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# **Good Neighbors**

## **Child Protection Policy**

# Contents

## Part I . Understanding the Policy

1. Background	1
2. Purposes	1
3. Scope	2
4. Basic Principles.	3
5. Definition	4
6. Code of Conduct	6

## Part II. Practice and Application

1. Awareness and Prevention	8
2. Practice of Projects.	10
3. Report and Response	12
4. Violation and Punishment	14
5. Roles and Responsibilities to Execute the Policy.	15
6. Monitoring and Evaluation.	16
7. Understanding and Collaboration of Partner Agencies.	16

## Part III. Guidelines

1. Guidelines of Marketing Activities	20
2. Guidelines of Member Activities.	27

## Appendices

1. < Appendix 1> Pledge on Conforming to the Child Protection Policy (Incorporated Association/ Social Welfare Corporation) . . . . .	17
2. < Appendix 2> Report on Violation of the Child Protection Policy . . . . .	18
3. < Appendix 3> Consent Form for Media Staff Activities . . . . .	25
4. < Appendix 4> Consent Form for Collection of Personal Information of a Child and Media Coverage . . . . .	26
5. < Appendix 5> Consent Form for Member/Volunteer Activities. . . . .	30

## Outline of Good Neighbors Child Protection Policy

- This Policy is established on the principles stated in the UN Convention on the Rights of the Child (CRC) and Good Neighbors Mission Statement, in order to assure the human rights and dignity of the child and execute the specific child Protection practices.
- *Child* in this Policy refers to whom under the age of 18, according to the CRC; child Protection indicates the responsibilities and activities to protect a child from any form of abuse, exploitation and labor that may be harmful to the child.
- This Policy contains principles, criteria, and code of conduct that all executives, staff members, and related people of Good Neighbors must conform to and consists of the procedure for agreement of complying with them.
- All staff members and stakeholders related to the work of Good Neighbors should faithfully comply to the responsibility and obligation stated in this Policy which is applied to all activities and processes of Good Neighbors in order to uphold and promote the human rights and dignity of the child.

# Understanding of the Policy

1. Background
2. Purposes
3. Scope
4. Basic Principles
5. Definition
6. Code of  
Conduct

## 1. Background

Good Neighbors was founded in 1991 in South Korea, with the purpose to make the world a place where no one suffers from starvation and where people live together in harmony. With the rights of the child as the first priority, the missions of Good Neighbors are to respect the rights of the neighbors who are suffering from poverty, disaster, and suppression, and to help them live self-sustaining life with hope.

The mission of the early days to help the neglected neighbors, especially vulnerable children, remains unchanged, regardless of race, religion, ideology and region.

The UN Convention on the Right of the Child (CRC) constitutes the core principles for all the projects and activities of Good Neighbors along with the mission statement of Good Neighbors and its code of conduct.

Good Neighbors has made various efforts to preserve the core rights (right to survival, protection, development, and participation) and dignity of the child and commits to do its best to create a “world where children can grow up happily.”

Good Neighbors Child Protection Policy is at the center of the philosophy of Good Neighbors, and represents the pledge not only to protect the rights of the child but also to build a sustainable future with active participation from the child. Good Neighbors will fulfill its responsibility and obligation for the rights of the child as the first priority by implementing this Policy faithfully both nationally and internationally.

## 2. Purposes

The main purpose of the Child Protection Policy is to protect the child from any forms of danger and threat in all stages of Good Neighbors activities and projects. Good Neighbors will achieve

child Protection by assuring the healthy development of the child to achieve its full potential on the basis of the Policy.

The second purpose is to prevent staff members and other stakeholders related to the work of Good Neighbors from being falsely alleged or misapprehended as a child abuser. Even a simple suspicion of an individual member of the organization can cause unexpected damage to projects implementation and the public image of Good Neighbors in overall.

Therefore, Good Neighbors establishes the Child Protection Policy and complies to it in all procedures and projects in order to promote the rights of the child and prevent any violation of such rights.

