

Give & Take Kitchen

Code of Conduct for Working with Children

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INTRODUCTION

Preventing violence against children is a fundamental part of guaranteeing their rights, development and well-being. For this reason, Give & Take Kitchen prioritizes child protection in all areas and aspects of its organization.

All of the people in the organization, and especially those who have direct contact with children, play an important role in their protection.

The Code of Conduct for Working with Children, which is compulsory for all individuals associated with the organization, constitutes a key element of Give & Take Kitchen and will be updated periodically.

This document defines that which is conduct considered desirable for children's well-being and that which is considered unacceptable and could lead to an investigation and dismissal from the organization.

In the case of conduct which constitutes a crime, in addition to applying the action protocol and internal disciplinary measures, the competent authorities will also be notified.

The Code of Conduct is not only an important tool for protection; it is also a powerful instrument for preventing and minimizing risk. As such, Give & Take Kitchen regards this code not only as a tool for protecting children but also as a show of transparency and a means of protecting people associated with the organization, since it clearly states which conduct is expected of them at all times and which conduct will not be tolerated.

The description of desirable and unacceptable conduct provides a framework for behavior which serves to protect staff and other people associated with the organization from unfounded accusations.

Give & Take Kitchen expects the people associated with the organization to make a personal commitment to protecting children and to identify with the organization's values, which means that this code should be respected both during and outside working hours.

The protection policy which frames this code contemplates the activities necessary for ensuring that all those the policy applies to know and understand the Code of Conduct.

OBJECTIVE

This code is designed to regulate the conduct of the people associated with Give & Take Kitchen who come into contact with children, with the ultimate goal of protecting them and preventing them from harm.

The code cannot be applied without considering the context because context can influence the consequences of certain behavior. As such, it is necessary to consider the guiding principles detailed below (see section TERMINOLOGY.). Similarly, we should emphasize that harm is assessed in terms of the consequences for the victim and not the intention of the offender.

The aim of the Code of Conduct is, primarily, to evaluate and avoid the negative consequences of certain conduct for children and, secondarily, to protect the reputation of the organization. By no means does it intend to issue value judgments about people.

SCOPE AND APPLICATION

This code applies to all paid and volunteer members of the Give & Take Kitchen organization.

The persons and organizations associated with Give & Take Kitchen staff and volunteers of the program shall be subject to the codes and procedures which have been adapted.

All of those to whom the code applies, including partner organizations, will sign a document certifying that they are aware of the Code of Conduct and the consequences of violating this code, and that they agree to respect and comply with its content.

Give & Take Kitchen will require collaborating funding parties, consultants, advisors and other collaborators to be aware of the Code of Conduct.

TERMINOLOGY

1. Set of philosophies, policies, norms, guidelines and procedures aimed at creating a safe environment for children and protecting them from any type of violence or rights violation.
2. Protection also alludes to all organizations' moral and legal duty to protect children under their care and responsibility both inside and outside of the organization.
3. Violence against children: any form of physical, psychological and/or sexual harm inflicted upon a child by a person charged with their care or tutelage, who has authority over them and whom they should be able to trust, regardless of the intention, seriousness, social acceptance and/or frequency of the suffering caused.

GUIDING PRINCIPLES

The conduct of the people associated with the organization and the interpretation and application of the Code of Conduct should be governed by the institutional values of social commitment, equity and respect, as well as by the principles of the CHILD PROTECTION ACTS described IN SECTION 4.

Give & Take Kitchen has made public its moral and legal commitment to children. All people associated with the organization are expected to uphold a commitment to children's wellbeing and exhibit behavior which is consistent with this pledge. Likewise, they should be aware that they are responsible for Give & Take Kitchen's public image, and that this could be compromised or destroyed by the inappropriate conduct of even a single individual.

Give & Take Kitchen bears civil responsibility for the offenses and crimes committed by the members of its employees, representatives and managers in the rendering of their services or the fulfillment of their obligations.

The principles underlying this Code of Conduct are:

1. Any type of violence against children constitutes a violation of their rights.
2. This Code of Conduct is based on the principles set forth in the CHILD PROTECTION ACT
3. Protecting children is an obligation of the State and the responsibility of all community and family members.
4. Give & Take Kitchen respects the customs and ideologies of the diverse groups living in those areas where we work, and always takes into account the legal, cultural and historical context.

CONDUCT RELATED TO COMMUNICATION, IMAGES AND MESSAGES

The people to whom this code applies

Shall

- Avoid generalizations, sensationalism and sentimentalism and show an unbalanced vision of the life and circumstances of each child.
- Avoid all content (text and images) which could degrade, victimize, or embarrass children, especially those in which they come across as sexually provocative.
- Avoid the publication of images and messages which may offend the recipients' sense of decency.
- Explain to children how their image or message will be used and obtain their informed consent; if circumstances allow, the organization will request children's written authorization prior to interviewing, photographing or recording them.
- Request children's authorization to use their image for publicity, fundraising or any other purpose.
- Avoid publishing information which enables children to be located on the internet, in magazines or other mediums.
- Avoid photos which are out of context. Images should make the connection between the person and the work of Give & Take Kitchen. Likewise, where possible the source, author and date of the image will always be provided.
- Respect the criteria of racial diversity and gender equality in the selection of images.
- During interviewing or filming, do not coerce children in order to obtain certain testimonies or images. Create an environment in which children feel comfortable and free to express themselves.
- Avoid using images which depict children as consumer objects.

Give & Take Kitchen shall

- Demand that any external person or organization that asks to use Give & Take Kitchen's audiovisual material sign a contract regulating the use of this material.
 - File and keep in a safe place all authorizations from children and/or their parents or legal guardians. It will also file and safeguard the archive of documents like images, information and testimonies from or featuring children.
 - Ensure that the testimonies, activities or material that is sent to the sponsors and made by the child have educational purposes for the children and, at the same time, reflect the child's personality.
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I acknowledge that I have read and reviewed the Code of Conduct for Working with Children and agree to abide by the guidelines set forth herein.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____