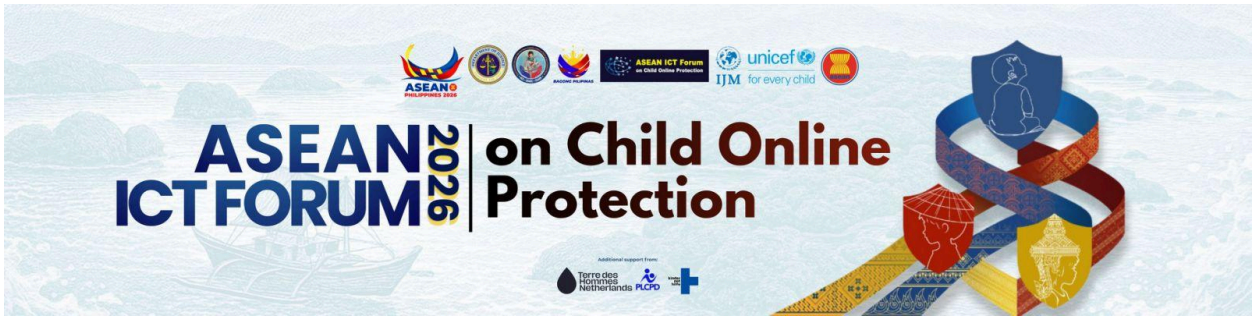


CHILD SAFEGUARDING POLICY AND CODE OF CONDUCT 2026 ASEAN ICT Forum on Child Online Protection

Theme: *Stronger Safeguards, Stronger Voices: Advancing Collective Action*

Against Online Child Exploitation and Abuse

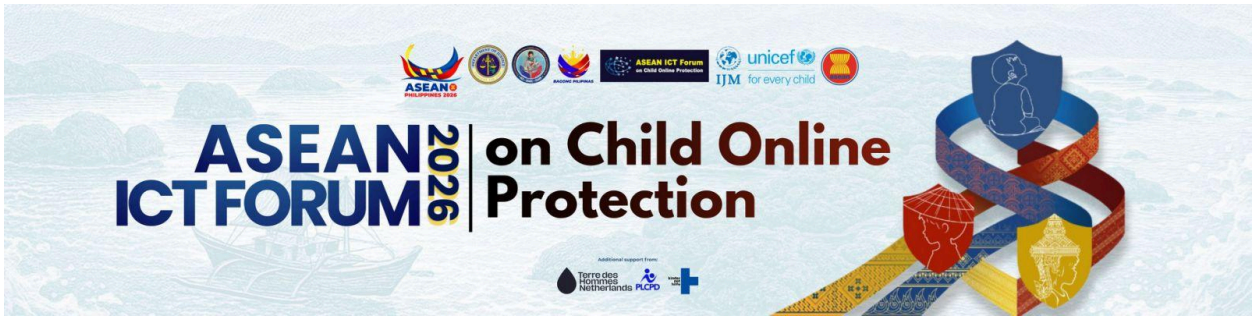
Venue: Grand Hyatt Manila, Bonifacio Global City, Taguig City, Metro Manila, Philippines

The Department of Justice–National Coordination Center Against Online Sexual Abuse or Exploitation of Children and Child Sexual Abuse or Exploitation Materials (DOJ–NCC-OSAEC-CSAEM), together with the Philippine and Thai Representatives to the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC), and with support from the International Justice Mission (IJM) and the United Nations Children's Fund (UNICEF). Child Rights Coalition Asia (CRC Asia) has been contracted by UNICEF to support meaningful participation of the Youth Representatives to the Steering Committee and provide related safeguarding support before and during the Forum.

All participants and people supporting the Forum share responsibility for ensuring that children and young people can participate safely, with dignity and without discrimination. This policy applies to the in-person Youth Representatives to the Steering Committee (YRSC) consultation on 3 November and the Forum on 4–5 November, including related activities involving child and youth participants.

What is a Safeguarding Policy and Code of Conduct?

Safeguarding means taking preventive and responsive action to protect children from harm, abuse, exploitation, neglect and discrimination connected with their participation in Forum activities. A *Safeguarding Policy and Code of Conduct* is a set of rules and expected behaviors that help keep children and other participants safe from harm and discrimination during any activity or event.



Why do we need this Policy and Code?