### 3. Scope

**This Policy is applied to the people or agencies below.**

- All staff members of Good Neighbors (Senior management, regular staff, , contract workers, special service staff, international staff, part-time staff)
- Volunteers and interns of Good Neighbors
- Individuals, organizations or corporations that has concluded a contract or agreement with Good Neighbors
- Donor members of Good Neighbors, media staff, and other participants taking part to an official activity of Good Neighbors

(In this case, it should be recognized that the Policy must be complied during the pertinent activity)

**\* Except for executives and staff members of Good Neighbors, people mentioned above will be expressed as 'related people.'**

## 4. Basic Principles

Good Neighbors Child Protection Policy is based on the UN Convention on the Rights of the Child, the Mission Statement of Good Neighbors, and the protection of the rights of the child which is specified in domestic and international regulations of child protection.

### **4-1. Respect and ensure that the rights of the child are the basic principle of all activities.**

The inherent right to survival and development must be acknowledged and all activities related to the child must be founded on the rights of the child so that those rights are guaranteed.

### **4-2. Respect the Best Interest of the Child**

The principle of the best interest of the child by protecting the rights and welfare of the child must be considered and respected first in any activity or decision related to the child.

### **4-3. A child should not be discriminated against on any accounts.**

All children have the same rights and they should not be discriminated against because of their gender, religion, social status, race, nationality and any other conditions or circumstances.

### **4-4. Opinions of the child should be respected and considered.**

A child is an independent subject and a right holder and his/her rights, opinions and judgments for matters related to him/her should be considered and respected according his/her level of maturity..

### **4-5. Respect the Dignity of the Child with Care**



A child is an individual to be treated with due respect whose personality and dignity should be regarded with care

## 5. Definition

Terms in this Policy are defined as below.

- **Child:** *Child* indicates a human being below the age of 18, as defined by the UN Convention on the Rights of the Child.
- **Child Abuse:** *Child abuse* indicates physical-emotional-sexual abuse, maltreatment, abandonment and neglect by **adults including guardians** which damage the health or welfare of the child .

**Cf. Child abuse is not limited to action or inaction by adults including guardians but it can include actions or inaction by other children according the legislation of the respective country..**

- **Physical Abuse**

: *Physical abuse* indicates all intentional actions that cause or aims to cause physical damage to a child.

- **Abandonment and Neglect**

: *Abandonment* indicates all actions to impede health, safety, and normal development of the child in disregard of childrearing and protection by not providing the child with the necessary food, clothes, housing, medical service, supervision, and education.

: *Neglect* indicates the action to leave the child without due protection and surveillance.

- **Sexual Abuse**

: *Sexual abuse* indicates activities of an adult contacting the body of the child for sexual stimulation.

: It includes inappropriate sexual behaviors (including non-physical action and coercion) between children and adults, sexual harassment, child prostitution, pornography, and child trafficking for sexual use.

- **Emotional Abuse**

: *Emotional abuse* indicates verbal or emotional threat, as well as other maltreatments that may cause emotional damage to the child such as detention or subjugation.

- **Child Labor:** *Child labor* indicates a situation where children under the '**minimum age for employment**' work in substandard circumstances and unreasonable working conditions. It impedes appropriate physical and emotional development of the child and deprives the fulfillment of his/her potential and dignity.

**Cf. International Labour Organization requires states member of the Minimum Age Convention, 1973 (No. 138) a minimum age for light work (between the ages of 13 and 15, 12~14 for developing countries) and the basic minimum age for admission to employment (15 after compulsory education, 14 in case of developing countries), provided that the work does not impede health, safety, and education of the child.**

- **Child Protection:** *Child protection* indicates the responsibilities and activities to protect the child from any form of abuse, exploitation or labor that may be harmful to healthy growth and development of the child.

## 6. Code of Conduct

Executives, staff members and related people of Good Neighbors consent to acquainting and complying with the following code of conduct in order to protect and enhance the human rights of the child.

### 6-1. Executives, staff members and related people must

- be aware of the rights of the child; plan and organize its activities and working environment in order to eliminate or minimize any impediment or threat to the healthy development of the child.
- respect the dignity of the child and treat the child equally without any discrimination nor partiality,
- enable the child to freely express his/her opinion in child related environments or activities, and create an open culture for communication with children.
- Interaction and activities with the child should be made always public with due reporting procedures.
- Take pride and responsibility in the fact of working as a defender of child rights and abstain from any misbehavior both in public and private.

