

Child Protection Policy

April 2017



for Cambodian children
A community-based care organisation

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HOPE is accredited with and practises all of the Cambodian Laws covering Child
Protection and Child Safety

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HOPE FOR CAMBODIAN CHILDREN FOUNDATION (HfCCF) CHILD PROTECTION POLICY

INTRODUCTION

Hope for Cambodian Children Foundation Incorporated (the Foundation) is a Community-Based Care Organisation which provides support to very poor and vulnerable children, and in many cases their families and communities, to make a contribution to the development of Cambodia and the well-being of Cambodian children. The Foundation operates a range of programs for mothers and babies, pre-school children, Outreach children living in the community, school children learning IT and English, as well as career training for older children and sports training for young people. There are more than 400 children in the Foundation's programs. The support offered by the Foundation is dependent on the needs of the family but includes food, clothing, hygiene materials, bicycles, school uniforms, fees and books, as well as education, skills training and social welfare support.

The Foundation, through its programs, is in contact with large numbers of children and aims to provide a friendly, safe, nurturing environment for children in all aspects of its work where children are respected, treated without discrimination and supported to realise their potential and is determined to take all necessary steps to protect the children we work with from harm, abuse or exploitation. This policy outlines how the Foundation proposes to protect children.

GOAL

1. The overall goal of this policy is to provide the framework for the Foundation's responsibility to protect children from abuse of all kinds in the delivery of the Foundation's programs.
2. The policy outlines practical steps to increase the Foundation's capacity to manage and reduce risks of child abuse associated with delivering its programs. While it is not possible to eliminate risk entirely, much can be done to reduce opportunities for child abuse.

STATEMENT ON COMMITMENT TO CHILD PROTECTION

1. The Foundation is committed to the safety and wellbeing of all children. It supports the rights of children and will act without hesitation to ensure a child safe environment is maintained.
2. The Foundation is committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child. The Foundation will uphold these rights.
3. The Foundation takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children. This will be achieved by identifying and managing risks that may

lead to harm.

PURPOSE OF THE POLICY

1. This Child Protection Policy has been developed to provide a practical guide to prevent child abuse in the Foundation's programs. It outlines a range of risk management strategies which will reduce the risk of children being harmed.
2. The Child Protection Policy demonstrates the Foundation's commitment to protect children from harm and abuse.
3. The Child Protection Policy aims to educate staff and others about child abuse and promote a child safe and a child friendly culture where everyone is committed to keeping children safe.
4. The Child Protection Policy aims to create an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, which protects the rights of all.
5. The Child Protection Policy provides guidance on how to respond to concerns and allegations of child abuse. It provides guidance to staff and others on how to work respectfully and effectively with children. This will provide all stakeholders, including staff and others with a safe working environment.
6. The Foundation is obliged to adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where the Foundation's programs exist, 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.

GUIDING PRINCIPLES

1. The Foundation believes that any form of child abuse and exploitation is unacceptable and will not be tolerated.
2. The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights.
3. The Foundation believes that all children have a right to be safe at all times, and that it has an obligation to provide safe and protective services and environments.
4. The Foundation recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.
5. The Foundation will take proactive steps to create child safe and child friendly programs.
6. Adherence to this Child Protection Policy is a mandatory requirement for all staff and others.
7. The Foundation will ensure that all staff and others are made aware of the Child Protection Policy and their responsibilities.
8. All decisions regarding the welfare and protection of children are made based on the Best Interests of the Child Principle. This principle refers to decisions considering that the child receives maximum benefit possible from services provided, and that the positive impacts of any course of action outweigh any negative impacts.
9. Children in our programs should be given opportunities to express their views on matters affecting them, including the Child Protection Policy.
10. The Foundation believes that all children should be equally protected regardless of their gender, ethnicity, sexual orientation, religious or political beliefs, family background, physical or mental health.
11. The Child Protection Policy is guided by these principles:
 - a. **Zero tolerance of child abuse:** Child abuse is not tolerated by the Foundation, nor is possession of or access to child pornography. The Foundation actively manages risks of child abuse associated with delivering its services and trains its staff on their obligations. The Foundation will not knowingly engage, directly or indirectly, anyone who poses an unacceptable risk to children, nor support any individual or organisation that does not meet the Foundation's child protection compliance standards in their operations and activities.
 - b. **Recognition of children's interests:** Australia is a signatory to the United Nations Convention on the Rights of the Child, and the Foundation is committed to upholding the rights and obligations of the convention. The Foundation recognises that some children, such as children with disabilities and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.

