

1. ADI CHILD SAFEGUARDING

1.1. ADI Child Safeguarding Policy

According to the World Health Organisation fact sheet (2016), child maltreatment is the abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. While most child abuse occurs within families and communities, children also experience abuse and exploitation through organisations that provide them with support and services – including aid organisations. While there are examples of children being sexually abused by foreign offenders, there are also numerous examples of local staff and volunteers abusing children in aid and development programs. Child abuse experienced through aid organisations is usually not systematic or planned. Instead, this abuse is usually the result of poor conditions, bad work practices and negligent management. ADI's Child Safeguarding Policy aims to ensure that risks to the safety and security of children are identified, mitigated, and monitored on an ongoing basis.

1.2. Context

Papua New Guinea is a developing country with a series of challenging social practices, including the normalisation of violence within families and indeed between family groups. A study by Save the Children published in September 2016 found children in PNG face high levels of abuse, neglect and exploitation, with 70 % of children in Papua New Guinea suffering physical abuse and 50 per cent facing family violence,

The research suggests that sexual violence against children primarily happens within the home, or at least within the extended family unit. The report also found many communities will only report very serious incidents of abuse, defined primarily as rape. Calls for a formal reporting system to quantify the extent and scale of violence have been heeded by the PNG government with legislation in 2015 to embed the latest child protection framework. The report backs up findings by Doctors Without Borders, which released a separate report earlier in 2016. The report showed women and children endure shockingly high levels of family and sexual violence, with rates of abuse estimated to be some of the highest in the world outside a conflict zone.

When reporting child abuse, maltreatment or exploitation, it is critical that the safety of the child is paramount in any response from ADI. Discussion with the CSO, CEO or Board president is advised to ensure the most appropriate course of action is followed.

1.3. Purpose and scope of the policy

That Australian Doctors International Inc. (ADI) integrates child safeguarding into strategic planning, programming, decision-making, performance management and staffing of the organisation to protect children from abuse of all kinds in the delivery of ADI's development aid programs.

This policy and accompanying procedures apply to all staff, volunteers, partners, subcontractors and people working with other civil society organisations. "Staff" refers to full time, part time, Board Members, international and national participants in ADI activities and also those engaged in short term contracts such as consultants, researchers, photographers, etc. "Others" refers to visitors, trustees, staff in partnership agencies including National, Provincial and District government agencies and any other individuals or groups who have contact with the organisation.

For the purpose of ADI's Child Safeguarding Policy and any Child Safeguarding matter, a child is regarded to be any person under the age of 18 years. It is the responsibility of the appointed Child Safeguarding Officer (CSO) to monitor, review and coordinate child safeguarding procedures.

1.4. Policy Principles

Principle 1: Zero tolerance of child exploitation and abuse

ADI has a zero tolerance to child exploitation and abuse and is committed to the safety and well-being of all children. We support the rights of children and will act without hesitation to ensure a child safe environment

is maintained. ADI will not knowingly engage, directly or indirectly, with anyone who poses an unacceptable risk to children.

Principle 2: Assess and manage child safeguarding risk and impact

ADI takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children. ADI recognises that there are a number of potential risks to children in the delivery of our programs to the vulnerable and disadvantaged. In recognising these risks, ADI proactively assesses and manages these risks to children in our programs (and in the communities where we work) to reduce the risk of harm. This is achieved by undertaking a risk management assessment for every ADI program with emphasis on the potential impact on children. Programs that involve direct work with children (e.g. health checks and education programs at schools) are considered a higher risk and will receive particular attention. ADI programs are centred on teaching and encouraging local staff to be present when our medical and auxiliary staff undertake procedures involving children and families. However, children are part of every community in which we work, so we are always mindful of the potential risks. ADI employs a child abuse incident form to document incidents that have raised concerns for staff. Incident reporting forms part of staff training, and incident reports are reviewed and addressed directly by child safeguarding officer (CSO), the CEO or Board President.

Principle 3: Sharing responsibility for child protection

This Child Safeguarding Policy (CSP) demonstrates ADI's commitment to protect children from harm and abuse and aims to educate staff, volunteers and others about child abuse. ADI promotes a child safe and child friendly culture where everyone is committed to keeping children safe. ADI makes long-term commitments to partners and works with partners jointly to ensure understanding and implementation of appropriate child protection procedures

Principle 4: Procedural fairness

ADI will ensure fair and proper procedures are used when making a decision in relation to all complaints. This will involve providing a fair and reasonable opportunity to respond to matters, evidence or decisions that ADI believe may justify terminating their engagement with ADI or other appropriate consequences. ADI will allow for an observer or support person where appropriate.

