

Internal document name:	Child Safeguarding Policy & Code of Conduct P 1 09 Code reference 1.4	
Year created	Revised/approved (Reledev Board)	Next review date
2009	September, 2021	May 2023

Introduction

Reledev Australia Limited is committed to the safeguarding of children at all ages. This is in recognition that the nature of our work may pose a risk to children. This policy works to mitigate any risks that may be associated with our work, as well as ensuring that child protection rights are at the forefront of all that we do.

Statement of commitment to child safeguarding

Reledev is committed to the protection of children from harm, abuse and exploitation. As is stated in the United Nations' Convention on the Rights of the Child; children have a right to respect regardless of: race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

Reledev aims to provide a safe environment in all their projects by managing any risks that may lead to the harm of children, it takes a zero tolerance approach towards child abuse. All personnel who are in contact with children are provided with the necessary information and training around this policy to ensure proper implementation.

It is the responsibility of Reledev management staff and the Board to ensure that this policy is implemented and enforced.

Purpose

This Child Safeguarding Policy (CSP) has been developed as a practical guide for the prevention of child abuse in Reledev's programs (both domestic & international). It aims to educate staff and others about child abuse and promotes a child safe culture where concerns for the safety and wellbeing of a child can be managed fairly and protects the rights of all.

The policy applies to all Reledev personnel, partners and anyone participating in, or associated with Reledev activities.

Definitions

Child is any human being below the age of 18, unless according to the law applicable to the child, majority is attained earlier.

Child protection is an activity or initiative designed to protect children from any form of harm, particularly arising from child abuse or neglect.

Child safeguarding is the obligation staff and partners of Reledev have, to ensure design and delivery of projects and/or organisational operations do not expose children to the risk of exploitation and abuse. It is also the obligation of staff and partners to appropriately report any concerns they may have about children's safety in the communities they work.

Abuse refers to the following:

1. Physical abuse: the use of physical force that results in harm to a child
2. Neglect: failure to provide for a child's wellbeing (physical and emotional)
3. Emotional abuse: failure to provide a child with adequate non-physical nurture and emotional availability
4. Sexual abuse: the use of a child for sexual gratification
5. Ill treatment: unreasonably disciplining or correcting a child in an excessive manner

Police check is a criminal record check that issues a certificate or results which demonstrate whether an individual has a history of criminal activity.

Personnel/others is anyone who is involved in Reledev activities in any manner, whether it be a staff member, volunteer, Board member, partner of Reledev etc.

Policy Overview

Department of Foreign Affairs & Trade's (DFAT) guiding principles:

Reledev recognises its duty of care to take all reasonable steps to ensure that children are safe from harm. As such, Reledev's CSP policy will use the following 5 guiding principles from DFAT's Child Protection Policy:

1. Zero tolerance of child exploitation and abuse
2. Assess and manage child protection risk and impact

3. Sharing responsibility for child protection
4. Procedural fairness
5. Recognition of the best interests of the child*¹

Context

Child exploitation and abuse is a global problem that effects both girls and boys. Children are a vulnerable group and are at a higher risk of abuse and exploitation. Children living in certain situations may be at greater risk of harm, for example, children living in extreme poverty, children with disabilities, children living in emergency or conflict situations, children living in institutions etc.

Around the world, many children experience abuse and discrimination based on cultural, economic and social practices i.e. early enforced marriage, child labour, forceful kidnapping for armed conflict and sexual slavery.

Scope of the policy

This policy applies to all stakeholders including: staff, volunteers, Board members, visitors to projects, partners, Reledev representatives, sponsors, donors, suppliers, contractors and consultants.

Personnel refers to: full-time, part-time, international and national and also those engaged on short term contracts such as: consultants and contractors (including researchers, photographers etc.).

Others/Associates refers to: visitors to Reledev's projects (including media), volunteers, board members, interns, supporters (donors, sponsors, advocates, ambassadors), trustees, members, staff in partnership agencies, and any other individuals or groups that have been brought in contact with children (including their personal information and images) while working with/supporting Reledev.

