



VIET ENDANGERED NARRATIVES

VIET ENDANGERED NARRATIVES CHILD PROTECTION POLICY & CODE OF CONDUCT

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Approved by: Hong Tang

Director Reviewed date: May 2027

Overview

Viet Endangered Narratives (VEN) is an award-winning social enterprise founded by nature enthusiasts and documentary film producers. We are dedicated to biodiversity conservation in Vietnam. Our work revolves around harnessing the power of visual storytelling to raise awareness, inspire action, and cultivate a shared responsibility for safeguarding Vietnam's threatened natural world.

At VEN, we recognize the importance of creating a safe and nurturing environment for children and young people involved in our programs. Our commitment is to ensure their well-being and protection from all forms of abuse and exploitation. This policy outlines our principles, guidelines, and procedures to safeguard children under our care.

VEN encourages a culture of open discussion regarding the protection and rights of children. The Child Protection Policy will guide VEN's discussions and decision-making on child protection and safeguarding.

VEN commits to doing everything in its power to prevent child abuse and exploitation.

The purpose of this policy is:

- To protect children encountered in the implementation of VEN programs, including children in households and communities targeted for support by VEN programs.
- To provide VEN employees and other people (cited in section three below) covered by this
- policy with the overarching principals that guide our approach to child protection





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1. Principles, values and beliefs about children/child protection

In VEN programs, all activities aim to empower children and promote the well-being of children. Children in general and disadvantaged children in particular are the main beneficiaries. Our staff and partners often work directly with children. Therefore, for us, a child being abused in any way is absolutely unacceptable. The protection of children to the fullest extent possible from intentional or unintentional actions that put them at risk of abuse, sexual exploitation, injury and any other harm is considered our top priority obligation and will be fully set forth in this Child Protection Policy.

This child protection policy is guided by 4 key principles:

- Zero tolerance of child abuse
- Primacy of the interests of the child
- Individual and collective responsibility for child protection
- Active approach to identifying and reducing risk

2. Policy Scope

This policy applies to:

- **Employees of VEN**, including all persons engaged on national, international, full time, part time or short-term employment contracts.
- **Volunteers and interns**, including those based in Vietnam or visiting Vietnam.
- **VEN contractors**, including private sector service providers and consultants who have a formal/contractual relationship with VEN that involves the potential for contact with children.
- **VEN partners**, including all employees, volunteers, representatives and other affiliated persons of partner organizations who have a formal/contractual relationship with VEN that involves the potential for contact with children. *Note: This requirement will be waived if the partner has an existing Child Protection/Safeguarding policy, and the VEN Director agrees in writing to accept this in place of VEN's policy.*

VEN program visitors that are closely affiliated with VEN, including but not limited to VEN board members, VEN employees, consultants, international volunteers, journalists, visitors who visit VEN programs sites. (Note: Non-VEN affiliated visitors such as donors and government representatives will not be required to complete VEN Code of Conduct declaration, but this category of visitors will be escorted at all times by VEN staff while visiting VEN program sites.)

Breaches in the policy by employees by can lead to disciplinary action including possible dismissal. Breaches by partners or contractors can lead to termination of relations, including contractual and partnership agreement. Where relevant, the appropriate legal or other frameworks as per the national laws will be referred to.





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3. Key Definitions

Term	Definition
Child	Any human being under the age of 18 ¹ .
Physical abuse 	Use of physical force against a child (including hitting, shaking, punching, kicking, burning and poisoning) that causes harm to a child.
Sexual abuse	Use of children for sexual benefit by an adult or older child or teenager, including using children in child pornography.
Emotional abuse	Verbal or other acts towards a child which can damage a child's self-esteem or confidence.
Child exploitation	Using children for profit, labor, sexual benefit, or for other personal or financial advantage. Includes producing, obtaining or distributing child exploitation material
Child Protection	The term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated

