

SECTION 1

Child Protection POLICY

The Australian Salesian Mission Overseas Aid Fund (ASMOAF) is a not-for-profit organisation and is owned and operated by Salesian Society (Vic) Inc. The Fund attracts the support of donors from all States of Australia to support projects in many countries in the world.

The majority of these projects are of an on-going nature that have, in the main, been set up by Salesians and are run by local personnel. The projects are typically: schools and education centres for training in employment skills, orphanages, health and nutrition centres, and refuges for street children.

ASMOAF is committed to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation. ASMOAF believes that:

- All children and young people have equal rights to protection from abuse and exploitation regardless of their gender, race, religion, disability, social or cultural background, or any other distinguishing characteristic.
- Protecting children is a shared responsibility of individuals, families, communities, government and non-government agencies and corporations.
- Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- Everyone has an obligation to ensure that the fundamental rights of children are respected.
- A child's right to safety and care is inalienable.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.

- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical, intellectual and emotional development.

ASMOAF will protect the rights safety and wellbeing of the children and young people with whom we come in contact during the course of our work. Children are to be protected from any form of child abuse.

Our aim is to give greater emphasis and commitment to the issue of child protection in our operations, as well as to ensure that all associated with ASMOAF comply with Australian law relating to the protection of children and the ACFID Code of Conduct.

This Child Protection Policy (CPP) and the accompanying ASMOAF Child Protection Code of Conduct and ASMOAF Child Protection Guidelines have been developed to provide a practical guide to prevent child abuse in ASMOAF funded programs. The CPP is applicable to all ASMOAF representatives and specifically imposes obligations on:

- staff, consultants, contractors or volunteers in ASMOAF offices in Australia and overseas; and
- overseas program managers / partners.

ASMOAF will take all possible steps to ensure that programs undertaken with local partners are safe for children, particularly international programs that work directly with children (refer to ASMOAF Child Protection Guidelines). Salesian Mission Australia will work with its partners to ensure that training is provided in child protection issues.

Where child abuse is reasonably suspected, and the victim and /or the suspected perpetrator are associated with an ASMOAF funded project, ASMOAF and its partners will act in the best interests of the child.

ASMOAF requires all instances of child abuse or suspected breaches to the Code of Conduct to be reported to the appropriate authority and documented in accordance with Appendix A of the Child Protection Guidelines.

Salesian Mission Australia will responsibly and reasonably co-operate with government law enforcement and child protection agencies.

Salesian Mission Australia will regularly review its Child Protection Guidelines and Code of Conduct for implementing these Child Protection Policies. The Director Salesian Missions is responsible for assessing implementation of this policy annually.

The policy will be subject to thorough review every five (5) years.

Date of Change	Change Description	Authorised
10 th February 2011	Original Publication	ASMOAF Director – Br. M Lynch
31 st January 2015	Revised Publication	ASMOAF Director – Br. M Lynch
19 th May 2017	Revised Publication, updated to reflect ACFID Code and introduced Guidelines	ASMOAF Director – Br. M Lynch



Simple Do's and Don'ts

THERE ARE SOME SIMPLE RULES AND PROCEDURES THAT WILL MINIMISE THE RISK OF AN INCIDENT OCCURRING OR BEING ALLEGED.

MOST ARE COMMON SENSE AND WILL ALREADY BE FOLLOWED, HOWEVER IT IS IMPORTANT THAT STAFF AND VOLUNTEERS SPECIFICALLY CHECK THAT THEY ARE BEING IMPLEMENTED IN ANY EVENT WHICH INVOLVES CHILDREN OR YOUNG PEOPLE.

Do's

- Treat everyone with respect, recognising their right to personal privacy.
- Be aware of situations that may present risks and manage these risks.
- Plan and organise any events involving children so that risks are minimised.
- Recognise that caution is required in all one-on-one situations.
- Provide access for children and young people to talk to others about any concerns they have.
- Encourage young people and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
- Remember that someone else may misinterpret your actions, no matter how well intentioned.

Don'ts

- Do not spend time alone with children – plan activities so that more than one person is present or, at least, other people are within sight and hearing.
- Do not take children alone in a car, even for short journeys, unless this is unavoidable for safety reasons. If this is unavoidable, make sure an adult caretaker or another member of staff is aware it is happening.
- Avoid inappropriate physical or verbal contact with others.
- Avoid being drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes.
- Avoid showing favouritism to any individual.
- Never make suggestive remarks or gestures, even in fun.
- Do not trivialise or exaggerate child abuse issues.
- Do not rely on just your good name to protect you.
- Do not believe “It could never happen to me”.