**6-2. Executives, staff members and related people must not**

- create any circumstances or situations in which inappropriate relationship or behaviors with the child may take place or be suspected.
- abuse, exploit, or inappropriately treat the child in any cases.
- use violence or abuse to the child that may be harmful to their body and mind.
- corporally punish the child even if it is for disciplinary or pedagogic reasons.
- talk or behave in an inappropriate way causing the child feel sexual humiliation or mortification.
- commit sexual relation or any behavior or activities that are sexually provocative.
- Be aware that adults are responsible for their inappropriate sexual behavior regardless of the intent or behavior of the child.
- behave or talk inappropriately or violently so that it may damage emotions of the child, such as insulting or disregarding the dignity of the child.
- abuse his/her authority and power, acknowledging that the child can always be the weak in the relationship between adults and children.
- exploit nor abuse the child sexually, economically, and in any other way.

# Application

1. Awareness and Prevention
2. Practice of Projects
3. Report and Response
4. Violation and Punishment
5. Roles and Responsibilities to Execute the Policy
6. Monitoring and Evaluation
7. Understanding and Collaboration of Partner Agencies

## 1. Awareness and Prevention

### 1-1. Awareness Raising

Executives, staff members and related people of Good Neighbors seek to respect, protect, fulfill the human rights of all children participating in the projects of Good Neighbors, by establishing awareness on the dignity of the child.

### 1-2. Recruitment and Selection

Good Neighbors establish procedures to identify candidates who may not be suitable for the protection and enhancement of the human rights of the child and apply them to the recruitment and selection.

- Good Neighbors can request the criminal records related to child abuse and sexual offense in order to verify the criminal status of candidates regarding crimes against the child or child abuse when recruiting and selecting executives, staff members and related people.
- Good Neighbors can revoke the recruitment and selection of candidates considered inappropriate according to criminal records.
- In recruiting and selecting executives, staff members and related people, Good Neighbors notifies the Child Protection Policy to help them understand the Policy and requires them to pledge to the agreement and compliance with the Policy after the recruitment. (Appendix 1. Pledge on Compliance to the Child Protection Policy)
- When recruiting and selecting executives, staff members and related people, Good

Neighbors conducts a personality test to examine basic characters of the applicants.

### **1-3. Education and Support**

Good Neighbors provides and supports executives, staff members and related people with educational opportunities to be acquainted with and implement the Child Protection Policy in professional and systematic way.

- Good Neighbors includes sessions on the Policy not only in the training for newly recruited employees but also in employee training, staff education, and project education for all employees.
- Good Neighbors pursues to execute child protection by the regular educational session about the Policy for executives, staff members and related people.

### **1-4. Protection of Information**

Good Neighbors carefully monitors the collected information about the child from damage, falsification, and disclosure, and ensures its protection and safe management.

- All materials containing personal information of the child are managed as confidential with restricted access in order to prevent disclosure.
- Information of the child must not to be used for unofficial purposes or disclosed to third parties.
- Any information about the child is neither manipulated nor altered arbitrarily.

## 2. Project Implementation

### 2-1. Planning and Executing Projects

Throughout all procedures of planning, executing, and evaluating projects, Good Neighbors follows the Basic Principles of Child Protection Policy (I-4). With this effort, Good Neighbors seeks to establish the environment where the rights of the child are enhanced.

- Safety of the child is considered as the first priority.
- Protection of the rights and enhancement of the welfare of the child are considered and assured preferentially.
- Respect and guarantee of the rights of the child are the basis, with sufficient consideration of opinions and judgments of the child.
- Solutions are searched by realizing fundamental reasons of threats against the rights of the child.
- The child is not discriminated according to gender, religion, social status, race, nationality, and any other conditions or circumstances.
- Careful attention is required to respect the dignity of the child, with appreciation of the individuality of the child.