¹ *To read the principles in depth please refer to: <https://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>

Forms of abuse:

1. Physical abuse: the use of physical force against a child which can result in harm. Examples of physical abuse include; shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.
2. Neglect: the failure to provide a child (where possible) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.
3. Emotional abuse: inappropriate verbal or symbolic acts towards a child, or not providing a child with adequate non-physical nurture and emotional availability, resulting in the damaging of a child's self-esteem or social competence.
4. Sexual abuse: the use of a child for sexual gratification by an adult or significantly older child or adolescent. Examples of sexual abuse include; grooming, fondling genitals, masturbation, oral sex, vaginal or anal penetration, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in pornography or trafficking
5. Ill-treatment: disciplining or correcting a child unreasonably or in an inappropriate manner, making excessive demands of a child, hostile use of force and unreasonable or seriously degrading comments or behaviour towards a child.

Reporting

Mandatory reporting

It is a mandatory responsibility of the Reledev Board, management staff and anyone who is involved in Reledev's projects to report any known incident of child abuse immediately, so that swift action may be taken.

Where any alleged incident of child abuse, exploitation or harm occurs in a project associated with Australian Government support it is mandatory for Reledev to report the incident to DFAT immediately.

Any behaviour that is suspected to be child exploitation or abuse, including possession of child exploitation material, child sex tourism or policy non-compliance must be reported. If an individual or partner has already been reported but there is additional information that comes to light, then this information must also be reported.

What should be reported?

Any concern, disclosure or allegation by a child, community member or personnel involved in Reledev activities regarding suspected behaviour as being child exploitation

and abuse, including possession of child exploitation material, or policy noncompliance, by (but not limited to):

- Reledev staff
- Staff of partner organisations
- Personnel of a Reledev funded project or activity
- Volunteers

When to report?

Any child abuse or mistreatment concerns must be raised immediately.

Who to report to?

All complaints must be raised with Reledev Australia in the following way:

If the incident occurs outside of Australia on an overseas work or service project trip: Immediately report to one of the Australian group leaders. If this is not possible or convenient you can report to Reledev's Manager directly. email@reledev.org.au. All group leaders must also report any incident immediately to Reledev.

If the incident occurs outside Australia with one of Reledev's overseas partner organisations. Report to the organisation Manager or head personnel. Reledev must also be informed by the organisation immediately.

If an incident occurs inside Australia contact directly Reledev's Manager or a Board member of Reledev, who will consult with the Reledev Child Protection Officer (CPO).

Reledev must report any suspicion or disclosed instances of child abuse arising from DFAT funded individuals or organisations directly to DFAT by contacting the Conduct and Ethics Unit, childwelfare@dfat.gov.au

The CPO assists in the child safeguarding process, incident reporting should be directed to the Manager who will then work with the child protection officer person and relevant board members to investigate the matter further. If contact with the Manager is not possible the CPO may be approached directly projectofficer@reledev.org.au

How should it be reported?

Any incident(s) should be reported verbally and in writing using the child protection incident reporting sheet (**refer to annex 3**).

What information needs to be provided in a child abuse report?

As much information should be provided as possible, including:

- Date(s) of incident(s) and time.
- Name of organisation(s) involved, including any Reledev project partners
- Alleged offender's details, including name, nationality and occupation

- Details of alleged incident(s)
- Whether local law enforcement authorities have been informed
- If the activity of where the incident occurred is a Department of Foreign Affairs and Trade (DFAT - Australian Aid) funded activity under the Australian NGO Cooperation Program (ANCP)
- Details of what the organisation(s) proposes to do
- Any other relevant information that can help assist in the investigation

What happens next?