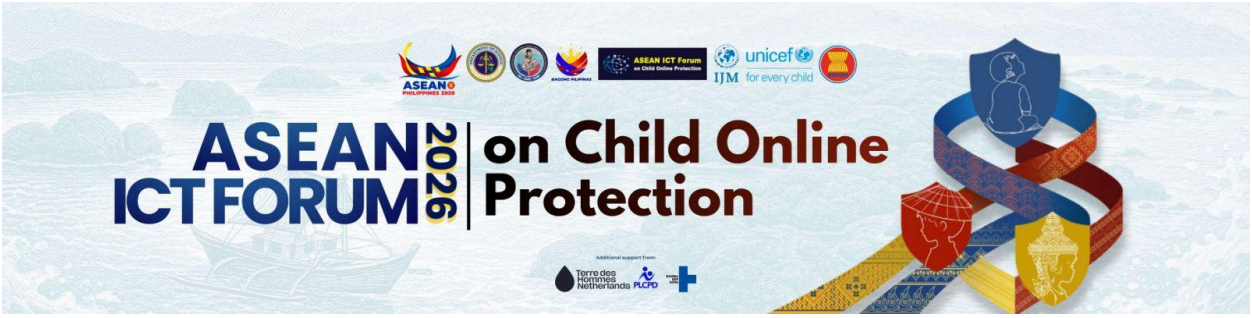
Different people, including children and adults, will attend the activity. This Policy and Code helps everyone understand what they should do to keep all participants safe from harm.

All adults involved in this activity must read, understand, and sign the Policy and Code. This includes participants, organizers, hotel staff, volunteers, and others supporting the activity.

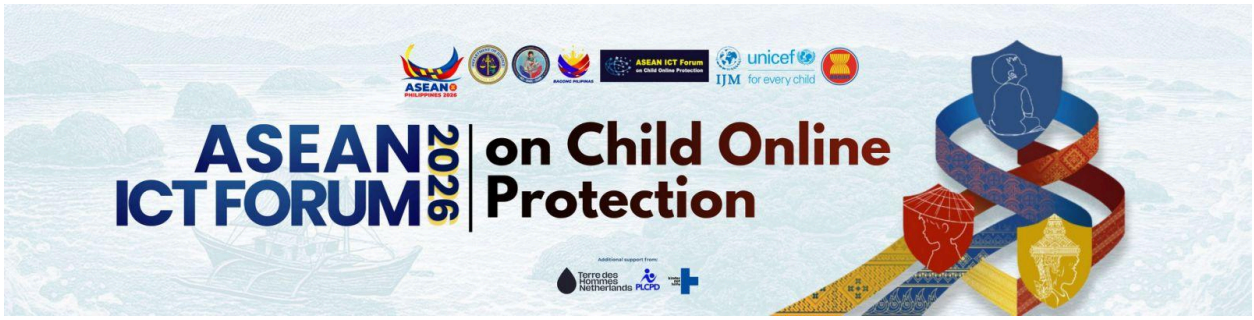
Children also need to understand the rules in this Policy and Code so they know how to protect themselves and ask for help if they feel unsafe.

What are some words you need to know?

1. **"Child"** refers to any person below 18 years old, as defined by Article 1 of the UN CRC.
2. **"Youth"** – This refers to any individual between the ages of 15 and 24, as defined by the United Nations. However, this definition also recognizes that youth differs across cultures and societies, and this definition does not cancel how individual countries define "youth" in their own laws and policies.
3. **"Survivor"** This refers to an individual who has lived experience of violence in childhood, which may include sexual violence. However please note that not everyone with lived experience uses the term survivor publicly or privately.
4. **"Child Safeguarding"** refers to our responsibility and preventive and responsive actions to ensure that all children are protected from any form of violence and discrimination as a result of their involvement in our programs and activities.
5. **"Child Safeguarding Focal Person and PSEA Focal Person"** refer to separate individuals appointed to provide advice and support on matters related to child safeguarding and protection from SEA within our organization and help address the concerns involving the Secretariat Staff, Members of the Board of Trustees, Member Organizations, and Partner Organizations.



