



Mamie Martin Fund Child and Vulnerable Adult Protection Code of Conduct

As a member of MMF I commit to the highest standards of conduct in my engagement with the work of the Mamie Martin Fund and agree to abide by the Code of Conduct set out below.

I aim to ensure the best experience for the beneficiaries, partners, donors, staff and volunteers of MMF as I play my part in supporting girls' education in Malawi.

MMF staff, Trustees, volunteers, and staff and volunteers of MMF's partners must:

- Never hit or physically abuse a child or vulnerable adult in any way.
- Never deliberately place a child or vulnerable adult in danger or at risk of abuse.
- Never have sexual contact or use sexualised language with a child or vulnerable adult.
- Never develop personal relationships with a child or vulnerable adult which could lead to, or constitute abuse.
- Never fondle, hold, kiss, hug or touch a child or vulnerable adult inappropriately.
- Never intentionally behave in a way that frightens or intimidates a child or vulnerable adult.
- Never do things of a personal nature for a child or vulnerable adult that they can do for themselves.
- Never single out a child or vulnerable adult for special treatment.
- Never give a child or vulnerable adult presents or personal items unless authorised by the MMF Malawi Manager.
- Never invite a child or vulnerable adult into their home or arrange to see them outside project activities unless authorised by the MMF Malawi Manager.
- Never stay alone overnight with a child or children or any vulnerable adult.
- Never take a child or vulnerable adult with them in their car, except in exceptional circumstances.

- Never hire a child or vulnerable adult for any service, or treat in any way which could be deemed exploitative.
- Never use internet resources such as social networking sites to make inappropriate contact with children or vulnerable adults which could lead to or constitute abuse.
- Never use racist, sexist, discriminatory, inappropriate, abusive or offensive language around children or vulnerable adults.
- Never intentionally humiliate or degrade children or vulnerable adults.
- Never smoke, use illegal drugs, consume or be under the influence of alcohol in the presence of children or vulnerable adults.
- Always treat children and vulnerable adults with respect.
- Always listen to children and vulnerable adults and their concerns.
- Always use sensitive language when a child or vulnerable adult reveals a serious issue (such as child abuse or sexual violence).
- Always endeavour to be accompanied by another adult when in the presence of children and vulnerable adults.
- Always deal with any allegations or concerns relating to abuse immediately and appropriately in accordance with the Child and Vulnerable Adult Protection Procedures.
- Always be aware of the health and safety of children and vulnerable adults and ensure that they are protected from harm when they are in our care.
- Always respect the rights of children and vulnerable adults and empower them to be aware of and act upon their rights.
- Always challenge the mistreatment of children and vulnerable adults and report any cases of abuse.
- Always ensure that images of children and vulnerable adults are respectful and obtain permission from a child, vulnerable adult and/or their parent/guardian or carer before using their image. **This applies to images taken in UK or overseas.**

Name: _____ Date: _____

Signature: _____ Date: _____

Approved by the MMF Board of Trustees 12th July 2018
To be reviewed July 2019