The Reledev Manager/Board member, in consultation with the CPO, will discuss the allegations and then decide upon the next step. This will involve one or more of the following:

- o Interviewing the person/persons who made the allegations, along with other witnesses to gather as much information as possible
- o Report to the local police and/or child protection authority if it is suspected/clear that a crime has been committed
- o Report to the Australian federal police if it is suspected/clear that a crime has been committed in regard to child sex tourism, child trafficking and/or child pornography
- o Reporting to local child protection services as necessary
- o Handling the concern internally if it is not a criminal matter following Reledev's internal procedure for complaint handling.
- o Reporting substantiated suspicion or allegations to DFAT where a project or activity is related with ANCP funding or partners receiving ANCP funding.
- o Providing support to all stakeholders as necessary

All information provided in reporting child abuse/exploitation will be treated confidentially in accordance with the *Privacy Amendment (enhancing privacy protection) Act (2012)* (effective from 12th March 2014) which is an amendment to the previous *Privacy Act (1988)*.

Disciplinary action

Disciplinary action will be taken against any personnel/others found to:

- o Have failed to report a child protection concern
- o Have intentionally made a false allegation
- o Have made a serious breach of the CSP

Disciplinary action may include the following:

- o Reledev personnel or personnel of a project partner directly implicated will be removed temporarily (while investigation is underway) from duties in the case of a serious allegation.

- Reledev personnel/others: may receive disciplinary action or dismissal
- Reledev partners: up to and including termination of all relations including contractual and partnership agreements with Reledev
- Where relevant – reporting to local/state/federal authorities

Responding to disclosure by a child

Reledev takes seriously any disclosure of abuse by a child. When a child or young person discloses that they are being harmed, care and concern should be shown by:

- Listening carefully and intently
- Providing affirmation to the child that they are believed
- Telling the child that they are not to blame/responsible for the abuse
- Thanking the child for having the courage to disclose the abuse

Reledev will treat all concerns raised seriously and ensure that all parties are treated fairly, with the principles of natural justice to be a prime consideration. All reports will be handled in a professional and confidential manner.

All reports will be viewed as being made in the best interests of the child regardless of the outcome of any investigations. Reledev will ensure that the interests of anyone reporting child abuse in good faith are protected.

The prime importance in any investigation is the rights and welfare of the child. Reledev will make every effort to protect the rights and safety of the child throughout the investigation.

Children, communities, partners and anyone that Reledev works with will be provided with information about reporting child protection concerns.

Involving children and young people

Reledev recognises that children and young people have unique insight, experiences and contribution and, as such, works with them to help identify any potential child protection risks in all programs that include or affect children and young people. These risks are included in the risk management strategy and monitored throughout the project cycle.

Risk assessment

Reledev recognises that there are a number of potential risks to children in the delivery of activities. Risk management is an ongoing part of Reledev's work and all risks to children are assessed and managed in order to reduce the risk of harm.

Mitigation strategies are put into place for any identified risks and are actively monitored throughout the project cycle.

All activities within Reledev must be assessed to make sure that any child protection risks are identified and adequate controls developed.

Identifying and managing risk is an important approach to decision making and accountability. While not all risk can be eliminated, the aim of child protection risk management is to create awareness of the risks to children's safety and wellbeing and ensure any opportunities for children to be harmed or exploited are minimized.

In the delivery of projects, the following factors will be considered when assessing child protection risks:

- Children and young people
- Staff and volunteers
- Project activities
- Community in which the project is operating
- Partner organisations
- Reledev's child safeguarding policies/standards
- Reledev's reputation as a child safe organisation
- Outcomes of the project

Risk assessment matrix:

Implementing organisation capacity to manage child protection risk	Level of contact with children		
	Level of contact with children No contact with children (low risk)	Incidental contact with children (moderate risk)	Working directly with children (high risk)
High capacity: all safeguarding practices in place (LOW RISK)	No further CP risk assessment required	No further CP risk assessment required, but continue to monitor for changes	Full CP risk assessment and management required
Moderate capacity: some but not all safeguarding practices in place. (MODERATE RISK)	No further CP risk assessment required, but continue to monitor for changes	Full CP risk assessment and management required	Full CP risk assessment and management required

<p>Low capacity: no safeguarding practices in place. (HIGH RISK)</p>	<p>No further CP risk assessment required, but continue to monitor for changes</p>	<p>Full CP risk assessment and management required</p>	<p>Full CP risk assessment and management required</p>
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Risk factors table