- c. **Sharing responsibility for child protection:** To effectively manage risks to children, the Foundation requires the active support and cooperation of staff, and others in implementing the Foundation's Child Protection Policy. Staff, and others must meet the terms of the Child Protection Policy and will be held accountable, through contracts and audits, for complying with it.
- d. **Risk management approach:** While it is not possible to eliminate all risk of child abuse, careful management can reduce the incidence of child abuse associated with aid activities. This policy introduces risk assessments and treatments for a range of recognised risks to children.

CONTEXT

1. Child abuse is a global problem that affects both boys and girls. It has existed since the beginning of time and is deeply rooted in cultural, economic and social practices. Children are abused physically, sexually, emotionally, through neglect and by physical and psychological bullying.
2. Children are forced to endure the most hazardous forms of child labour including sweat shops and prostitution. In some countries boys are kidnapped and forced into armed conflict as soldiers. In many countries children experience severe corporal punishment in schools. Children living in poverty are more at risk of child abuse and exploitation.
3. While most child abuse occurs within families and communities, children also experience abuse and exploitation in organisations which provide them with support and services. Experience has found that physical, emotional abuse and neglect in child focussed organisations and institutions are less systematic and usually un-planned. It is usually the result of poor conditions, bad work practices and negligent management. However child sexual abuse in organisations is often planned and premeditated. Child sex offenders target organisations working with children in order to gain access to victims.
4. They will seek work in organisations that provide opportunities to make contact with children and an environment where their abuse may go undetected. Child sex offenders will be attracted to organisations with inadequate recruitment practices and supervision. They will seek work in countries with inadequate child protection laws and law enforcement as well as countries where children and their families are vulnerable to exploitation.
5. While there are examples of children being sexually abused by foreign offenders there are also numerous examples of local staff and volunteers sexually abusing children in aid and development programs.

SCOPE OF THE POLICY

This policy applies to all staff and other key groups.

1. 'Staff' refers to: full time, part time, international and national and also those engaged on short term contracts such as: consultancies, researchers, photographers etc.
2. 'Others' refers to: visitors, volunteers, board members, trustees, staff in partnership agencies, and any other individuals or groups that have contact with the organisation.

DEFINITIONS

1. **Duty of Care:** Duty of Care is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.
2. **Child and young person:** A child or young person is regarded to be any person under the age of 18 years.
3. **Child Protection:** Is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.
4. **Vulnerable children:** Refers to children who are in need of assistance due to their difficult circumstances or challenges, and include those in a situation of risk.
5. **Child Abuse:** Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and domestic violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children in a position of trust also abuse children.
6. **Physical abuse:** This occurs when a person purposefully injures or threatens to injure a child or young

person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

7. **Emotional abuse:** This occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or caregiver to the extent that it affects the child's physical and emotional growth.
8. **Neglect:** Neglect is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.
9. **Sexual abuse:** This occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification regardless of the age of majority or age of consent locally. These can be contact or non-contact acts, including threats and exposure to pornography.
10. **Child-Sex Tourism:** The commercial 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 engage in sexual acts with children, defined as anyone aged under 18 years of age.
11. **Bullying:** Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal):
 - a. Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.
 - b. Verbal bullying includes insults, taunts, threats and ridicule.
 - c. Psychological bullying includes physical and verbal intimidation and ostracism.
12. **Exposure to Domestic Violence:** Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships.
13. **Particularly vulnerable children:** Child abuse takes place not only within the family environment, but also outside the family, including: institutions, at work, on the streets, in war zones and emergencies.
14. **Children in emergencies:** Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.

COORDINATED POLICY IMPLEMENTATION

1. To ensure coordinated implementation of the policy, the Foundation's responsibilities include promoting child protection throughout the agency, coordinating training for staff, monitoring internal and external policy compliance and coordinating policy reviews.
2. The Chair is the central contact point for queries (internal and external) about child abuse and child protection.