4. Reference any national or international laws/policies

VEN's Child Protection Policy is compliant with international primary child protection legislation expressed in the United Nations Convention on the Rights of the Child

5. Policy Procedural Guidelines

5.1 Child Protection Code of Conduct

People covered by this policy are required to behave with children in a manner that fully respects their dignity and rights, and minimizes any possible situation of risk, consistent with VEN's Child Protection Code of Conduct (see Annex 1)





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People covered by this policy are expected to always:

1. Treat children with respect and equally, regardless of their age, sex, language, religion, opinion, nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.
2. Use non-violent and positive behavior methods when interacting with children.
3. Make sure that another adult is present or visible to others when in contact with a child.
4. Plan activities and organize the work place to minimize the risk of harm to children.
5. Preserve the child's autonomy and do not do things that a child can do for herself/himself.
6. Obtain explicit/written permission from the child and their parents/caregivers before taking a photograph, recording or using the child's image, what they have said or their history. This includes explaining to children and their parents how the photos or messages will be used.
7. Ensure that confidential information concerning children, families and communities is protected and not disclosed without written permission from the child and their parents.
8. Comply with all relevant local legislation, including labor laws, in relation to children.
9. Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs after association with the organization

5.2 Employee Recruitment Procedures

The VEN Manager will ensure that the following actions are implemented during all new employee recruitment processes to reduce the risk of recruiting employees who may pose a risk to children:

- In interviews, interviewers will ask at least one question that relates to child protection or attitudes to children.
- Prior to employment, all candidates must sign the Child Protection code of conduct, including the section confirming they are safe to work with children.
- During the first week of employment, the Manager will conduct a briefing/orientation on the VEN Child Protection Policy.

VEN will not employ any person if it is apparent that they are an unacceptable risk to children during the recruitment process. Similarly, VEN will not continue to employ any person to work on its programs if it is apparent that they are an unacceptable risk to children during the probation period, or at a later stage.





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5.3 Procedures for reporting/responding to child abuse

VEN employees, or other persons covered by this policy, who encounter child abuse or have any concerns or allegations of child abuse, or breaches of VEN's Child Protection Policy and Code of Conduct' should follow the following process for Child Protection Incident Reporting:

- Incidents should be reported directly to the VEN child protection focal point and/or VEN Director within 24 hours, using the incident report form (in Annex 2), or verbally in person or by phone call.
- A report must be made if there is reason to believe that harm to children has occurred or could occur.
- The child protection focal point and Director will arrange to discuss the incident/issue with the reporting party as soon as possible, but no more than 2 working days after receiving the report.

5.4 Child protection risk identification and review

Part of this annual child protection session will include group work to identify child protection risks and mitigation measures. Identified risks and mitigation measures will then be documented in a Risk Log. The Risk Log will be reviewed and updated at all subsequent annual meetings.

5.5 Commitment to prevent people from working with children – if there are any risks identified

VEN is committed to not employing people or allowing them to work if they are an unacceptable risk to children. This includes risks identified at recruitment stage or during the period of employment.

5.6 Commitment that all employee contracts will contain a provision for suspension/dismissal if personnel are under investigation for breaking the Child Protection Code of Conduct, or have broken the code of conduct.

As part of VEN's commitment to not employing people or allowing them to work if they are an unacceptable risk to children, all new VEN employment contracts will contain a provision for employee suspension if he/she is placed under investigation for breaking the Child Protection Code of Conduct, and dismissal if it is found that an employee has broken the Child Protection Code of Conduct.

5.7 Child Protection Policy review

The VEN Child Protection Policy review will take place every three years, at the same time as annual performance appraisals, in December. The review will be initiated by the child protection focal point in coordination with the Director. The review will integrate key lessons learned since the last review, including learning from the annual employee discussion on child protection (see Section 6.7) and learning from any child protection incidents.





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Date: 24.10.2025

Signature:

Nguyễn Thành Paven
(Founder of VEN)