6. **"Child Safeguarding Team"** refers to the designated group of individuals to receive child safeguarding concerns or complaints during the conduct of CRC Asia safeguarding-led activities involving children.
7. "**Discrimination**" refers to the unjust treatment of children on the basis of the children's or their parent's or legal guardian's race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, health, birth, sexual orientation, gender identity and expression, family composition, or other status.
8. "**Protection from Sexual Exploitation and Abuse (PSEA)**" refers to the measures to prevent and respond to sexual exploitation and abuse committed by the Staff, Members of Board of Trustees, Member Organizations, Partner Organizations, and Contracted Service Providers against children and adults
9. "**Sexual exploitation**" refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
10. **"Violence against Children"** refers to all forms of physical or mental violence, injury and abuse, neglect and negligent treatment, maltreatment, or exploitation, whether accepted as 'tradition' or disguised as 'discipline.' It can be in any of the following forms:
    - **"Physical Violence"** or the deliberate use of physical force that can be fatal or non- fatal to children**.**
    - **Mental Violence"** or psychological maltreatment, mental abuse, verbal abuse, and emotional abuse.
    - **"Sexual Violence"** or sexual activity or attempted sexual activity imposed by an adult on a child, including inducement or coercion of the child to engage in any unlawful or psychologically harmful sexual activity and sexual exploitation and abuse.
    - **"Neglect/Negligent Treatment"** or the failure to meet the children's needs, to protect them from danger, and to obtain services for children.



Expected conduct

All participants, speakers, organizers, consultants, volunteers, venue personnel and others supporting the Forum must:

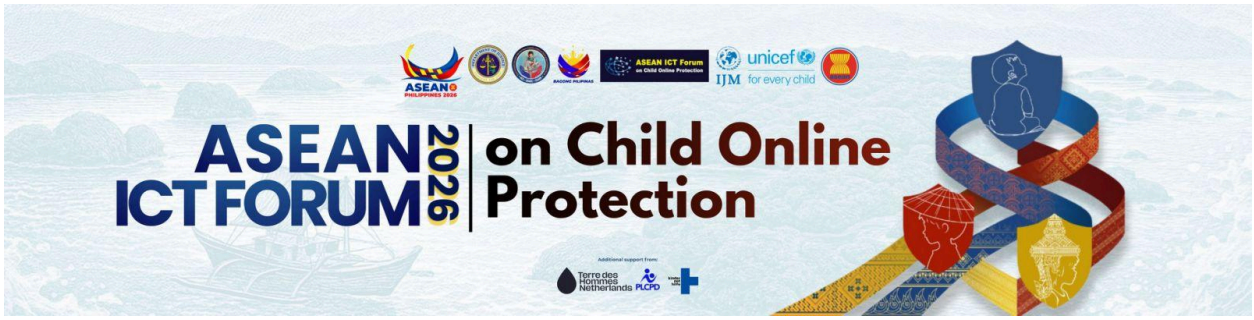
- Treat children and young people with respect, dignity and fairness, without discrimination.
- Maintain appropriate boundaries and act as a positive role model. Never use a position of trust or authority to harm, intimidate, exploit or abuse anyone.
- Respect each participant's right to choose how to contribute, decline a question or activity, take a break, and withdraw without pressure.
- Protect privacy and confidential information. Share personal information only when necessary for safeguarding, support or referral, and only with appropriate people.
- Raise safeguarding concerns promptly and cooperate confidentially with appropriate follow-up.

The following are prohibited:

- Any form of physical, emotional or sexual violence, abuse, exploitation, harassment, bullying or neglect.
- Discriminatory, humiliating, threatening, sexually suggestive or otherwise inappropriate language or behaviour.
- Private or unauthorized contact with child participants, including requesting personal contact details or communicating through personal or digital channels outside agreed arrangements.
- Any exchange of money, goods, services or other benefits for sex, sexual activity or sexually exploitative behaviour.
- Accessing, creating, downloading, possessing or distributing child sexual abuse or exploitation material.

Photography, video and media

A child's informed assent and the informed consent of their parent or guardian must be obtained before the child's image is taken or used. Young people's consent must also be



respected. Choosing not to be photographed or recorded must not affect a participant's eligibility or ability to take part. Follow the event team's media instructions and any opt-out identifiers. Do not publish a child's full name, contact details, location or other identifying information without proper authorization. Images and quotations must be respectful, accurate, appropriately contextualized and must not expose a participant to stigma, retaliation or harm. Do not record or share material from any session designated as closed or off-record.

What should we do when a child needs help?