CHILD PROTECTION RISK MANAGEMENT

1. The Foundation recognizes that there are a number of potential risks to children in the delivery of its programs to the vulnerable and disadvantaged. In recognizing these risks, the Foundation proactively assesses and manages these risks to children in its programs (and in the communities in which it works) to reduce the risk of harm. This is achieved by examining each program and its potential impact on children.
2. Programs that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures. However, as children are part of every community in which the Foundation works, it is always mindful of potential risks.
3. Risk management is an ongoing part of every activity, and the Foundation conducts a child protection risk assessment on every new and emerging program and project included in the project management cycle.
4. Staff and others should continually be aware of risks, and be actively minimizing opportunities and situations where children can be harmed.
5. A child abuse incident reporting form must always be completed by welfare staff as part of the reporting process. Welfare staff are aware of the form and familiar with the reporting process.

CODE OF CONDUCT FOR WORKING WITH CHILDREN

1. Staff members and others are responsible for maintaining a professional role with children, which means

establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

2. All staff should conduct themselves in a manner consistent with their role as a Foundation representative and a positive role model to children. The Foundation has developed a child safe code of conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.
3. The Foundation's child safe code of conduct includes:

I Will:

- a. Treat all children and young people in our program with respect.
- b. Conduct myself in a manner that is consistent the values of the Foundation.
- c. Provide a welcoming, inclusive and safe environment for all children, young people, parents, guardians, staff and volunteers.
- d. Ensure that, whenever possible, another adult is present when I am working with children, or in close proximity to children.
- e. Respect cultural differences.
- f. Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- g. Report any concerns of child abuse.
- h. At all times be transparent in my actions and whereabouts.
- i. Take responsibility for ensuring I am accountable and do not place myself in positions where there is a risk of allegations being made.
- j. Self-assess my behaviours, actions, language and relationships with children.
- k. Speak up when I observe concerning behaviours of colleagues.

I Will Not:

- a. Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- b. Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- c. Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- d. Take children to my own home/hotel or sleep in the same room or bed as a child (except if the child is my own child).
- e. Smack, hit or physically assault children.
- f. Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive.
- g. Behave provocatively or inappropriately with a child.
- h. Condone or participate in behaviour towards children that is illegal, unsafe or abusive.
- i. Act in a way that shows unfair and differential treatment of children.
- j. Photograph or video a child without the written consent of the child and his/her parents or guardians.
- k. Touch a child in an inappropriate, unnecessary or culturally insensitive way.
- l. Seek to make contact and spend time with any child or young person outside the program times.
- m. Use the Foundation's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- n. Hire minors as domestic labour.

CORE PRINCIPLES

1. Sexual exploitation and abuse by Staff constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children is prohibited regardless of the age of majority locally. Mistaken belief in the age of a child is not a defence.
3. Exchange of money, employment, goods or services for sex including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due beneficiaries.
4. Sexual relationships between Staff and beneficiaries are strongly discouraged, since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of the

Foundation's aid work.

5. Where a Staff member develops concerns or suspicions regarding sexual abuse by a fellow Staff member, whether in the same agency or not, s/he must report such concerns via established Foundation reporting mechanisms.
6. Staff are obliged to create and maintain an environment which prevents sexual exploitation and abuse, and which promotes the implementation of their code of conduct.
7. Leaders at all levels have particular responsibilities to support and develop systems which maintain this environment.

SPONSORSHIP GUIDELINES

The Foundation does not encourage sponsors' access to visit children or families under our care. However, we have developed these guidelines to be followed when a visit is appropriate and approved:

1. Letters which contain political or religious comments which could cause offence or be inappropriate are not permitted.
2. All sponsors will be advised to read and acknowledge our child protection policy on our website.
3. Sponsors will be interviewed before they are allowed to visit. Once approved then sponsors will need to apply for a Police Check, before final authorisation from the Foundation is approved.
4. All visiting sponsors at our Community Centre will sign the Child Protection Policy.
5. At least one Foundation staff member will be present at all times during the visit.
6. To minimise any negative effects on children, sponsors will generally be encouraged to observe the children in groups, not individually.
7. Sponsors will not be allowed to take children away from their families or communities.
8. All gifts and correspondence will be screened by the Foundation.
9. Sponsors cannot exchange phone, email or mailing details during visits.
10. Where sponsors go against policies, the Foundation can bring their sponsorship to a close.

