

[Logo]
Ministry of Social Affairs, Veterans and Youth Rehabilitation
No. 1501SAY

Phnom Penh, 27 July 2011

**Prakas
On
Recognition of Child Safe Organization Qualifications**

Minister of Social Affairs, Veterans and Youth Rehabilitation

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal Decree No. NS/RKT/0908/1055, dated on 25 September 2008, on the Appointment of the Royal Government of the Kingdom of Cambodia
- Having seen Royal Kram No. 02/NS/94, dated on 20 July 1994, promulgating the Law on the Organization and Functioning of the Council of Ministers
- Having seen Royal Kram No. NS/RKM/0105/001, dated on 17 January 2005, promulgating the Law on Establishment of Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Having seen the Convention on the Rights of the Child ratified by the Kingdom of Cambodia on 15 October 1992
- Having seen the Sub-decree No. 54 ANKr/BK, dated on 24 March 2011, on the Organization and Functioning of Ministry of Social Affairs, Veterans and Youth Rehabilitation
- Having seen the *Prakas* No. 217 SAY, dated 26 April 2006, on the promulgating the Policy on Alternative Care for Children
- Having seen *Prakas* No. 616 SAY, dated on 22 November 2006, on the Minimum Standards of Residential Care for Children
- Having seen the *Prakas* No. 198 SAY, dated on 11 March 2008, on Minimum Standards of Community-based Care for Children
- Having seen the *Prakas* No. 1228 SAY, dated on 4 December 2009, on the Modification and Completion of the Composition and Role and Duties of National Multi-disciplinary Working Group on Orphans and Vulnerable Children
- Having seen the Decision No. 13 SAY/KChKR on the Composition and Functions of the Sub-Committee for Advocacy (SCA) of the Multi-disciplinary National Working Group on Orphans and Vulnerable Children
- Pursuance to the necessity of Ministry

DECIDES

Praka 1

This *Prakas* determines the recognition of child safe organization qualifications to institutions and non-governmental organizations that have followed the Policy on Alternative Care for Children.

Praka 2

This *Prakas* aims to implement the role and duties and responsibility of all institutions and NGOs working with children in accordance with the set procedures and principles.

Praka 3

This *Prakas* covers all institutions and NGOs that have signed the agreement with or been authorized by Ministry of Social Affairs, Veterans and Youth Rehabilitation to provide protection, care and support services to children.

Article 4

All institutions and NGOs working on the provision of protection, care and support services to children must possess nine qualifications as follows:

1. *Child Protection Policy for Operation within Organization must contain:*

- Child protection policy in easily-to-understand Khmer language.
- A list of those who have learned and understood the policy.
- A list of those who have engaged in the policy development.
- A report on the recognition of the policy from the organization's steering board.
- A record of the resolution to cases of abuse that may have occurred in the organization and the timetable for verification.

2. *Reporting about and responses to children's concerns must contain:*

- Document on procedures for preparing or guiding the reporting.
- Table highlighting steps for child protection.
- Illustration of names as well as roles and duties of responsible agents.
- A report template for recording the activity of child protection when the incidence took place.

3. *Staff recruitment and assessment of children's risks must contain:*

- A document that illustrates how staff are recruited.
- A request model, reference, and other certificates of the candidate.
- Evidence that shows those who have communicated with or confirms the attitudes of and criminal record of the candidates.
- A document that explains how the guarantor secretly has discussed with the management officer about the attitudes of the candidates towards the children and other information about this procedure.
- Tools (a manual that instructs or manages the risks) that identify children's risks for the development of action plans and guidelines to safely protect children.
- A tool model that leads children to a study visit or a meeting.

4. *Code of ethics or attitude guidelines towards children must contain:*

- An attitude guideline of adults towards children and children's attitude towards other children.
- A guideline about a formal communication.

5. *Legal accountability must contain:*

- A document that highlights the legal practice (such as a guarantee letter for children's participation, accommodation, referral or transfer, collection of information, photographing, and use of children's images etc.