<p>Specific Child Protection Risk Factors to be considered</p>	<p>Risk Features</p>
<p>Children and young people</p>	<ul style="list-style-type: none"> • Very young children • Children with disabilities • Gender based discrimination • Children who have already been abused or sexually exploited • Lack of caregiver/parental supervision • Children who have been displaced • Children in conflict with the law • Children who have experienced past trauma/conflict/disaster • At risk behaviours in children • Children living in institutions
<p>Staff and volunteers</p>	<p>Have staff/volunteers been:</p> <ul style="list-style-type: none"> • Screened carefully e.g. interviews, police checks and reference checks • Recruited quickly for immediate deployment e.g. in emergency situations • Supervised adequately when working with children and young people • Made aware and received training in regards to child protection policies and procedures and therefore avoid misunderstandings • Signed the safeguarding policy compliance form and been inducted on appropriate boundaries when working with children • Trained on the child protection reporting process • Volunteers not supervised by staff • Trained in positive discipline

Specific Child Protection Risk Factors to be considered	Risk Features
Project activity	<ul style="list-style-type: none"> • Working with children in unsupervised or secluded settings • One to one activities • Accompanying children on conferences etc. Where they are under direct care of staff • Personal hygiene tasks • Physical danger in environment where activity is taking place e.g. water, traffic • Involves social media and online activities • Supporters/volunteers visit children involved in program • Consent from children and/or parents and caregivers not obtained
Community	<ul style="list-style-type: none"> • Community unaware of how to contact Reledev/partner NGO if there are any concerns about the project or staff/volunteers/visitors • Community unaware of Reledev's/partner NGO's policy compliance for staff/volunteers • Lack of enforced child protection and criminal laws • Presence of child sex tourism, child sex trafficking or child labour • Children's rights generally not recognised or upheld • Local child protection/family support reporting and referral process not developed
Partner Organisations	<ul style="list-style-type: none"> • Lack of child protection/safeguarding policies and procedures • Organisation closed or unaware in regards to child protection issues • Low level of commitment to child protection issues by management/personnel
Reledev's child safeguarding policies/standards	<ul style="list-style-type: none"> • Staff/volunteers not trained on child safeguarding policies/standards • Reports of staff/volunteer alleged misconduct not acted upon or delayed • Children and young people not made aware of policies and their right to raise any concerns they have for their safety and wellbeing • Communication unclear on implementation and compliance requirements • Policies not clear, not relevant or appropriate

Specific Child Protection Risk Factors to be considered	Risk Features
Reledev's reputation as a child safe organisation	<ul style="list-style-type: none"> • Staff and volunteer conduct both during and outside work hours • The Department of Foreign Affairs and Trade (DFAT) Child Protection Policy, ACFID Code of Conduct and other donor child safeguarding requirements not complied with • Staff use of social media and association with Reledev
Outcomes of project	<ul style="list-style-type: none"> • Parents/teachers/community not provided information about outcomes of project (i.e. children punished for exercising their rights at school) • Child protection/safeguarding risks not assessed and monitored as part of program planning, design and delivery

***For a project child safeguarding risk assessment table template refer to annex 1**

Communication and use of children's images

Reledev ensures that the use of images portraying children in its communications respects their dignity, privacy, values, history, religion and culture.

Image content will:

1. Present children in a dignified, respectful manner, portraying them as equal partners in the development process.
2. Ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive
3. Honestly portray the diversity of local people. This includes the honest portrayal of those with a disability and other marginalised groups.
4. Honestly convey the context and complexity of the situations in which local people live.

Respect for privacy and security

The following will be taken undertaken for the privacy and security of all children who are part of Reledev's projects:

1. Children and their guardian will be informed of what the image is being used for and their informed consent obtained.
2. There will be no identifying information of the child used in the publication of images (unless the child has given consent to do so), this includes the child's family name, community and school name.