USE OF CHILDREN'S IMAGES/VIDEOS

The Foundation will at all times portray/video children in a respectful, appropriate and consensual way. Its guidelines on the use of children's images are:

1. A child should always be portrayed/videoed 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.
2. A child and its family must give their written consent when using their images. When asking for consent to use the image/videos, details should be given as to how and where this image will be used.
3. There should be no identifying information of the child used in the publication of images with their location.
4. Children should be portrayed/videoed as part of their community.
5. Local cultural traditions should be assessed regarding restrictions for reproducing personal images/videos.
6. Images/videos should be an honest representation of the context and the facts.
7. When sending images/videos electronically, file labels should not reveal identifying information.
8. All photographers will be screened for their suitability, including police checks where appropriate and sign an agreement in regard to taking photos/videos and the use of the photos/videos of the children.

INTERNAL RECRUITMENT AND SCREENING PROCESSES

1. The Foundation's recruitment processes employ stringent screening measures to ensure inappropriate persons are not employed by the Foundation. These include criminal records checks and background checks on all Foundation members, staff and volunteers before they begin work.
2. The Foundation will continue to evaluate and improve these processes. Additional screening measures are incorporated into selection processes for the Foundation positions working with children. These include verbal referee checks and targeted interview questions.
3. The Foundation is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in its programs.
4. The Foundation's child safe practices include:

- a. Promoting its child safe commitment on its website, in other promotional materials and in all job advertisements.
- b. Applicants will be required to submit a detailed application form when applying for a position. This form will ask for extensive information about the applicant's background such as dates and places of employment, education and other activities.
- c. All applicants will receive a copy of the Foundation's Child Protection Policy and be informed of the screening requirements when they are sent an application form.
- d. All positions will be assessed for the level of risk in relation to contact with children. Positions working directly with children will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children.
- e. Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences. In positions working directly with children, the panel will explore the candidate's motivations for working with children, which will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.
- f. A minimum of three reference checks will be required for all preferred candidates. This would include short and long term positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. The Foundation will verify the identity of the referee and make direct contact with each of these referees. Written references will not be accepted.
- g. The Foundation reserves the right to request additional references.
- h. All staff and all others involved with the organisation will be required to have a police clearance or relevant criminal history checks depending on the country of origin.
- i. All staff will be required to provide proof of identity including birth certificate, passport, drivers licence and relevant qualifications. Original documents are required.
- j. Issues relating to child protection will be included in staff performance reviews.
- k. All staff and others will be required to read and sign the Foundation's Child Protection Policy.
- l. The Foundation reserves the right to refuse employment to or terminate any person's employment that may pose a risk to children.

CHILD ABUSE REPORTING PROCESSES

The Foundation considers the abuse and exploitation of children to be completely unacceptable. It will take all concerns and reports of child abuse seriously and act on these reports immediately.

1. ***Enhance internal procedures for handling complaints related to child abuse***

- a. The Foundation's internal procedures for handling complaints related to child abuse, including child pornography, include obligations and responsibilities for reporting on and managing concerns about inappropriate behaviour.
- b. It is mandatory for Foundation staff and volunteers to report immediately concerns relating to child abuse and child pornography by anyone covered by the policy.

2. ***Ensure appropriate use of communication systems***

The Foundation's guidelines on appropriate use of its communication systems cover child pornography. Using Foundation systems to access child pornography is inappropriate and is dealt with promptly, including reporting to relevant law enforcement agencies, as appropriate.

3. ***Reporting***

It is mandatory for all Foundation 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. If staff and others have a concern, they should immediately follow the Foundation's child abuse reporting procedures.

4. ***Who should report?***

All Foundation staff and others, including people in the community and partner organisations.

5. ***What should be reported?***

- a. Any disclosure or allegation from a child/community member or staff regarding the safety/abuse/

exploitation of a child.

- b. Any observation of concerning behaviour exhibited by a Foundation staff member, volunteer or other relevant stakeholder that breaches the Foundation's code of conduct for working with children.
- c. Inappropriate use of the Foundation's photographic equipment or computers including evidence of child pornography.
- d. Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

6. **Reporting of Child Abuse Allegations**

- a. Child abuse reports should be made immediately to the In Country Director and/or the Chair. An initial assessment will be made based on the quality and reliability of the information and a decision will be made (in consultation with the Board) on what steps to take.
- b. 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 Foundation's code of conduct and will be dealt with as a disciplinary matter.
- c. The first step will be to gather all the relevant information and address any health and protection needs of the child. The matter may be directly referred to the local police and or authorities if the allegations are considered to be criminal offences.
- d. If the incident has occurred outside of the Foundation's programs the matter will be referred to an external body or agency dealing with child protection matters in the country.