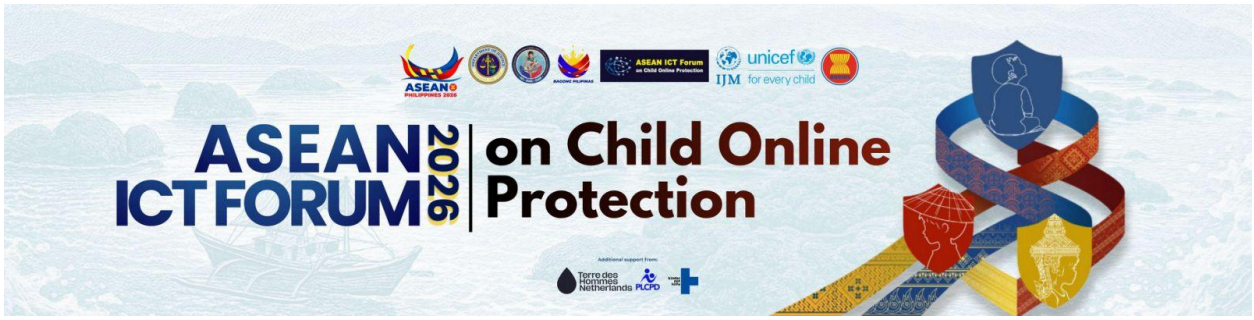
Anyone may raise a concern about behaviour that feels unsafe, a possible breach of this policy, or a child or participant who may need help. You do not need to be certain that abuse has occurred to report a concern. Speak to a designated safeguarding focal person or member of the safeguarding team at the event. Concerns will be handled sensitively and confidentially, with action and referrals guided by the nature and urgency of the concern. In an immediate emergency, seek urgent assistance from the event organizers or appropriate emergency services.

Child Rights Coalition Asia (CRC Asia) has been contracted by UNICEF to support meaningful participation of the Youth Representatives to the Steering Committee and provide related safeguarding support before and during the Forum. This technical support does not change the shared safeguarding responsibilities of the co-hosts, organizers, and all adults involved in the event.

Reporting and Responding Mechanism

A Child Safeguarding Team is responsible for assessing and receiving concerns or complaints regarding this policy. The Child Safeguarding Team is composed of:

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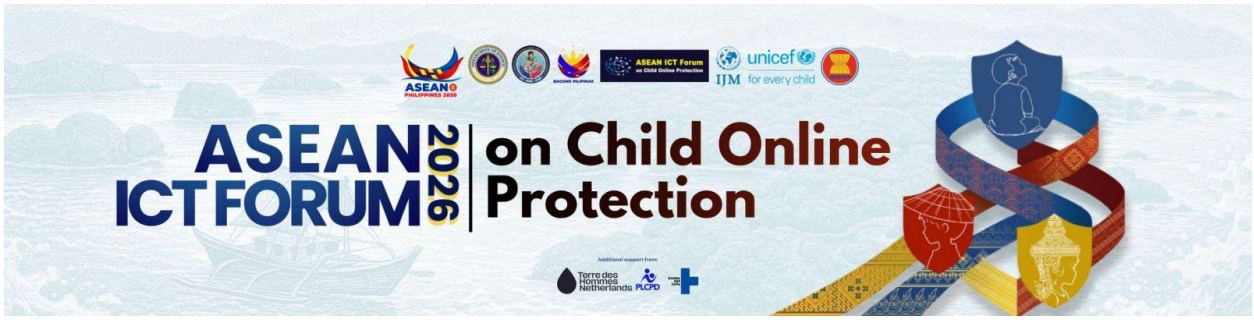
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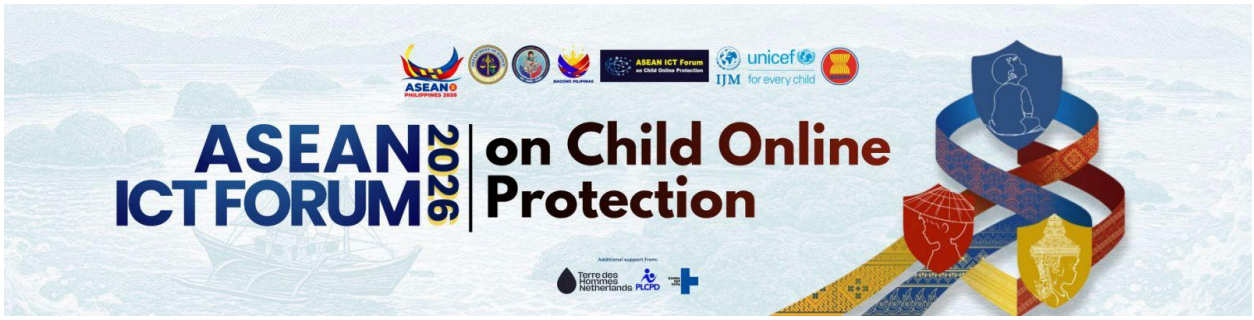
Patricia Lim Ah Ken
Chief, Child Protection Section, UNICEF
plimahken@unicef.org