Principle 5: Recognition of the Best interests of the child

Both Australia (1990) and Papua New Guinea (1993) are signatories to the United Nations Convention on the Rights of the Child (UNROC) www.unicef.org/crc. In all actions concerning children, the best interests of the child shall be the primary consideration. ADI is vigilant in protecting confidential information about children and their families in ADI projects and demonstrates its responsibility to and respect for children by being sensitive in any communications that involves them.

1.5. ADI Child Safeguarding Procedures

1.5.1. Use of children's images

ADI will at all times portray children in a respectful, appropriate and consensual way. Our guidelines on the use of children's images are in line with the ACFID and DFAT Codes of Conduct. A register signed by the parent or guardian for approval for the use of images in publications is a requirement and is kept on file. Guidelines for the photographing or filming a child or using children's images for work-related purposes is outlined in the ADI Child Safeguarding Code of Conduct Appendix 1 and also in the ADI Fundraising and Community Engagement Handbook. No image can be used for promotion or fundraising activity which has not been approved by two ADI staff to ensure compliance with this policy and Media Guidelines.

1.5.2. Criminal Record checks

ADI requires criminal record checks for all countries in which the individual has lived for 12 months or longer over the past five years *and* for all countries of citizenship.

For Australian residents, people who work in Australia or people who have worked in Australia in the past three years, ADI requires an Australian Federal Police (AFP) criminal record check. Working with Children

checks are designed for use within the state where they are granted and are not considered a substitute for the AFP check.

For details of how to apply for criminal record checks in specific overseas countries, please refer to the Department of Immigration and Border Protection's Character and Police Clearance Requirements (<http://www.border.gov.au/Trav/Visa/Char>). If in doubt contact the nearest embassy or consulate for the country. In the case where a country does not provide criminal record checks of adequate reliability, a statutory declaration (in Australia) or equivalent can be used instead of a criminal record check. Where statutory declarations or equivalents are used, ADI must demonstrate that every reasonable effort was made to source a criminal check from the specific countries required.

National Police Checks (from AFP and Foreign NPCs) assessment will be required:

- prior to initial engagement
- once engaged, every three (3) years

Any change in circumstances for an ADI staff member involving a criminal activity, disciplinary procedures and/or criminal or court procedures relating to child exploitation or abuse must be reported immediately to ADI Program Manager or CEO.

1.5.3. Engagement of staff

ADI is committed to child safe recruitment, selection, screening, training, ongoing support and reporting practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- Interviews using behavioural based questions
- Promoting our child safe commitment on our website and where appropriate throughout the recruitment process and in communication with potential partners.
- All successful applicants receive a copy of ADI's Child Safeguarding policy and are informed of the screening requirements when they are sent application forms.
- Applicants are required to submit a detailed application form when applying for a position and include information about their background such as dates and places of employment, education and other activities.
- A minimum of two reference checks will be required for all recommended candidates. ADI will verify the identity of referees and make direct contact with each of these referees. **Written references will not be accepted.** ADI reserves the right to request additional references.

All partner organisations are required to ensure that, prior to their staff's participation in a field visit or patrol, they will:

- Have provided an appropriate criminal record check or made a statutory declaration and satisfied local employment requirements
- Have completed an in-service training module specifically related to child safeguarding (e.g., training provided by the provincial government or by ADI staff when available)
- Have signed ADI's Child Safeguarding Code of Conduct (Appendix 1) or equivalent.

1.5.4. Child Safeguarding Training

Child Safeguarding Training is part of the induction of all new ADI staff and refreshers and updates are conducted on a regular basis.

ADI also delivers Child Safeguarding Training to partners, and their staff working with ADI, through pre-patrol briefings and regular in-service courses.

1.5.5. Child abuse reporting processes

ADI considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately. It is mandatory for all ADI staff and others to report concerns or allegations of child abuse. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs.

Staff, volunteers, and individuals in other key groups with a concern are required by this policy to follow the procedures specified in Appendix 2. It is mandatory for ADI to report suspected or alleged cases of child exploitation, abuse or policy non-compliance to childwelfare@dfat.gov.au or call +61 2 6178 5100.

