

KARBI ANGLONG BAPTIST CONVENTION

CP-004

CHILD PROTECTION CODE OF CONDUCT

Version 1.0

Document Control

Item	Details
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Approved By	Executive Committee
Related Policy	CP-001 Child Protection Policy
Related Manual	CP-002 Child Protection Procedures Manual
Responsible Office	Office of the General Secretary
Effective Date	18 August 2026
Review Cycle	Every three (3) years or earlier if required

1. Purpose

This Code of Conduct establishes the minimum standards of behaviour expected of every person acting on behalf of the Karbi Anglong Baptist Convention (KABC) when interacting with children.

Its purpose is to promote safe, respectful, and appropriate relationships with children and to reduce the risk of abuse, neglect, exploitation, or misconduct.

Compliance with this Code is mandatory.

2. Scope

This Code applies to:

- employees;
 - office bearers;
 - Executive Committee members;
 - Governing Body members;
 - volunteers;
 - interns;
 - consultants;
 - contractors;
 - programme workers;
 - visitors; and
 - any person acting on behalf of KABC.
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3. Our Commitment

Every person serving under KABC shall:

- place the safety and wellbeing of children first;
 - respect the dignity and rights of every child;
 - treat every child fairly and without discrimination;
 - maintain appropriate professional boundaries;
 - act honestly, responsibly, and respectfully at all times;
 - comply with the Child Protection Policy and applicable laws.
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4. Expected Standards of Behaviour

Personnel shall:

Respect

- treat every child with courtesy, dignity, patience, and respect;
- listen carefully to children and take their concerns seriously;

- encourage participation in a safe and inclusive manner.
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Safety

- provide appropriate supervision during activities;
 - ensure activities are conducted in safe environments;
 - report hazards or safeguarding concerns promptly.
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Professional Conduct

- maintain appropriate physical, emotional, and professional boundaries;
 - use appropriate language and behaviour at all times;
 - avoid situations that may place themselves or a child at unnecessary risk.
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Communication

- communicate with children in an appropriate, respectful, and transparent manner;
 - use digital communication responsibly and only for legitimate ministry or programme purposes;
 - protect confidential information relating to children.
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5. Prohibited Conduct

Personnel shall not:

- engage in any form of physical, emotional, sexual, or psychological abuse;
- exploit or neglect a child;
- use humiliating, degrading, intimidating, or discriminatory language;
- strike, slap, or otherwise physically punish a child;
- engage in inappropriate physical contact;
- develop romantic or sexual relationships with a child;
- communicate with children for inappropriate personal purposes;
- exchange inappropriate gifts, money, or favours;

- consume alcohol or illegal drugs while supervising children;
 - photograph or record children in a manner that compromises their dignity, privacy, or safety;
 - disclose confidential information relating to children without proper authority.
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6. One-to-One Interactions

Whenever reasonably possible, personnel should avoid being alone with a child in a private or isolated setting.

Where individual interaction is necessary:

- it should take place in an appropriate environment;
 - another responsible adult should be aware of the interaction; and
 - transparency and accountability should always be maintained.
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7. Photography and Digital Media

Personnel shall:

- respect the dignity and privacy of children;
 - use photographs or recordings only for legitimate organizational purposes;
 - avoid images that portray children in distress, humiliation, or undignified circumstances;
 - comply with KABC's communication procedures.
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8. Reporting Responsibilities

Every person acting on behalf of KABC shall report any reasonable concern regarding:

- abuse;
- neglect;
- exploitation;
- inappropriate behaviour;
- violations of this Code;
- suspected safeguarding risks.

Reports shall be made promptly using the procedures established by KABC.

9. Non-Compliance

Failure to comply with this Code may result in:

- counselling;
 - corrective action;
 - suspension;
 - removal from duties;
 - termination of employment or engagement;
 - referral to the appropriate authorities where required by law.
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10. Declaration

I acknowledge that I have received, read, and understood the KABC Child Protection Code of Conduct.

I agree to comply with its requirements and understand that failure to do so may result in disciplinary action.

Name: _____

Position: _____

Department / Association: _____

Signature: _____

Date: _____