3. Local cultural traditions will be followed regarding restrictions for reproducing personal images
4. Images will be an honest representation of the context and the facts
5. A risk assessment (with the child and their family) will be undertaken prior to the publishing of any information/story about an especially vulnerable child
6. Children should not be portrayed as weak, isolated and vulnerable. Images of children should portray them as resilient human beings and as partners in the development process
7. All images and information about children will be safely stored and only accessed by Reledev personnel

***Refer to annex 2 for child safeguarding policy + images of children compliance form**

Personnel recruitment and selection

Reledev recognises that children in international development programs may be harmed and/or abused by personnel working in these programs.

Reledev is committed to child safe recruitment, selection and screening practices. Reledev will not knowingly engage – directly or indirectly – anyone who poses a risk to children. These practices aim to recruit the safest and most suitable people to work in our programs.

Reledev trains its staff, volunteers and partners on child protection matters and requires their commitment to the CSP.

The following are specifically carried out:

- Specifically: staff and volunteer leaders obtain a police check and/or a working with children check before commencing employment or travelling to supervise a work camp or service project. Volunteers participating in a work camp or service project require a Working With Children Check.
- Verbal referee reports are required for all personnel/others.
- All personnel/others receive induction on the CSP and sign a contract of compliance with this policy.
- Due to the nature of our work that requires mixing with children from time-to-time, it is probable that applications from applicants who fail the Working with Children Check will not be successful.
- Local partners and overseas partner NGO's are required to provide at least a statutory declaration to the effect vouchsafing the character of the staff involved in a funded project. Where this project involves contact with persons considered to be children, an agreement of compliance with the CSP must be signed prior to signing a contract for funding. Agreements with partners include clauses requiring

partners to have their own CSP or adhere to Reledev's policy. These partners also sign, yearly, their continued commitment to comply with the CSP.

- As part of training all personnel/others are made aware that they must comply with local customs regarding personal images. Consent for photographs or video imaging of children should be obtained from the children and/or their guardian before taking images. They must be informed of how the images will be used. Digital photographic files should be kept in a safe location and accessed only by those with the authority to do so. Photographs of children should ensure that they are well clothed and appropriately represented in their context.

Educating the organisation on child abuse & the child safeguarding policy

Reledev Australia Limited is committed to educating all personnel and volunteers on child protection and abuse in the CSP, in reducing risks and creating a child safe environment. Child safe practices are promoted throughout all of Reledev's activities and child protection information is provided to children and adults alike. Anyone involved in Reledev activities is made aware of Reledev's child protection reporting procedure and complaints policy.

All Reledev personnel/others receive child protection training and instructions on how to obtain a working with children check. They are also made aware of Reledev's child protection policy compliance form and must sign this prior to undertaking any activities involving children.

The following training is specifically undertaken prior to employment at Reledev or before any volunteer activities:

- All personnel are given copies of Reledev's Child Protection Policy and management/supervisors will go through it in detail so that personnel are fully aware of the policy and its implications
- All personnel are to read and sign Reledev's Child Protection Policy Compliance Form in the presence of management/supervisors so that they are aware of what they are signing
- Personnel will be given a step by step guide on where to find the Working with Children Check (WWCC)/National Police Check online and how to fill the form out. All personnel must provide confirmation that they have completed the WWCC and provide their number to Reledev who will check the number. At this stage, personnel will also be made aware that failure to complete the check will mean that they are unable to be employed or participate in volunteer service
- Personnel will be taught:
 - a) the different forms of abuse,
 - b) high risk activities,
 - c) solutions to avoiding child abuse

- d) reporting procedures should they witness a case of child abuse.
- o Personnel will refer to Australian child protection legislation and the punishments involved in child abuse cases.
- o Board members of Reledev also undertake child protection training at least every 2 years.

Working with partners

Reledev collaborates openly with their partners about the necessity of thorough child safeguarding procedures. Reledev's partners are included in the scope of its CSP, and all partnerships/contracts include clauses whereby partners must agree to comply with all laws and policies related to child safeguarding.

