ព្រមរក្សាព័ត៌មានដែលខ្ញុំទទួលបានអំពីកុមារនៅ CFI ជាការសម្ងាត់។
6. ខ្ញុំយល់ថា ប្រសិនបើមានការចោទប្រកាន់ណាមួយពីទង្វើខុសឆ្គងមកលើខាងខ្ញុំ CFI នឹងធ្វើការស៊ើបអង្កេត និងផ្តល់ព័ត៌មាន ដល់អាជ្ញាធរ ដែលមានសមត្ថកិច្ច ប្រសិនបើចាំបាច់។

ខ្ញុំបានយល់ដឹង និងយល់ព្រមតាមផ្នែកខាងលើ៖

ឈ្មោះ៖ \_\_\_\_\_ ឈ្មោះនិយោជិក CFI (សាក្សី)៖ \_\_\_\_\_  
 ហត្ថលេខា៖ \_\_\_\_\_ ហត្ថលេខា៖ \_\_\_\_\_

កាលបរិច្ឆេទ៖ \_\_\_\_\_ កាលបរិច្ឆេទ៖ \_\_\_\_\_

- ☐ ខ្ញុំផ្តល់ការយល់ព្រមសម្រាប់រូបថត វីដេអូរបស់ខ្ញុំដែលត្រូវថត និងប្រើប្រាស់ដោយ CFI សម្រាប់កំណត់ត្រានៃព្រឹត្តិការណ៍/សកម្មភាព ការអង្កេតសម្រាក/ការបោះពុម្ពផ្សាយ/ប្រព័ន្ធផ្សព្វផ្សាយសង្គម។
- ☐ ខ្ញុំមិនផ្តល់ការយល់ព្រមសម្រាប់រូបថត ឬវីដេអូរបស់ខ្ញុំនោះទេ