7. **How Should It Be Reported?**

Verbally and by completing the Foundation's child abuse incident reporting sheet.

8. **What Will Happen Next?**

- a. The InCountry Director, in consultation with the Chair, will discuss the allegations and then decide upon the next step. This will involve either:
 - i. Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision; or
 - ii. Report to local police and or child protection authority; or
 - iii. Concern handled internally if it is not a criminal matter; or
 - iv. No further action taken.
- b. The Foundation 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 expeditiously.
- c. 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. The Foundation will ensure that the interests of anyone reporting child abuse in good faith are protected.
- d. Any employee who intentionally makes false and/or malicious allegations will face disciplinary action.
- e. The rights and welfare of the child is of prime importance. Every effort must be made to protect the rights and safety of the child throughout the investigation.
- f. Children and community members with whom the Foundation works will be provided with information about how to report any child protection concerns about the Foundation staff members and others.

9. **Responding to Disclosure by a Child**

- a. If a child discloses abuse, whatever the outcome, the child must be taken seriously.
- b. 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.
- c. When a child or young person's discloses they are being harmed you can show your care and concern for the child/young person by:
- d. Listening carefully;
- e. Telling the child/young person you believe him or her;
- f. Telling the child/young person it is not their fault and he/she is not responsible for the abuse;
- g. Telling the child/ young person you are pleased he/she told you.
- h. You will not be helping the child/young person if you:
 - i. Make promises you cannot keep, such as promising that you will not tell anyone;

- ii. 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);
- iii. Indiscriminately discuss the circumstances of the child/young person with others not directly involved.
- i. Try and obtain some details, such as where the abuse is taking place (school, home, work etc.), is it currently occurring or did it occur in the past, name of perpetrator if possible, but not essential.
- j. 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 In Country Director or the Chair to discuss how the child or young person can be supported and the disclosure managed.

10. **Other Actions to Take**

- a. **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.
- b. **Distance the alleged perpetrator:** The best interest of the child may warrant the standing down of a staff member or volunteer. The In Country Director should recommend the appropriate action in writing to the Chair. Any staff member stood down in this manner continues to receive full pay -this measure recognizes that the member is entitled to a just process that does not pre-judge guilt or innocence.
- c. **Confidentiality:** All reports, the names of people involved and the details will remain confidential. Only the In Country Director and the Chair 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 law or a notification to police or child protection authorities is made.

INVOLVING CHILDREN AND YOUNG PEOPLE

1. The Foundation is committed to child/young person participation. It will do this by providing opportunities for children’s views to be heard and be incorporated into its policies and programs.
2. Children will be asked for their feedback about staff and services.
3. Children will also be informed about the Foundation’s child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child.

REVIEWING THE CHILD PROTECTION POLICY

The Foundation’s Child Protection Policy will be reviewed annually. The In Country Director and Chair will manage the review of the Child Protection Policy, and staff will be consulted in this process.

STRATEGIC ACTION ON CHILD PROTECTION POLICY

Outline

The Foundation needs to ensure the safety of children in the Foundation’s programs is a priority. Child protection policy cannot just be written down. It needs to be implemented, understood, and audited.

Procedure

1. Staff training should be made available in:
 - a. knowing what abuse is;
 - b. how to see the signs; and
 - c. who to tell.
2. Specific training should be provided for the social workers and for the nominated reporting officers.
3. Children should receive education sessions in small age and gender groups regarding:
 - a. knowing what abuse is (different types) and what consent is;

- b. who should they tell?
- c. what that person will do with the information, is it confidential?
- d. will they get in trouble?
- e. what if it happened a long time ago?

-

ACCEPTANCE

I have read, understood and agree to comply with the Child Protection Policy detailed in this document (*to be signed by the appropriate classification of individual*).

Signature of Employee

Name of Employee

Date

ACCEPTANCE

I have read, understood and agree to comply with the Child Protection Policy detailed in this document (*to be signed by the appropriate classification of individual*).

Signature of "Other" (Refer to Scope of the Policy)

Name of "Other"

- Visitor* *Volunteer* *Board Member* *Trustee* *Staff in Partnership Agencies*
- Any other individuals or groups that have contact with the organisation*

Organisation

Date

Signature of In Country Director

Peter Butler
Name of In Country Director

Date