More specifically, the following is expected of Reledev's partners:

- o Partner staff undertake criminal record checks and references are obtained
- o Partners must have in place either their own child safeguarding policy or adhere to Reledev's safeguarding policy and procedures related to child safeguarding
- o Partners must answer a series of child safeguarding related questions in every 6-monthly narrative report.
- o Partners must undertake a yearly risk assessment and implement risk mitigation strategies to plan for any potential risk i.e. if home visits are conducted it is always with two staff members and parents are present during this visit, for individual student mentoring it occurs in an open space where other staff members are able to see or in a room with windows/clear door.
- o Partners must report any known incident of child abuse to Reledev immediately.
- o Partners who deal directly with children must have in place specific procedural guidelines for an instance of child abuse or harm. These guidelines must include the obligation to Report the incident to Reledev.

During monitoring visits, the Reledev staff member undertaking the visit will ensure that the partner adequately understands all child safeguarding policies and procedures and that there are sufficient measures in place for the protection of children.

High risk activities table

Examples of High risk activities	Comments/reason	Risk Mitigation measures
Personnel doing things directly with the disabled children	Such children are vulnerable and cannot defend themselves	Assess the real need for certain activities that deal with or involve 'children' Foresee how the activities will affect not only the volunteers but the beneficiary children (emotional attachments, gift giving, etc.) Organise tasks such that: <ul style="list-style-type: none"> - no one is alone with a group of children or a single child (the child being either the volunteer or a member of the beneficiary community) - there are no one-on-one activities with children (volunteers or of the beneficiary community) - there is always a supervising adult in a group
Personnel working directly with orphans or abandoned children	Such children are emotionally vulnerable	
Activities located in shelters, orphanages or schools	Access to many children	
Work in women's refuge	Children may be present and women may despair of their children	
Activities located away from community or in isolated, secluded or inaccessible locations	Community based activities that involve children	
Projects that involve recreational activities for children Youth clubs/groups Sports for children e.g. requiring swimming, bathing, changing of children	Direct access to children includes physical proximity	
Education activities for children at all school levels	Access to groups of children	
Mother's and child's health	Direct access to children in intimate terms	
Activities requiring staff to visit a child's home or to come see the personnel	Access to quarters	
One on one activities: educational, mentoring, skills training	Personal and proximate access	
Personal hygiene and sanitation, especially school sanitation projects	Access may lead to very direct contact	
Personnel working with a group of young persons	Access and continued company or proximity to persons under 18	

Programs that facilitate direct contact with children

Reledev recognises the need for specific guidelines to manage child protection risks within its volunteer programs, specifically: service projects & workcamps and the Dream project. These guidelines include ensuring that:

- o All volunteers will receive a child safeguarding briefing that includes clear child protection and behavioural guidelines
- o All volunteers who wish to participate in a service project/workcamp or the Dream project must submit an application and be interviewed

- All service projects/workcamps will begin with a planning process at least 6 months prior to leaving
- Police checks are required from team leaders/supervisors of groups of volunteers
- Volunteers require a Working with Children Check (WWCC) prior to participating in any volunteer activity, the WWCC number is then checked by Reledev via the office of the children's guardian website
- Volunteers participating in service projects/work camps will be required to provide referees
- Volunteers participating in a service project/workcamp or the Dream project will be oriented on the child safeguarding policy and guidelines
- All volunteers are expected to abide by and sign the child safeguarding policy compliance form
- Children should not be invited to leave or be taken away from their communities
- Any gifts that are donated to be given to children will be screened by Reledev to ensure they are appropriate
- The exchange of mailing addresses, social media and contact details is not permitted at any time
- Any home visits conducted by volunteers will be done in groups of 2 – 3 and, where possible, with a representative of the in-country partner organisation
- Volunteers are not permitted to stay with a child in their home or community overnight
- If a volunteer goes against Reledev policies, their relationship with Reledev will be brought to a close
- Return visits to a child or community without the facilitation of Reledev or its partners will be considered a breach of the CSP & the CSP form. If this were to occur, follow up action will be taken; including reporting to authorities if necessary.
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Policy review and audit

Reledev's Child Safeguarding Policy & Code of Conduct will be reviewed every two years. The CPO will undertake the review in collaboration with the Reledev Manager and Board. Any revised changes to the policy will be signed off by Reledev management and the Board. Reledev will keep constantly up to date with ACFID/DFAT child protection measures to ensure that their CSP aligns with these measures.