1.5.6. Involving children and young people

Children will be informed about ADI's child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child. Where possible, children are consulted regarding projects that affect them and their opinions are listened to and respected.

1.5.7. Educating the organisation on child abuse and the ADI Child Safeguarding Policy (CSP)

ADI is committed to educating staff, Board and others in the CSP, in how to reduce risks and create child safe environments. We will promote child safe practices that keep children safe in the organisation and in their own community and provide information about child safeguarding to the children and communities in which we work. This information will include reporting child abuse if they have concerns about an ADI member of staff or another representative in the organisation.

1.5.8. Monitoring, evaluating and reviewing all ADI and ADI implementing partner activities

ADI regularly monitors, evaluates and reviews all activities that involve children to ensure that we meet our commitment to safeguard children. ADI completes the DFAT Assessment document annually (Appendix 4) and implements any changes that will enhance the safeguarding of children and minimize any possible risks. ADI provides a similar assessment tool (Appendix 5) for our implementing partners to review their child safeguarding measures and share with ADI in the end of year reports for each project.

Review: The ADI Child Safeguarding Policy will be reviewed every two years.

1.6. Useful resources

DFAT Child Protection Policy - <http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>

Convention on the Rights of the Child - <http://www2.ohchr.org/english/law/crc.htm>

Keeping Children Safe – A toolkit for child protection <http://www.keepingchildrensafe.org.uk/resources.htm>

1.7. Relevant Compliance Requirements

ADI adheres to local and international child protection laws which prohibit the abuse and exploitation of children. These include local laws in Papua New Guinea and international laws and Conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, child sex trafficking, child labour and child pornography.

1.7.1. Australian Legislation

Crimes Act 1914 Part III-A (Child Sex Tourism) The Crimes Act 1914 sets out the laws that govern the way legal proceedings under the Criminal Code Act 1995 are conducted, including the conduct of investigations and the protection of children involved in proceedings for sexual offences.

Criminal Code Act 1995, Division 272 (child sex offences outside Australia); Division 273(offences involving child pornography material or child abuse material outside Australia); Division 474 (Telecommunications Offences, Subdivision C). This Act provides for a penalty of 10 years imprisonment for possession of child pornography depicting a person under 18 years of age, and up to 15 years imprisonment for online grooming of a person under 16 years of age.

1.7.2. PNG Legislation

Most developing countries have legislation pertaining to illegal child abuse. When working in-country, ADI staff and contractor personnel and NGOs implementing aid program activities are required to abide by local legislation, including labour laws with regard to child labour.

In PNG, the relevant legislation is the Criminal Code Ch.262 - *Sexual Offences and Crimes Against Children Act* which was passed in March 2002, and the more recent Lukautim Pikinini (Child) Act of 2009 (Child Welfare Act). An amendment to section 97 of the Lukautim Pikinini (Child) Act 2009 was passed in October 2014

1.7.3. International Child Protection Instruments

Both Australia (1990) and Papua New Guinea (1993) have ratified the United Nations Convention on the Rights of the Child (UNROC) www.unicef.org/crc

Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography www.unhchr.org/refworld/docid/50b353232.html

Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict www.unhchr.org/refworld/docid/47dfdb180.html

Geneva Declaration of the Rights of the Child www.un-documents.net/gdrc1924.htm

ILO Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour www.ilo.org/ilolex/english/convdisp1.htm