### 2-2. Marketing Activities

Good Neighbors vigorously encourages various marketing activities in order to expand sharing culture and communicate with each other. However, thoughtful awareness and care is necessary to prevent that the rights and dignity of the child are not violated or neglected



marketing activities which reveal the child to the public.

- Executives, staff members and related people including media staff should attend session on Good Neighbors Child Protection Policy and of the Guidelines of Marketing Activities prior to marketing activities, and apply them in practice. (cf. Good Neighbors Child Protection Policy Part III. Guidelines 1. Guidelines of Marketing Activities)

### **2-3. Member Activities**

Good Neighbors attentively cares of activities where Good Neighbors donor members and other stakeholders participate so as to prevent any violation of the rights and dignity of the child. Moreover, Good Neighbors encourages sharing activities, advocates child rights in participatory activities, and protects the privacy and information of the child.

- Donor members of Good Neighbors attend sessions of Good Neighbors Child Protection Policy and of the Guidelines of Member Activities prior to the activities in project sites, and abide by the policy in practice. (cf. Good Neighbors Child Protection Policy Part III. Guidelines 2. Guidelines of Member Activities)

### **2-4. Advocacy**

Good Neighbors recognizes the importance of national policy and institutions in eradicating child rights violation and therefore endeavors to spread firm awareness of the dignity of the child and to exhort changes in government policies.

- Good Neighbors supports activities which help children become aware of their own rights and prevent situations that may be harmful to themselves.
- Good Neighbors continuously conducts promotions and campaigns about domestic and international issues regarding child protections to children, parents, and local

communities.

- Good Neighbors plans and implements activities to enhance rights and interests of the child and to protect the child at the level of individuals, local community, and country.
- Good Neighbors can collaborate with other agencies in child protection activities when necessary; Good Neighbors supports and cooperates with local communities to help them participate autonomously.
- Good Neighbors make efforts to persuade changes in public policies that undermine the rights and protection of the child, through campaigns, seminars, and various legislative activities.

### **3. Report and Response**

#### **3-1. Report**

- Executives, staff members and related people of Good Neighbors have the obligation to immediately report when they find any case which violates the Good Neighbors Child Protection Policy or which is suspected to violate the Policy, in all workplaces.
- When violation or suspicion of violation of child protection at workplaces is discovered, necessary measures for the safety and health of the victim and report to the staff member in charge of the workplace should be undertaken immediately, according to the 'Report on Violation of the Child Protection Policy.' (Appendix 2. Report on Violation of the Child Protection Policy)

- The staff member in charge of the workplace investigates the report received and measures undertaken, and immediately reports the same contents to the staff member of the relevant department and board of directors in the Headquarter.
- The staff member of the relevant department in the Headquarter, who received the report of the occurrence of the accident, strives to effectively response and recover not to severely damage the child rights, following the related Guidelines.

### 3-2. Investigation and Response

- From the earliest stage of the procedure to inspect the violation of the Policy, the rights, safety, and best interests of the child are considered as the absolute priority; it is necessary to be attentive not to cause secondary damage in the process of investigating the violation.
- Appropriate support, including counselling for recovering from physical and emotional aftereffects, are provided to the victim child, depending on the scale of the damage.
- The person allegedly violating rights as stated in this Policy, is immediately suspended from his public function and forbidden to take any form of contact with the child during the process of report and investigation. Moreover, information on alleged violation are delivered to the person so that he/she can have sufficient opportunity of explaining and vindicating the situation prior to the clarification of the facts.
- Active cooperation with law enforcement authorities is required when the charge against the suspect is of criminal nature.

- All details about the case and investigation should be documented; the documents are considered as classified, and copies of them are mailed to the legal department.
- Personal information of the suspect and the violation are not disclosed. unless such information is requested by law enforcement authority

#### **4. Violation and Disciplinary Measures**

- In case of conceding the charge as a result of the investigation, the degree of disciplinary measures for the suspect is determined and executed by the personnel committee, following the ground of disciplinary action and standards of deliberation.
- Particularly, when the rights of the child is violated by executives and staff members of Good Neighbors, strict standards to suspend all works and to discharge the suspect are applied.
- When the suspect is not an executive nor a staff member of Good Neighbors but a related person, necessary measures according to the relevant laws and regulations, and cooperation to legal actions are undertaken, as soon as the case has been discovered true.
- In case of support countries and field countries of Good Neighbors, internal regulations based on the legislation of each country can be applied to local executives and staff members.

