



MITTAPHAP INTERNATIONAL LIMITED

Business Registration No.: 79280605-000-11-25-5

Registered Office: NO. 5, 17/F STRAND 50, 50 BONHAM STRAND,
SHEUNG WAN, HONG KONG

CHILDREN PROTECTION POLICY

Mittaphap International is a sustainable development initiative focused on three core areas:

- Education
- Hospitality Training (Mittaphap Restaurant & Guesthouse)
- Social Enterprise Initiatives
- Health care initiative

These initiatives aim to foster economic independence and sustainable livelihoods.

Mittaphap is registered with the Provincial Ministry of Education in Laos and with the Provincial Department of Education, Youth and Sport in Cambodia, and has been offering free English classes since 2019.

Having been registered for over five years, Mittaphap has driven change and provided hope to the communities surrounding Vang Vieng, Laos and Siem Reap, Cambodia through free English and public speaking classes, employment programmes, environmental initiatives, and international volunteer recruitment and connections. The vision is to achieve sustainable development through community-based projects and to expand its impact across Laos, Cambodia, and neighbouring regions. Mittaphap is committed to utilising local resources to foster growth and sustainable development, and by its nature, is an organisation that brings adults and children into contact on a daily basis.

In line with our legal obligations and fundamental commitment to respect and protect every individual, Mittaphap opposes and strives to prevent all forms of child abuse as outlined in the United Nations Convention on the Rights of the Child (UNCRC).

What is Child Abuse?

Child abuse can be either a deliberate act or the failure to act to prevent harm. It refers to any action or inaction by individuals, institutions, or processes that causes harm to a child, damages their well-being, dignity, or prospects for safe and healthy development into adulthood.

This includes the following:

Physical Abuse: Actual or potential harm caused by actions such as hitting, shaking, poisoning, drowning, or burning. It can also result from neglect or intentional harm by parents or caregivers.

Sexual Abuse: Forcing or coercing children into sexual activities that they do not fully understand or consent to, including molestation, sexual touching, kissing, or exposure to sexual images or activities.

Sexual Exploitation of Children: Involving children in sexual activities in exchange for money, gifts, food, shelter, love, or status. This often involves manipulation, coercion, or grooming.



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Neglect and Lack of Care: Failing to meet a child’s basic physical and emotional needs, leading to serious harm to their health, development, and well-being, such as inadequate food, shelter, or protection from harm.

Emotional Abuse: Persistent emotional mistreatment that affects a child’s emotional development, including humiliation, bullying, threats, or rejection.

Commercial Exploitation: Exploiting children for labour or other activities that harm their physical, mental, or social development.

****Child/children refers to any person under the age of 18.**

What is Child Protection?

Child protection is a primary component of safeguarding, focused on the safety of individual children identified as suffering, or at risk of suffering, significant harm.

It involves identifying and assessing cases of abuse or neglect, intervening to protect the child, providing support to promote recovery, and raising awareness about child protection issues.

Key Principles:

Prevention: Taking proactive steps to prevent harm before it occurs. **Early Intervention:** Identifying and addressing concerns about a child’s safety and well-being as early as possible.

Child-Centred Approach: Ensuring actions prioritise the needs and best interests of the child.

Collaboration: Working together with families, professionals, and agencies to ensure the safety and well-being of children.

Mittaphap has an unwavering legal and ethical responsibility to protect every child under its care. As an organisation committed to children’s rights, we ensure that our staff, partners, and programmes do not cause harm to children. This includes taking all reasonable steps to prevent exposing children to risks of danger, abuse, or distress.

Mittaphap recognises that a clear and robust child protection policy and practices benefit everyone involved, from the children to employees and volunteers, helping protect against erroneous or malicious allegations.

Mittaphap International’s Child Protection Policy

Mittaphap International has established this Child Protection Policy, which has been approved by the Board, to ensure maximum protection for all project participants (students) from exploitation and clarify the responsibilities of Mittaphap and its partners.

The principles of this policy are:

- **Every child has the right to equal protection from harm.**



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- **Everyone has a responsibility to support child protection.**
- **Organisations must ensure the protection and well-being of children, prioritising their best interests.**

This policy ensures that all project participants – children, women, and men – are protected from any form of abuse (including physical, sexual, and emotional) or exploitation (including sexual exploitation, trafficking, and forced labour) by Mittaphap’s staff, volunteers, partners, and official visitors. Recognising that children and women are at a higher risk of abuse, exploitation, and violence, Mittaphap is committed to raising awareness about children’s rights, gender equality, and eliminating discrimination against women among all partners and beneficiaries.