1.8. Acronyms & Glossary

Abuse	Includes: <ul style="list-style-type: none"> - physical abuse—the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning - neglect—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being - emotional abuse—refers to a parent or caregiver’s inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence - sexual abuse—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography. - Ill-treatment-disciplining or correcting a child in an unreasonable and seriously inappropriate or improper manner; making excessive and/or degrading demands of a child; hostile use of force towards a child; and/or a pattern of hostile or unreasonable and seriously inappropriate degrading comments or behaviour towards a child
ACFID	Australian Council for International Development
Behavioural-based interview questions	Interview questions that probe the applicant’s past behaviour in specific situations relevant to the position. Behavioural-based questions give interviewers additional information as to the applicant’s suitability to work with children.
Changes in circumstances	Personnel should report the following changes in circumstances to management: <ul style="list-style-type: none"> - involvement in criminal activity - disciplinary procedures and criminal or civil court proceedings relating to child exploitation and abuse.
Child or children	In accordance with the United Nations Convention on the Rights of the Child, ‘child’ means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, ADI considers a child to be a person under the age of 18 years.
Child abuse material	Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.
Child exploitation	One or more of the following: <ul style="list-style-type: none"> - committing or coercing another person to commit an act or acts of abuse against a child - possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material - committing or coercing another person to commit an act or acts of grooming or online grooming - using a minor for profit, labour, sexual gratification, or some other personal or financial advantage
Child exploitation material	Material, irrespective of its form, which is classified as child abuse material or child pornography material.
Child pornography	In accordance with the Optional Protocol to the Convention on the Rights of the Child, ‘child pornography’ means ‘any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.’ For further information regarding child pornography offences, refer to the <i>Criminal Code Act 1995</i> .
Child pornography material	Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive. ⁹

Child protection	An activity or initiative designed to protect children from any form of harm, particularly arising from child exploitation and abuse.
Child Safeguarding	The broad obligation on staff and partners to ensure that design and delivery of DFAT programs and organisational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concern about children's safety within the communities where they work are appropriately reported
CSO	Child Safeguarding Officer
Child sex tourism	The sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engages in sexual acts with children. For further details, refer to the Crimes Act 1914 Part III-A (Child Sex Tourism)
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.
Contractor	The individuals engaged to perform specific services under a contract and includes: (a) specified personnel nominated in a head agreement with an intermediary company (the contractor) to which payment is made; or (b) if the person performing the service is the service provider, he/she is an individual contractor
Criminal record check	A check of an individual's criminal history record. In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as 'overseas employment.' Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used, including sighting by DFAT.
DFAT funded partner	Includes an individual or organisation that receives DFAT administered funding, as well as other contract arrangements funded by DFAT, including any partners engaged through the lead partner with whom DFAT has the legal agreement.
DFAT staff	People employed by DFAT on a permanent or temporary basis in Australia or overseas.
Grooming	Generally refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography).
Harm	Any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect and/pr sexual abuse or exploitation whether intended or unintended
Impact	The overall long-term effect produced by an investment. This includes positive and negative changes produced by an investment (directly or indirectly, intended or unintended)
Individual contractor	See Contractor
Informed consent	Ensures the child and the parent or guardian understand the implication, purpose and potential uses of photographs or videos
Online grooming	The act of sending an electronic message to a recipient who the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be under 16 years of age. For further details, refer to the <i>Criminal Code Act 1995</i> , Division 474 (telecommunications offences, subdivision C).
Personnel	Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, board members.
Police clearance certificate	The certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks.
Policy non-compliance	The failure to abide by DFAT's policy.
Procedural fairness	ADI will ensure fair and proper procedures are used when making a decision in relation to all complaints. This will involve providing a fair and reasonable opportunity to respond to matters, evidence or decisions that ADI believe may justify terminating their engagement with ADI or other appropriate consequences.
Statutory Declaration	A written statement which you sign and declare to be true before an authorised witness
Unacceptable risk	The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.
Working with children	Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.

APPENDIX 1 ADI CHILD SAFEGUARDING CODE OF CONDUCT

(based on DFAT CPP June 2018)

I, _____ [insert name], acknowledge that I have read and understand ADI's *Child Safeguarding Policy, June 2018*, and agree that in the course of my association with ADI, I must:

- treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not expose children to alcohol, drugs or gambling
- not provide children with gifts
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into a private residence, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- 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 during my association with ADI
- be aware of the behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

Signed: _____

Date: _____

APPENDIX 2 CHILD SAFEGUARDING RESPONSE PROCEDURES

The guiding principle in responding to any concerns around child safeguarding is that the safety and welfare of the child always comes first. No child should be put at more risk by any action you take.

If a young person informs you that s/he is concerned about someone's behaviour to them or makes a direct allegation you should:

- react calmly;
- reassure them that they were right to tell but do not promise confidentiality
- take what they say seriously, even if it involves someone you feel sure would not harm them. We know from experience that we must listen to what we are told even if it is difficult to believe
- avoid leading questions (e.g. ask 'Then what happened?'; don't ask 'Did he touch your leg?'). Try to get a clear understanding of what the person is saying to you
- ensure the safety of the child or young person. If they need urgent medical attention make sure doctors or hospital staff know that this is a child safeguarding issue
- parents and carers should only be contacted once you have advice and guidance from the organisation's designated child safeguarding officer, manager or external agencies.