Relevant legislation

Australian

- Criminal Code Act 1995, Divisions 272, 273 and 474
- Crimes Act 1994

State and territory

New South Wales	Child Protection (Working with Children) Act 2012 Children and Young Persons (Care and Protection) Act 1998 No 157 Privacy and Personal Information Protection Act 1998 No 133 Advocate for Children and Young People Act 2014 No 29 Child Protection (Offenders Registration) Act 2000 No 42
Victoria	Children, Youth and Families Act 2005 Working with Children Act 2005
Queensland	Commission for Children and Young People Child Guardian Act 2000
Western Australia	Working with Children (Criminal Record Checking) Act 2004 Children and Community Services Act 2004
Tasmania	Education and Care Services National Regulations 2011 Education and Care Services National Law (Application) Act 2011
South Australia	Children's Protection Act 1993
Australian Capital Territory	Working with Vulnerable People (Background Checking) Act 2011 Children and Young Persons Act 2008
Northern Territory	Care and Protection of Children Act 2007

Related Reledev documents

- Child protection risk assessment form
- Child safeguarding policy compliance form
- Images of children for work related purposes form
- Child protection training guidelines for staff and volunteers
- Child sex tourism policy
- Child protection service projects, workcamps and orphanages policy
- Child protection reporting and complaints handling procedure

ANNEXES, LINKS AND RELEVANT INFORMATION

Annex 1: Child safeguarding risk assessment table

Risk factor identified & description of the risk features	Risk rating (low, medium, high)	Strategies to reduce risk	Risk Monitoring – who is responsible & timeframe

Annex 2: Child safeguarding policy compliance & images of children form

Reledev Child Safeguarding Policy Compliance Agreement

I, _____ engaged by Reledev Australia Limited, agree that while implementing Australian Government (DFAT) and/or Reledev-funded aid activities, I will:

- Conduct myself in a manner that is consistent with the values of Reledev and the safeguarding policy
- Treat children with respect regardless of race, colour, sex, 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.
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws.
- Ensure that children are NOT supplied with gifts, alcohol and drugs by myself in the course of delivering activities. If gifts have been donated by a donee i.e. educational books to a certain project, I will respect that Reledev management/team leaders know how to best distribute these gifts and will not take these gifts and individually distribute them myself.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present.
- If possible, use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'use of children's images for work related purposes').
- Refrain from physical punishment or discipline of children (excluding my own children).
- Refrain from hiring 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 abuse in accordance with appropriate procedures.

Images of children

When photographing or filming a child I must:

- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
- 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 do not reveal identifying information about a child when sending images electronically.

I understand that the onus is on me, as a person engaged by Reledev Australia Limited, to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing Reledev activities.

Further to this, I also understand that Reledev has the right to take action in accordance with their procedures should I be found to be in breach of this agreement.

Signed: _____ **Date:** _____

Annex 3: Child Protection Incident Reporting Sheet

Child protection incident reporting sheet

Location	
Your name	
Your position	
Child's name	
Age/date of birth of child	
Name of parents/guardian	
Date(s) & time of incident(s)	
Member of staff involved in incident (if any)	
Alleged offender's details	Name: Position:
Observations/details of the alleged incident(s) (include date(s), time(s), where it occurred, what happened – behaviour/physical signs observed, type of abuse)	
Details of any conversation with the child	
Action taken (including any external agencies i.e. police that have been informed)	
Is it an Australian Aid funded activity and if so what is the name of the activity?	
Details of what Reledev/partner organisation proposes to do (to be completed by the person in charge of handling child abuse matters)	
Any other relevant information that may help in the investigation	