## 5. Roles and Responsibilities to Execute the Policy

In order to effective implementation of Good Neighbors Child Protection Policy, staff members and managers of Good Neighbors endeavor to respect and protect the rights of all children participating in the projects of Good Neighbors, with a clear recognition of role and responsibility of child protection. Roles and responsibilities for each position are follows.

■ **All staff members of Good Neighbors are obliged to,**

- be acquainted with and implement the contents of the Policy which aim to protect and enhance **the rights of the child** in all workplaces.
- immediately report when they are informed of any cases which violate the Policy or are suspected to violate the Policy in all workplaces.

■ **Managers (branch managers, facility directors, representatives in the Headquarter) are obliged to,**

- be responsible for the implementation of the Policy in each branch/ facility or workplace/ project.
- report and respond promptly to accidents following the Policy.
- attend the meetings/ consultations of procedures to implement the Policy.
- offer appropriate protection to the victimized child, considering their safety and interests as the first priority.
- instruct staff members and related people and provide them with education programmes to be acquainted with and implement the Policy.

## **6. Monitoring and Evaluation**

Good Neighbors strictly monitors all procedures of projects for the Good Neighbors Child Protection Policy to be executed properly. Furthermore, Good Neighbors analyzes and evaluates the results thoroughly so as to reflect them in the Policy.

## **7. Understanding and Collaboration of Partner Agencies**

All partner agencies working with Good Neighbors need to agree with the visions and aims of Good Neighbors and to maintain consistent and understanding attitude toward the Good Neighbors Child Protection Policy. Good Neighbors therefore shares the visions and missions of it with all partner agencies and proposes education and super visions about the Policy.

<Appendix 1> Pledge on Compliance to the Child Protection Policy (Incorporated Association/ Social Welfare Corporation)

## **Pledge on Compliance to the Child Protection Policy**

I, \_\_\_\_\_, have read and understand the Good Neighbors Child Protection Policy. I agree with the Policy and pledge sincere compliance to the Policy.

I pledge the acceptance of any penalty in case of violation of the **Basic Principles** and Code of Conduct of the Policy.

Date : . . .

Signature: (Signature)

Date of Birth:

**Submit to: President of Good Neighbors International**

※ The person who signed the Pledge agrees with the collection of personal information written on this Pledge, according to the Good Neighbors Child Protection Policy.

Personal information written on this Pledge is safely protected in accordance with the Personal Information Protection Law and the manual for security of personal information of Good Neighbors.

## **Report on Violation of the Child Protection Policy**

If you are aware of any case which violates or is suspected to violate the Good Neighbors Child Protection Policy, please fill in this form as specifically as possible. Incidents related to the child protection should be immediately (within the same working day, if possible) reported to the staff member of the relevant department, and this report can be written either before or after submitting a report.

For confidentiality, this report is written and signed only by declarant himself/herself, and is sent to the staff member of the relevant department. This report is managed by the principle of confidentiality as a classified document.

### **1. About the declarant**

- Name:
- Affiliation: *(When the declarant is a staff member of Good Neighbors, name of branch/ workplace)*
- Office address:
- Channel to notice the dangerous situation of the child:
- Contacts: Phone:  
E-mail:

### **2. About the child**

- Name:
- Gender:
- Date of birth:
- Contacts of the child: (or of guardians)
- Guardians of the child: (Relationship with the Child) \_\_\_\_\_ / (Name) \_\_\_\_\_



**3. Details of the incident**

- Was the violation of the Child Protection Policy:

witnessed by yourself?       suspicious?       informed by someone else?