Recording information

- You are required to complete the ADI Child Safeguarding Incident Form (Appendix C).
- Any concerns, allegations or disclosures should be written down as soon as possible. Records should be signed and dated. It is very important that staff and others never promise confidentiality either to a child disclosing abuse or to adult disclosing concerns about another adult or information about their own behaviour. Staff and others must make it clear that they are obliged to follow this policy and explain the possible outcomes that will result from information being given to them.
- Records should be detailed and precise. They should focus on what you and the other person said, what was observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.
- Any concern, disclosure or allegation is alleged rather than proven at this point.
- All such records should be treated as confidential. They should be passed only to the persons specified in the reporting model above. It is the responsibility of each individual in possession of the information to maintain confidentiality. In certain instances, there will be the obligation for staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure, however if urgent action is required in order to protect children then it may be prior to the reporting procedure.

Who should report?

All ADI staff and members of the community and partner organisations.

What should be reported?

Use the ADI Child Safeguarding Incident Form Appendix 3 to report an incident of child abuse or child exploitation:

- Any disclosure or allegation from a child/community member or staff regarding the safety/abuse exploitation of a child.
- Any observation or concerning behaviour exhibited by an ADI staff, volunteer or other relevant stakeholder that breaches the ADI code of conduct for working with children.
- Inappropriate use of the organisation's photographic equipment or computers including evidence of child pornography.
- Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

Who to report to?

Overseas: Suspected child abuse reports must be made to the ADI Program Manager: programs@adi.org.au. If this is not possible reports can be made to the CEO: ceo@adi.org.au or Child Safeguarding Officer (CSO).

In Australia: Child abuse reports should be made to the CEO or the CSO at the ADI Seaforth office 550C Sydney Road Seaforth phone: 61+2 9907 8988

Concerns about people engaging in child sex tourism, child sex trafficking and child pornography should be reported to the Australian Federal Police (Transnational Sexual Crimes Squad) by telephone 131237.

Reporting of child abuse allegations overseas

- All child abuse reports should be made to the Program Manager or CEO by telephone, email or faxing the Child Safeguarding Incident Form (Appendix 3). All reports will be referred to the Australian based Child Safeguarding Officer (CSO). An initial assessment will be made based on the quality and reliability of the information and a decision will be made on what steps to take
- If the alleged incident involves ADI staff/volunteers, a local reporting procedure will guide the process based on whether the allegation constitutes a criminal offence in the country, or whether it is a breach of the ADI Code of Conduct and will be dealt with as a disciplinary matter
- If the abuse occurs within a domestic situation and no one wants to pursue any punitive action, the Child Safeguarding Incident Form (Appendix 3) should still be completed and forwarded to the CEO. If there is any risk to the health or welfare of a child, a copy of the incident report must be given to the local police
- If the incident has occurred inside the community, a copy of the completed Incident form should be given to the local police or appropriate authority
- ADI staff/volunteers must not take any action that in their opinion may put their own health and/or safety in jeopardy.

When/where to report?

Child abuse concerns should be raised immediately by telephone, email or fax and a Child Safeguarding Incident Form (Appendix 3) should be forwarded to the ADI head office.

What will happen next?

1. The CEO in consultation with the CSO will discuss the allegations and then implement the next step. It will be as follows:
 2. obtain more information if required
then
 1. report to local police and or appropriate child protection authority for their action;
or
 2. manage the allegation internally, if it is not a criminal matter following procedures for managing misconduct;
or
 3. determine that there is no substance to the allegation.
then
 4. Communicate to the informant that appropriate action has been taken
 5. Keep a confidential report of the action taken
 6. Make a de-identified report of allegations to the Conduct and Ethics Unit via childwelfare@dfat.gov.au
- ADI will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently.
 - All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. ADI will ensure that the interests of anyone reporting child abuse in good faith are protected. Any employee/volunteer who intentionally makes false and malicious allegations will face disciplinary action.

- The rights and welfare of the child are of prime importance. Every effort must be made to protect the rights and safety of the child throughout the investigation.
- Partner organisations with whom ADI works will be provided with information about how to report any child safeguarding concerns about ADI staff members and others.

How to respond to a child who has been abused

When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.