SECTION 2

Child Protection Guidelines

1. Introduction
 2. Purpose of this Guideline
 3. Definitions
 4. Relevant Legislation
 5. ASMOAF's Internal Procedures
 - 5.1 Recruitment Practices
 - 5.2 Working with Partners to educate and implement Child Protection within their organisation.
 - 5.3 Child Abuse Reporting Procedures and How to Respond to Cases of Suspected Abuse
 - 5.4 Use of Children's Images / Information and research
 - 5.5 Educating the Organisation on Child Abuse and the Child Protection Policy Statement, Child Protection Guidelines and Procedures
 - 5.6 Responsible Staff Members
 6. Policy / Guidelines Monitoring and Review Cycle
- Appendix A – Dealing with complaints and Child Protection Reporting Proforma

1. INTRODUCTION

Child abuse is a global problem and can occur as physical abuse, psychological and emotional abuse, sexual abuse, neglect and being forced to live with family violence. Children can also be forced to endure child labour, prostitution and harmful traditional practices. Children living in poverty face a greater risk of child sexual exploitation and abuse.

2. PURPOSE

Salesian Mission Australia has developed the following Child Protection Guidelines and Procedures to give greater emphasis and commitment to the issue of protection in order to minimise the risks to children in the delivery of Salesian supported activities both in Australia and overseas.

Salesian Mission Australia 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.

Salesian Mission Australia's Child Protection Guidelines and Procedures aim to protect children, as well as its representatives, through outlining systems and mechanisms for awareness raising, prevention, reporting and responding to child protection issues.

3. Definitions

Child

A child or young person is regarded to be any person under the age of 18 years, unless a nation's laws recognise adulthood earlier.

Child Protection

Is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child abuse

Physical abuse

Physical abuse is harm to a child or young person that is caused by the non-accidental actions of a parent or other person responsible for their care. Acts such as beating, shaking, biting, and deliberate burning with an object, attempted strangulation and female genital mutilation are examples of physical abuse or ill treatment.

Sexual abuse

Sexual abuse is any sexual act or threat to a child or young person that causes them harm, or to be frightened or fearful. It covers:

- non-contact forms of harm, such as genital exposure by the adult, having a child or young person pose or perform in a sexual manner or exposing them to sexually explicit material or acts (including pornographic material), communication of graphic sexual matters (including all electronic media);
- a range of contact behaviors, such as kissing, touching or fondling the child or young person in a sexual manner, penetration of the vagina or anus either by



digital, penile or any other object, or coercing the child to perform any such act on themselves or anyone else.

Psychological harm

Psychological harm can occur where the behavior of a parent or caregiver damages the confidence and self-esteem of a child or young person, resulting in serious emotional deprivation or trauma. Psychological harm can occur through name calling, threatening, ridiculing, intimidating or isolating the child or young person. It can occur as the result of a 'one-off' event but is usually the result of frequent and persistence behavior.

Neglect

Neglect is the failure to provide the basic necessities of life such as food, clothing, shelter and supervision. It may or may not be intentional.

4. Legislative and regulatory framework

As a signatory to the UN Convention on the Rights of the Child (1989), Australia complies with Article 19 which requires all State parties to protect the child from all forms of violence, abuse, neglect, maltreatment and exploitation.

In addition the Commonwealth Government has passed specific legislation prohibiting Australians from engaging in sexual activity with children while overseas, and State and Territory Governments have enacted laws aimed at protecting children from abuse and exploitation in Australia.

The relevant criminal law and child protection legislation is as follows:

Australian:

- Criminal Code Act 1995, Divisions 272, 273 and 474
- Crimes Act 1914 IIIA (Child Sex Tourism)
- Crimes Act 1900

States and Territory:

- New South Wales: · Children and Young Persons (Care and Protection) Act 1998
 - Privacy and Personal Information Protection Act 1998
 - Commission for Children and Young People Act 1998
- and the Child Protection (Offenders Registration) Act 2000 – relevant acts in other states
- Victoria: Children, Youth and Families Act 2005
- Queensland: Child Protection Act 1999
- Western Australia: Children and Community Services Act 2004
- South Australia: Children's Protection Act 1993
- Tasmania: Children, Young Persons and their Families Act 1997
- Australian Capital Territory: Children and Young People Act 2008
- Northern Territory: Care and Protection of Children Act 2007