- When you were informed of the violation of the Policy by somebody, please explain who he/she is and the relationship between the child and him/her:

- Date of occurrence:
- Place of occurrence:
- Name/affiliation of the alleged suspect: *(When the declarant is a staff member of Good Neighbors, name of branch/ workplace)*
- Details of the incident: (please explain the circumstances, people involved, place, date and time)

- Personal observations of the declarant (visible injuries, emotional state of the child, etc.) ※  
Please clearly distinguish opinions and unsubstantiated information from facts.

- Were there any other children/people involved in the alleged incident?
- Are there any other children in danger?
- Actions taken by the declarant:

**Date:**

**Name:**

**(Sign)**

# Guidelines

1. Guidelines of Marketing Activities
2. Guidelines of Member Activities

## Guidelines 1. Marketing Activities

Good Neighbors vigorously encourages various marketing activities in order to expand sharing culture and communicate with others. However, thoughtful awareness is necessary for the rights and dignity of the child neither to be violated nor to be damaged by marketing activities which reveal the child to the public. Good Neighbors staff members and related people including media staff, therefore, complete education programmes about the Good Neighbors Child Protection Policy and Guidelines of Marketing Activities prior to marketing activities and strive to implement them in practice.

### 1. Principles of Marketing Activities on the Basis of the Child Protection

- As the child is the object of protection and the subject of rights, the best effort needs to be devoted for the child to emerge as a human being with dignity.
- Respect for the dignity and human right of the child, their guardians, and residents of local communities is required throughout the procedures of marketing activities aiming at fundraising and advertising.
- Filming and collecting information of the child proceed only with the official agreement from the child and their guardians.
- When interviewing and filming, it is necessary to try to accurately introduce the circumstances which the child encounters, on the basis of understanding of the local culture and traditions.

### 1-1. Matters to be Observed Prior to Covering and Filming

- Consider whether covering and filming would be helpful for the child, their family, and local communities or not.
- After being instructed in writing about the Policy of Good Neighbors, companies, individuals, media staffs, and other related participants directly involved in taking photographs or filming videos fill in the Consent Form of Media Staff. (Appendix 3. Consent Form for Media Staff Activities)
- Be sure to receive the Consent Form for Collection of Personal Information of a Child and Media Coverage from the child and their **guardians\***. Specify the purpose of use, scope, and contents of coverage and collection of information on the Form and clearly explain the details to the child and their guardians in the language which they are able to comprehend. When it is difficult to achieve a written agreement depending on circumstances of the people related (literacy, eyesight, etc.), conduct an oral agreement (tape-recording). (Appendix 4. Consent Form for Collection of Personal Information of a Child and Media Coverage)

(\*Guardians: the term refers to actual protectors of a child, including parents; in case of the child under the age of 8, only the consent from guardians would be sufficient.)

- When a group filming is scheduled in a workplace where children belong to, apparently announce the purpose of filming prior to filming and receive the agreement of filming from the representative (local/ institution manager, director, etc.).
- Notify the child that they can either be alone or be with someone else who they feel comfortable when they are being interviewed and filmed.

## 1-2. Matters to be Observed During Covering and Filming

- Conduct covering and filming in consideration of the potentials to develop and basic rights of the child. Avoid arousing sympathy by distorting the circumstances of the child and damaging the dignity of the child on the account of disability, poverty, or any other reasons.
- Beware of clothes, postures, and backdrops for the child in photographs or videos not to appear sexually provoking or distorted.
- Prevent the situation which the child may feel burdensome, pressured, or shameful in questioning. When translation is required, consider the local culture and circumstances of the child and try not to distort the contents of the conversation.
- Conduct covering and filming with sufficient protection of the identity of the child. Especially, in case of discussing sensitive issues such as prostitution, sex slavery, or pornography, coverage should be managed by executives, staff members, and media staffs of the same sex with the child; filming should not be conducted at the front in order to protect the identity of the child from disclosure. Be aware of not presenting the child as a criminal or a voluntary participant in crimes by the composition of coverage or filming.
- Avoid activities that may mentally damage the endangered child and families.
- Ask for consent to cover the privacy (letters, diaries, etc.) of the child.
- Staff Members of Good Neighbors are able to take appropriate actions to protect the child when the basic right of the child is judged to be violated. Moreover, covering and filming are not available when the child rejects being covered and filmed even

though the guardians have agreed with those.