If a child discloses abuse, whatever the outcome, the child must be taken seriously. It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.

When a child or young person discloses they are being harmed you can show your care and concern for the child/young person by:

- listening carefully;
- telling the child/young person you believe him/her;
- telling the child/young person it is not their fault and he/she is not responsible for the abuse;
- telling the child/young person you are pleased he/she told you.

You will not be helping the child/young person if you:

- make promises you cannot keep, such as promising that you will not tell anyone;
- push the child/young person into giving details of the abuse – your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation);
- indiscriminately discuss the circumstances of the child/young person with others not directly involved;

Try and obtain some details such as where the abuse is taking place, school, home, work etc; is it currently occurring or did occur in the past, name of perpetrator if possible but not necessary.

It is possible that some children or young people will make a disclosure and then ask you not to tell anyone. It is important you seek guidance from the CEO or CSO to discuss how the child or young person can be supported and the disclosure managed.

Other actions to take:

Protect the child - Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimisation. The child may require medical assistance or counselling support. Where possible the child should remain in the place of residence or relevant program. Exceptions may be made where the child is deemed to be at risk of victimisation by peers as a result of the allegation or because the alleged abuse has occurred in home-based care. *If the child is in immediate danger you should make arrangements for the child to go to a safe place.*

Distance the alleged perpetrator - The best interest of the child may warrant the standing down of a staff member. The CEO should recommend the appropriate action in writing to the staff member. Any employee stood down in this manner continues to receive full pay - this measure recognises that that the employee is entitled to a just process that does not pre-judge guilt or innocence. Any volunteers who are stood down will similarly receive any reasonable reimbursement of costs.

Confidentiality - All reports, the names of people involved, and the details will remain confidential. Only the CEO, CSO and the President of the Board, and the people involved will be informed of the report. Details will be released on a “need to know” basis or when required by relevant local or Australian law or a notification to police or child protection authorities is made.

APPENDIX 3 CHILD SAFEGUARDING INCIDENT FORM

Where did incident occur?

Time: _____ Date: _____

Place: _____

Referrer's details:

Name: _____

Address: _____

Contact telephone (and email if possible): _____

Occupation: _____

Relationship to child: _____

Child's details:

Name: _____

Age: _____ Date of birth: _____ Gender: _____

Address: _____

Household structure: _____

School: _____ Class: _____

Teacher: _____

Ethnicity: _____ Religion: _____

Any disability: _____

Details of the incident: _____

Details of concern (including child's words if possible): _____

Any changes in child's behaviour: _____

Alleged Perpetrator's details:

Name: _____

Address: _____

Contact telephone: _____

Current safety of child: _____

Was a medical examination undertaken? Yes/No If yes:

Name of medical practitioner: _____

Contact details of medical practitioner: _____

Date of examination (please attach report): _____

Who else knows? _

Actions taken to date: _____

Report completed by: _____ Date: _____

Name & signature: _____ Date: _____

APPENDIX 4 DFAT ACCREDITATION ASSESSMENT CHECKLIST

A3: The ANGO has effective child safeguards

A3.1 ANGO has an organisational Child Protection Policy
<p>ANGO has a documented child protection policy, ratified by its governing body. The policy includes/outlines:</p> <ul style="list-style-type: none">• definition of a child as anyone under 18• the scope of the policy to cover all relevant positions, such as the CEO, board members, staff, contractors, volunteers, interns etc; and adequately covers sub-contractors and grantees• the reporting procedure for child exploitation and abuse suspicions or allegations, code of conduct or policy non-compliance, and sanctions that would be applied in the event of breaches• a commitment to immediately report the above to DFAT in cases where DFAT funding is involved• a commitment to providing child protection training for personnel at induction and regularly thereafter depending on risk profile• a commitment to preventing a person from working with children if• they pose an unacceptable risk to children• the ANGO's risk management approach• the process for regular review of the policy at least every 5 years – the policy must be dated or have a review date included.
Response:
A3.2 ANGO has child safeguarding procedures in place that fully comply with DFAT's Child Protection Policy and all of its nine minimum standards.
<p>ANGO's procedures and practices comply with DFAT's minimum standard as follows:</p> <p>Minimum standard 1: ANGO has a child protection policy covered by Indicator A3.1</p> <p>Minimum Standard 2: ANGO has documented reporting procedures which are known by personnel and partners and are applied in practice and cover/include:</p> <ul style="list-style-type: none">• child exploitation and abuse suspicions and/or allegations• non-compliance with the code of conduct or policy• sanctions that are/would be applied in the event of breaches• immediate reporting to DFAT where DFAT funds are involved• contact information to enable an external person to report. <p>Minimum Standard 3: ANGO provides child protection training (which includes its reporting procedures) for personnel.</p> <p>Minimum Standard 4: ANGO is committed to preventing a person from working with children if they pose an unacceptable risk to children. This commitment is included in ANGO's child protection policy. (covered by Minimum Standard 1 and Indicator A3.1)</p> <p>Minimum Standard 5: ANGO's child protection policy is regularly reviewed, at least every 5 years.</p> <p>Minimum Standard 6: ANGO undertakes risk assessments of all activities (not just at a program or organisational level). Risk assessments include identification of risks and outline mitigation measures and are regularly re- assessed.</p> <p>Minimum Standard 7: ANGO's employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provision to dismiss any employee after an investigation.</p> <p>Minimum Standard 8: ANGO has robust recruitment screening processes including:</p> <ul style="list-style-type: none">• criminal record checks and verbal reference checks for 'contact with children' positions prior to engagement

