

OCI Foundation International

Sponsors of the: (i) Cyfed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOY Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project



...we rise, by lifting others

Code of Conduct for Safeguarding Children (March 2025)

This document outlines acceptable and unacceptable behaviours expected from all members of the OCI Foundation when interacting with children and young people. It applies to all staff (paid and unpaid), volunteers, board members, and associates of the organisation who work with children under the age of 18 years.

1. I will:

- Act in accordance with the OCI Foundation's child safety and well-being policies and procedures at all times.
- Behave respectfully, courteously, and ethically towards children and their families.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and well-being of all children in the OCI Foundation.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation, one that is welcoming, culturally safe, and inclusive for all children and their families.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to the OCI Foundation's policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by the OCI Foundation's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the OCI Foundation's policy and procedure for receiving and responding to complaints.
- Report all suspected or disclosed child harm or abuse as required by the law and by the OCI Foundation's policy and procedure on internal and external reporting.
- Comply with the OCI Foundation's protocols on communicating with children.

- Comply with the law and the OCI Foundation’s policies and procedures regarding record-keeping and information sharing.

2. I will not:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the OCI Foundation’s activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parents or legal guardians consent or unless I am required to do so by the OCI Foundation’s policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.

3. In the event of a breach of this Code of Conduct, I will:

- Act to prioritise the best interests of children.
- Take prompt action to ensure children's safety.
- Promptly report any concerns to my manager, the OCI Foundation’s Child Safety Officer, the Chief Executive Officer or any other authority within the Foundation.
- Follow the OCI Foundation’s policies and procedures for receiving and responding to complaints and concerns.
- Comply with legislative requirements for reporting, if applicable, and with the OCI Foundation’s policies and procedures for internal and external reporting.

I agree to abide by this Code of Conduct during my engagement with the OCI Foundation. I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my engagement with the Foundation.

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Signature

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Full Name

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Date