This policy is part of the orientation for new staff, volunteers, and partners. For new local project participants (students), it is introduced through role-playing, games, songs, and participatory planning in local languages.

Project participants have the right to freedom from exploitation, as outlined in the Universal Declaration of Human Rights, the UN Convention on the Rights of the Child (UNCRC), the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), and national laws of the Lao PDR and the Kingdom of Cambodia.

Code of Conduct and Practices

The Code of Conduct is essential for preventing exploitation, abuse, and misconduct. Any violations of this Code will result in disciplinary actions, including potential termination of employment or volunteering, in line with the Mittaphap’s policies and legal obligations. It outlines acceptable behaviour and promotes good practices. All staff, volunteers, partners, and visitors must receive a copy of the Code in Lao and other local languages.

Concerns about exploitation, abuse, or threats to participants should be reported to Mittaphap’s Child Protection Coordinator. All reports must be documented and addressed appropriately.

Staff are responsible for reporting any concerns regarding exploitation, abuse, or misconduct. They must avoid using their position for personal gain or creating conflicts of interest with their professional responsibilities.

Mittaphap believes that children deserve special protection, and all staff must uphold their rights. Violations of this policy will result in disciplinary action, including dismissal.

Protection of Children’s Physical Safety

Each staff member or volunteer at Mittaphap is committed to recognising potential risks to the physical safety of children participating in activities or under its temporary care, whether at Mittaphap sites or elsewhere.

Upon identifying any risk, staff/volunteers must take immediate action to prevent potential accidents or harm.



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If a risk could have serious consequences, the Coordinators should be informed about the situation and the measures taken. The team will ensure appropriate final measures are put in place to minimise the risk.

Staff/volunteers must have access to a first-aid kit or know its location. The kit should include disinfectant, bandages, sterile compresses, plasters, and other necessary items.

In the event of an emergency, transportation to the nearest hospital should be organised quickly. Activities involving children outside the project site or designated area are prohibited.

Mittaphap's staff must never offer candy or sweets to students.

Protection of Children's Psychological Well-being

- Mittaphap teachers aim to create a positive, motivating, and stress-free atmosphere in their classrooms.
- Physical contact between students and teachers is strictly limited to hands, arms, and shoulders.
- Teachers must not touch students' heads, as this could be humiliating or disrespectful, especially concerning cultural or religious beliefs.
- Teachers should never be alone with a student in a room, vehicle, or other confined space without explicit consent from at least two Coordinators. If this occurs, the Director or, in their absence, a Coordinator must be informed immediately.
- Teachers must introduce themselves to the class (name, age, country) and allow students to ask questions to make them feel safe and familiar.
- Teachers should not shout at or punish students. Any disciplinary measures must be reported to the Education Coordinator or Director.
- Teachers should ensure students' names are visible and call students by their names during classes.

Protection of Children's Development

- Teachers are prohibited from engaging in political, ideological, or philosophical discussions with students.
- Discussions on religious and cultural matters are allowed only as intercultural exchanges, ensuring respect for students' beliefs. Proselytism and any form of ranking religious or cultural practices are prohibited.
- Teachers must ensure that students are assigned to the correct class based on their English proficiency level.
- Teachers should identify and nurture students' special talents and skills within the scope of their educational activities.
- Only authorised staff, with written consent from both the child (if applicable) and their guardian, may take photographs of children involved in projects. These photos must



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be used only for agreed-upon purposes, such as educational materials, promotional content, or fundraising, and must respect the dignity and rights of the child.

Measures

Before planning any activity, Mittaphap assesses risks to children and develops strategies to mitigate these risks throughout project design, implementation, monitoring, and evaluation.

Staff and volunteers must recognise the power dynamics within communities and avoid exploiting their positions. Measures to address this include:

- Ensuring gender balance in field teams.
- Educating participants about their rights and the Mittaphap's support.
- Establishing clear reporting lines.
- Appointing staff to monitor policy implementation.

In cases of criminal behaviour or serious breaches of this policy, Mittaphap will take immediate action, including disciplinary measures, contract termination, or legal proceedings. Mittaphap collaborates with government agencies, other organisations, and local communities, and where applicable, this policy will be a condition of cooperation.

Review

Mittaphap recognises that both internal and external factors may change, affecting the scope and content of this policy. Therefore, the policy will be reviewed at least every three years. The review process will be consultative, involving staff, stakeholders, and project participants to ensure all perspectives are considered.

Feedback will be collected through surveys, interviews, and meetings. The final policy will be approved by the management board.

For and on behalf of

MITTAPHAP INTERNATIONAL LIMITED

Peter THIPOMMAJAN

Director