- Do not personally utilize photographs or videos from fields; when necessary, confirmation from the department in charge is required to utilize them.

### **1-3. Situational Guidelines for Covering and Filming**

- Refer to statistical data about poverty, famine, and diseases from reliable institutions and indicate the sources.
- With coverage and filming based on facts, deliver the information about diseases with the consciousness to prevent prejudices about causes and symptoms.
- Avoid expressions which depreciate or discriminate the disabled child and which emphasize types and status of disability; do not discriminate the disabled child and the others in the process of covering and filming.
- Attempt to identify the fundamental reasons of abuse and exploitation, and cover and film the accurate truths.
- When covering the child labor, understand the social circumstances and do not distort them in composing or containing the contents.
- In cases which the secondary damage (abused/abusing child, HIV/AIDS infected child, child soldiers, etc.) is expected, beware of securing the information about covering and filming to prevent damages to the child by the disclosure of their identities.

## **2. Matters to be Observed in Utilizing Media Products and Feedback**

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## Good Neighbors Child Protection Policy

- Particular alertness is required in utilizing media products and information of the child so as not to offend the dignity of the child.
- Do not manipulate the results and information of the child to serve the purpose of advertising or fundraising, regardless of the circumstances and contexts where the child are located.
- In the case of campaigning media products (photographs, videos) and information of the child with the aim of sponsoring, whether to use the real name and address of the child or to invent a false one is decided considering the local circumstances and culture.
- Photographs and videos produced beyond the purpose of which the child and guardians have agreed with cannot be utilized. Moreover, photographs and videos of the child cannot be reproduced and distributed without permission.
- Sufficient consideration about political, social, and cultural impacts of the media products is necessary prior to distributing them to the press with the purpose of advertisement.
- Companies, media staffs and other relevant participants directly involved in taking photographs and filming videos must not use media products for profits.

< Appendix 3 > Consent Form for Media Staff Activities

※ This Consent Form applies to media staff (staff members from the media including newspapers, TV stations, magazines) who visit Good Neighbors workplaces to film; this Form aims to pledge that they have understood the Good Neighbors Child Protection Policy and behave in compliance with the Guidelines of Marketing Activities.

## **Consent Form for Media Staff Activities**

### for Protecting the Rights of the Child

I, \_\_\_\_\_, as a media staff member in charge of covering, filming, and reporting the contents regarding the child, have read and understand the Good Neighbors Child Protection Policy and the Guidelines of Marketing Activities.

I consent to compliance with the Policy and the Guidelines throughout the whole process of media activities so as not to violate the rights of the child.

Date : . . .

Signature: (Signature)

Date of Birth:

**Submit to: President of Good Neighbors International**

※ The person who signed the Consent Form agrees with the collection of personal information written on this Form, according to the Good Neighbors Child Protection Policy.

Personal information written on this Consent Form is safely protected in accordance with the Personal Information Protection Law and the manual for security of personal information of Good Neighbors.



< Appendix 4 > Consent Form for Collection of Personal Information of a Child and Media Coverage

※ This Consent Form needs to be received from the child and guardians prior to covering and filming the child; this Form aims to draw cooperation in filming and acceptance of utilizing personal information in media coverage.

## Consent Form for Collection of Personal Information of a Child and Media Coverage

for covering and filming a child

● **Consent Form For Collection of Personal Information and Media Coverage**

I (child) consent to the provision of personal information and to the cooperation during media covering and filming with Good Neighbors; I also consent to the provision of personal information to website, SNS, brochures, or promotional materials managed by the relevant media and organizations.

● **Consent Form for Legal Representatives(Guardians), Representatives of Institutions or Local Communities**

I, as the legal representative/ representative of the institution or local community, understand the Good Neighbors Child Protection Policy and consent to producing and utilizing photographs/videos of the child and their families on the basis of the Policy.