All members of the Child Safeguarding Team will be introduced to all participants at the start of the program on Day 1.

The Child Safeguarding Team can receive any report that makes you feel uncomfortable. Here are some examples:

1. Someone asks you to send private photos, videos, or personal information online.
2. You think that your fellow child delegate was abused, even if you are not sure that it is considered abuse. You think another child delegate is in trouble or may be in danger or in trouble.
3. You feel uncomfortable with what the speaker said.
4. You are being bullied by one of the child delegates.
5. You saw an adult violating the rules under this Policy and Code.
6. You can also tell your concerns to your adult mentor or a member of the Child Safeguarding Team. Remember that your adult mentor and all the other adults in this activity have signed the Safeguarding Policy and Code of Conduct. If you report anything to them, they must tell the Child Safeguarding Team about your concerns.

You can also tell your concerns to your adult mentor or any adult that you feel comfortable with. Remember that your adult mentor and all the other adults in this

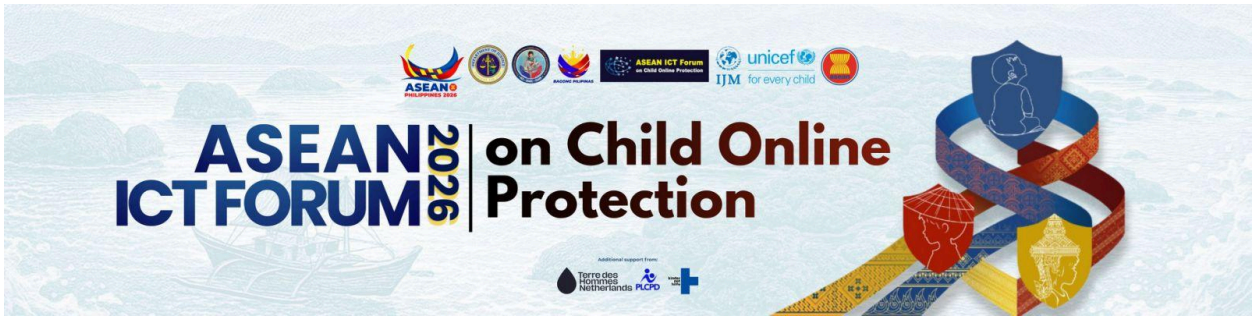


activity have signed the Policy and Code. If you report anything to them, they have the responsibility to tell the Child Safeguarding Team about your concerns.

Code of Conduct

As such, I agree that I WILL:

