



- Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate. Under no circumstance should any physical contact be, or have the appearance of being, sexual in any way.
- No child is to be taken to any LPC associates home, guesthouse, hotel or accommodation, without prior approval from an LPC Child Protection Officer (CPO). The CPO and at least one LPC employee must be present with the LPC associate and child / children at all times.
- Ensure that another adult is present and visible when working in the proximity of children.
- Not sleep close to unsupervised children unless absolutely necessary, in which case permission must be obtained from an LPC CPO and ensure at least one LPC employee is present at all times.
- Use computers, mobile phones, video cameras, cameras and social media appropriately, and never exploit or harass children, or access child exploitation material through any medium.
- Not use physical punishment on children, or exert inappropriate physical force. This includes, but is not limited to, pushing, shoving, hitting, slapping or any other action that could cause fear, intimidation or distress.
- Immediately report concerns or allegations of misconduct, child exploitation and/or abuse and policy non-compliance to an LPC CPO (or other LPC staff member if the CPO is unavailable).
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with LPC that relate to child exploitation and abuse.
- When photographing or filming a child or using children's images, in any situation at an LPC facility during work, volunteering, or site visit, all LPC associates must follow these guidelines:
- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child. If in doubt, always ask for permission from LPC staff before filming/photographing a child and follow these guidelines:
 - Children should always be adequately clothed and not in poses that are, or could be seen as, sexually suggestive.
 - LPC is responsible for monitoring all correspondence of children under the age of 18; there is to be no direct correspondence between children and other LPC associates.
 - LPC associates must seek prior consent to use any images of children and youth that appear in publications, communications and on electronic and social media.
 - In cases where a child's safety may be at risk, LPC will keep the identities of beneficiaries confidential and ask that photos and video not be taken or published.
 - Under no circumstances is an LPC associate to risk the safety of a beneficiary by publishing personal information through any form of media or communication. This includes, but is not limited to, names of a beneficiary and their family members, their personal situation and/or services and assistance they may be receiving from LPC.