<b>Child/Adolescent</b>	Name	(Sign)
	Date of Birth	Gender
	Contacts(Address, Phone number,E-mail)	
<b>Legal Representative (Guardian)/ Representative of Institution or Local community</b>	Name	(Sign)
	Date of Birth	Gender
	Contacts(Address, Phone number, E-mail)	
	Relationship with the child/adolescent	

Date:

Signature:

※Personal information of the child will not be used beyond the purpose indicated above;  
Personal information of the legal representative will only be used to confirm the relationship with the child.

## Guidelines 2. Member Activities

Members and participants of Good Neighbors ('members' from below) strive to pursue child protection and to be acquainted with the internal regulations for their works beforehand not to violate the human rights of the child. Furthermore, members are obliged to encourage sharing activities, advocate the child rights in participatory activities, and attempt to protect the information of the child.

### 1. Principles in Workplaces Based on the Mutual Respect between Child-Member

#### 1-1. Matters to be Observed Prior to Activities

- Members are required to be trained about guidelines to visit workplaces, including social and cultural conditions of local community, and Good Neighbors Child Protection Policy and to agree with the contents in written form; only if the agreement is achieved, visit to workplaces would be possible. (Appendix 5. Consent Form for Member/Volunteer Activities)
- Visits of members can be decided depending on the judgment about the safety in field countries or fundraising countries, regarding political and cultural circumstances of the countries and the degree of risks of the project area.
- Individual visits of members to their sponsored children, which the relevant department has not been engaged in, are prohibited; visits can be refused without prior consultation.

## 1-2. Matters to be Observed during activities

- Visits are only available in attendance of staff members of Good Neighbors and are limited to the branch-managed areas in the field countries. Moreover, meetings with the child should be conducted with Good Neighbors staff members in the public space.
- Abuse or inappropriate attitude toward the child is prohibited during the visits. Behavior to depreciate the child and their families or to distinguish the superiority of members themselves for reasons of religions, races, culture, age, sexes, disability, or politics is also forbidden. Abstain from physical contacts (e.g. hugging, kissing) with the child when greeting them.
- Immediate report to the staff member in charge is required when abuse or inappropriate behavior toward the child has been noticed during visits.
- In the case that taking photographs is necessary during visits, members are obliged to receive consent from the child and their families.
- Members and the child do not exchange contacts. Members do not provide the child and local residents with their personal contacts, and do not inquire of nor record information for private meeting with the child. When the contacts have been already received from the child, transfer them to local staff members immediately.
- Beware of not promising that cannot be kept (e.g. invitation, revisiting, presents).

- Not any amount of money must be distributed to the child in local communities and it is also necessary to be careful not to allocate goods imprudently. In the case of providing additional support, consultation with the relevant department in the fundraising country precedes.

## 2. Protection of Information of the Child

- The information of the child provided to members cannot be utilized beyond the original purposes or be disclosed arbitrarily. Therefore, members can request the information about the sponsoring children, but Good Neighbors can refuse to provide them with it when the inquiry contradicts the original aims.
- Members should be aware of not revealing or disclosing carelessly the information and photographs of the child, their families, and their residential area (e.g. blogs, SNS, etc.).
- Internal regulations of the field countries or workplaces are applied to other details.

< Appendix 5 > Consent Form for Member/Volunteer Activities

※ This Consent Form applies to members or volunteers participating Good Neighbors projects; this Form aims to pledge that they have understood the Good Neighbors Child Protection Policy and behave in compliance with the Guidelines of Marketing Activities.

## **Consent Form for Member/Volunteer Activities**

for Protecting the Child Rights

I, \_\_\_\_\_, as a member/volunteer participating in the Good Neighbors project, have read and understand the Good Neighbors Child Protection Policy and the Guidelines of Member Activities.

I consent to compliance with the policy and the Guidelines throughout the whole process of activities so as not to violate the rights of the child.

Date : . . .

Signature: (Signature)

Date of Birth:

**Submit to: President of Good Neighbors International**

※ The person who signed the Consent Form agrees with the collection of personal information written on this Form, according to the Good Neighbors Child Protection Policy.

Personal information written on this Consent Form is safely protected in accordance with the Personal Information Protection Law and the manual for security of personal information of Good Neighbors.

Good Neighbors International

**Good Neighbors Child Protection Policy**

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