- additional screening measures such as behavioural-based interview
- questions for ‘working with children’ positions.

Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual’s countries of citizenship

Minimum Standard 9: ANGO has a documented Code of Conduct that meets DFAT requirements at a minimum (see Attachment A to DFAT’s CP policy) and is known to ANGO personnel.

Response:

A3.3 ANGO has controls and procedures to ensure implementing partners have compliant child protection policy and practices

ANGO engages with and supports its implementing partners to have good child protection practices. At a minimum, the ANGO:

- has knowledge of their partners’ child protection capacity and practices
- has knowledge of which of their partners’ have ‘contact with’ or are ‘working with’ children
- ensures that partners have their own child protection policy or formally adopts and understands the ANGO’s child protection policy
- undertakes and shares child protection risk assessments with partners or ensures that partners are undertaking child protection risk assessments of all activities
- provides child protection training and support to partners where required to improve their child protection practices

Response:

A3.4 ANGO undertakes periodic assessments of its own and its implementing partners’ child protection practices

ANGO undertakes a systematic and documented assessment of its own and its implementing partners’ child protection practices on a regular basis. The assessment process:

- includes all the practices listed in Indicators A3.1, A3.2 and A3.3
- is undertaken at regular and clear points in time - periodicity to be determined by the ANGO depending on variables such as risk, inclusion of additional or different activities, change in partner capacity etc.
- uses a systematic approach i.e. an assessment against a list of criteria or standards
- is documented.
-

Response:

Name of person providing information:

Signature: _____

Position held: _____

Date completed: _____

APPENDIX 5 ADI PARTNER'S CHILD SAFEGUARDING POLICY & PROCEDURES ASSESSMENT

		Yes/No/Comment
1.	The Organisation has a Child Safeguarding Policy and reporting procedure in place	
2.	Organisation is aware of the risks to children in the activities they manage and implement	
3.	The Organisation has a well-documented reporting procedure of child exploitation and/or abuse	
4.	The Organisation has a Child Safeguarding Code of Conduct	
5.	The Organisation has a policy on non-compliance including sanction for breaches	
6.	Staff are aware of how to report concerning behaviour	
7.	Community members are aware of how to report concerning behaviour	
8.	The organisation provides child safeguarding training for their own staff which includes employees, Directors, volunteers and contractors.	
9.	The organisation provides training opportunities for Partners to improve their child safeguarding policies and procedures	
10.	Staff are aware of how to build child safeguarding practices into their work	
11.	The organisation has a designated Child Safeguarding Officer	
12.	The organisation is diligent in preventing a person from working with children if the person presents an unacceptable risk to child safety	
13.	Child Safeguarding Policy is reviewed at least every three years	
14.	The organisation undertakes a risk assessment to reduce the risk of any child being harmed as a result of programs, projects or operations	
15.	Pre-engagement checks included a criminal record check and verbal referee checks and behavioural based interview questions	
16.	The organisation uses signed consent forms for images of children	
17.	The organisation has a system for regular monitoring of the effectiveness of the Child Safeguarding Policy	

Name of organisation: _____

Person providing information: _____

Position held: _____

Date completed: _____