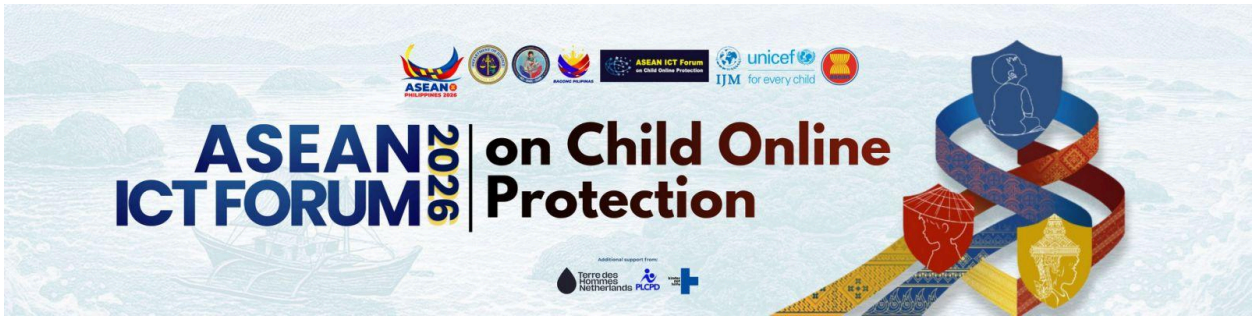
1. Adhere to CRC Asia's Child Safeguarding and the Protection from Sexual Abuse and Exploitation (PSEA) Policy and contribute to creating a safe, inclusive, and gender- sensitive environment that is free from discrimination, violence, sexual exploitation, and abuse. This includes protecting children from all forms of violence, abuse, exploitation, and neglect, and preventing sexual exploitation and abuse involving children, young people, and adults.
2. Treat children, young people, and adults with respect and dignity, without discrimination based on race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, health status, birth, sexual orientation, gender identity and expression, family composition, or other status. In all actions concerning children, their best interests shall be a primary consideration.
3. Listen to children's voices, give due weight to their ideas and opinions, and empower them so that they learn about and are able to exercise their rights.
4. Be a positive role model to children by displaying high standards of behavior at all times.
5. Respect the privacy and confidentiality of children, young people, and adults.
6. Obtain the informed assent of children and the informed consent of their parents/guardians prior to taking the children's photos or videos. I will also make sure that children are portrayed as human beings, rights holders, and partners in the development process in the photos and videos I will take.
7. Raise any concerns, problems, or issues relating to the safety, protection, dignity, or well-being of children, young people, or adults, including concerns relating to sexual exploitation and abuse, through CRC Asia's designated reporting mechanisms.
8. Immediately report any violations or suspected violation of CRC Asia's Child Safeguarding and PSEA Policy.



9. Cooperate fully and in good faith with any investigation of concerns or allegations relating to discrimination violence, abuse, exploitation or neglect involving children, as well as sexual exploitation and abuse involving children, young people, and adults, while maintaining appropriate confidentiality throughout the process.

I will NOT:

1. Commit or engage in any form of sexual exploitation or abuse (SEA) involving children, young people, or adults. I shall not engage in sexual activity with anyone under the age of 18, regardless of the local age of consent or whether the child appears to have consented. In addition, I understand that mistaken belief in the age of a child is not a defense. Sexual exploitation and abuse of children and sexual activity with a child is considered by CRC Asia as a gross misconduct that will result in disciplinary action, including termination of employment, engagement of agreement, and referral to the appropriate authorities, as applicable.
2. Exchange or offer money, employment, goods, services, assistance, or other benefits for sex, sexual activity, sexual favors, or other forms of sexually exploitative behavior. I shall not use my position, authority, influence, or access to resources to sexually exploit or abuse any child, young person, or adult.
3. Hit, physically assault, physically abuse, or use physical punishment or physical force of any kind towards children.
4. Hold, hug, touch, kiss, or fondle children in an inappropriate or culturally insensitive way.
5. Use language, make suggestions, or offer advice that is inappropriate, offensive, abusive, discriminatory, sexually provocative, or culturally insensitive.
6. Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse.
7. Take photos or images of children where children are portrayed as weak, isolated, vulnerable, and as victims. In addition, I will not take photos and images of children who are not fully clothed and of children in poses that could be interpreted as sexually suggestive.
8. Publish the child's last name or any personal information that could be used to identify a child's location.



9. Sleep or stay overnight in the same room or bed as a child with whom I am in contact with for a work-related context. Where it is necessary to sleep close to an unaccompanied child, I will make sure that another adult is present and/or the child and his/her/their parent/guardian have provided consent and that authorized procedures were followed.
10. Do things for children of a personal nature that they can do themselves, such as going to the toilet or changing clothes.
11. Tolerate or participate in behavior of children which is illegal, unsafe, or abusive.
12. Discriminate against or show preferential treatment or favor to a particular child, to the detriment of that particular child or of other children.
13. Spend time alone, outside the plain view of others, with a child with whom I am in contact with for a work-related context. I will make sure to always have another adult present or in sight, or that I am in an open public place.
14. Ask for personal contact details (i.e., email address, phone numbers, social media
15. contacts) of a child with whom I am in contact with for a work-related context, unless there has been explicit authorization from CRC Asia to do so for business purposes.
16. Access, view, create, download, or distribute child sexual abuse or exploitation materials.