6. *Educational materials, information and communication must contain:*

- Resources and tools for motivating children to listen to and participate and other communicative methods.
- Information about the person responsible for the location where children should go and the means for communication when they have a concern. Such responsible person should be different from the one involved with the complaint.
- Educational materials including a guideline on safety and information on rights to protection from abuses and exploitation.

7. Increased awareness among staff and concerned people must contain:

- Staff training programs or plans about child safe organization
- Report and attendance list in the training
- A training guideline
- A training evaluation form.

8. List of referral intervention services must contain:

- Information about the source of assistance to children.
- Information relating to training, counseling, support of staff or adults who do not serve the organization to understand how children are helped (i.e. leaflets)
- Contacts of experts that can provide comments and information.

9. Organization's activity assessment plan must contain:

- Described in the child protection policy.
- Recorded or written down the monitoring time when the policy was implemented and the responsible monitor.
- A summary of a number of abuse cases and complaints.

Praka 5

A Child Safe Organization Qualification Evaluation committee shall be established and composed of the following members:

1	Representative of Ministry of Social Affairs, Veterans and Youth Rehabilitation	1	Chair
2	Representative from NGO	1	Vice-chair
3	Representative of Multi-disciplinary National Working Group on Orphans and Vulnerable Children	1	Secretary
4	Representatives of NGO appointed by member organizations	6	Member
5	Representatives of Department of Child Welfare	3	Member
6	Representatives of Department of International Cooperation	2	Member
7	Representative of Cambodian National Council for Children	1	Member

The appointment of this committee composition shall be set out in the *Prakas* of Ministry of Social Affairs, Veterans and Youth Rehabilitation.

Praka 6

The Child Safe Organization Qualification Evaluation Committee must coordinate their work and collaborate closely with Advocacy Commission of Multi-disciplinary National Working Group on Orphans and Vulnerable Children.

Praka 7

The Department of Child Welfare has the duty to provide training to institutions and NGOs on child safe organization.

Institutions and NGOs that require training on child safe organization make a request to Ministry of Social Affairs, Veterans and Youth Rehabilitation.

Praka 8

The Child Safe Organization Evaluation Qualification Committee has the duty to monitor and evaluate the institutions and NGOs and makes a proposal to Ministry of Social Affairs, Veterans and Youth Rehabilitation to issue the certificate.

The model of child safe organization certificate is annexed to this *Prakas*.

The Child Safe Organization Evaluation Qualification Committee must make the monthly, quarterly, semi-annual and annual report to Ministry of Social Affairs, Veterans and Youth Rehabilitation through the Department of Child Welfare.

Praka 9

The certificate given to the institution and NGO is valid for three years.

In case, the institution and NGO does not follow the provision as prescribed in Praka 4 of this *Prakas*, the Child Safe Organization Evaluation Qualification Committee must make a request to Ministry of Social Affairs, Veterans and Youth Rehabilitation to terminate the recognition and withhold the certificate.

Praka 10

Any provisions contrary to this *Prakas* shall be abrogated.

Praka 11

Chief of the Minister's cabinet, Director General of Department General of Administration and Finance, Director General of Technical Department General, Director of Department of Child Welfare, provincial/capital Department of Social Affairs, Veterans and Youth Rehabilitation, city/district/khan Office of Social Affairs, Veterans and Youth Rehabilitation, the Child Safe Organization Evaluation Qualification Committee and institutions and concerned NGOs have the duty to carry out this *Prakas* effectively as of the date it is signed.

[Signature and Sealed]

IthSamheng,
Minister

Submitted to:

- Ministry of Royal Palace
- Secretariat General of Constitutional Council
- Secretariat-General of Senate
- Secretariat-General of National Assembly
- Council of Ministers
- Cabinet of Samdech AkkakMohaSenaPadeiTechoPrime Minister
- Cabinet of LokChumteav Permanent Deputy Prime Minister Men Sam An
- All ministries, institutions and concerned organizations
- Advocacy Sub-Committee
- As prescribed in Praka 5 and Praka 11
- Documentation-Archives.