International Child Protection Instruments that Australia is a Signatory to:

- United Nations Convention on the Rights of the Child
- Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography
- Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict
- Geneva Declaration of the Rights of the Child
- International Labour Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour

OTHER RELATED POLICIES AND DOCUMENTS

- ACFID Code of Conduct
- Australian Catholic Bishops Conference (ACBC) Privacy Policy
- ACBC Bullying & Harassment Policy
- ACBC Employee Assistance Program

Legislative Provisions

The *Crimes (Child Sex Tourism) Amendment Act (1994)* makes it a criminal offence in Australia for an Australian citizen or resident to engage in sexual activity with a child under the age of 16 in an overseas country. It is also an offence to encourage, benefit or profit from any activity that promotes sexual activity with children. The law applies to individuals, companies or corporations.

Australian State and Territory child protection legislation specifies mandatory reporting of suspected cases of child abuse. Mandatory reporting varies between States, applying to specific groups in specific contexts (Queensland and WA), particular occupations (New South Wales and Victoria), or every adult (Northern Territory).

5. INTERNAL PROCEDURES

ASMOAF acknowledges our obligations under these laws and commits to taking all possible steps to ensure the protection of children who come in contact with ASMOAF representatives or programs. The following measures are in place to achieve this end.

5.1 Recruitment Practices - Personnel - Screening and Awareness

Salesian Missions Australia is committed to child safe recruitment practices, particularly for those staff that will be in direct contact with children.

New employees

ASMOAF's induction program will include an explanation of this policy. All new staff and volunteers will be required to sign a copy of ASMOAF's Child Protection Code of Conduct within two weeks of commencement.



In addition, child safe recruiting and screening procedures will be undertaken for preferred candidates applying to work in identified positions that involve direct contact with children. Such screening will include the following:

- Police checks;
- "Working with Children" checks;
- Reference checks including questions about suitability for working with children.

Employment offers may be made to candidates for these identified positions prior to the checks being completed; however, in these cases, the employment contract will explicitly state that the offer will be withdrawn if the checks are unsatisfactory and that the person is not to work with children until the checks have been finalised.

Existing employees

All current employees and volunteers will be provided with a copy of this policy document and be required to sign a copy of ASMOAF's Child Protection Code of Conduct.

Any existing employees in designated positions will also be required to undergo the Police and other regulatory checks as mentioned above.

Responsibility for the above steps rests with:

- The Director of Salesian Missions in Australia; and
- The Partners of ASMOAF supported projects (in overseas countries).

All employees

If any employee breaches the Child Protection Policy or Code of Conduct, ASMOAF has the right (after the set procedures have been followed - see below) to dismiss the employee or to transfer the person to other duties. This condition of employment will be included in the employment contracts.

Other ASMOAF representatives

This policy and code will also be brought to the attention of other ASMOAF representatives involved in travelling overseas with ASMOAF or visiting ASMOAF programs abroad.

Responsibility for the above steps rests with:

- The Australian Salesian Provincial, Chairman of the Governing Board,
- The Director of Salesian Missions in Australia, Br Michael Lynch, Salesian Missions Australia, P O Box 264, Ascot Vale Vic 3032, email : salmiss@salesians.org.au, Ph 61 3 9377 6060.



5.2 Working with Partners to educate and implement Child Protection within their organisation.

Partnership level

Salesian Missions Australia insists that child protection is integrated into our work with partners and is highlighted in its Standard Working Agreement.

It is our specific intention to:

- Ensure partners working directly with children have appropriate policy and internal procedures to prevent abuse of children.
- Ensure partners are aware of Salesian Missions Australia's Child Protection Policy Statement, Child Protection Guidelines and Procedures the Child Protection Code of Conduct and their responsibility. This will be achieved by sharing with partners these documents, supporting them in promoting child protection in their work, as well as, making them accountable through reviews. Where necessary Salesian Missions Australia will support awareness training for partners on child protection and managing risks.
- Inform partners of the need to have procedures in place on what to do (e.g. what to report, how to report, who to report to, etc) when an abuse exists in their target communities which may or may not involve staff members or their volunteers, consultants, etc. (refer to Appendix A for guidance)
- Inform partners of the need to have internal procedure for handling complaints related to child abuse committed by staff member, volunteers, consultants, etc. (refer to Appendix A for guidance)
- Inform partners of the need to have staff training plans for new and existing staff on Child Protection Guidelines and Procedures and the Child Protection Code of Conduct.
- Inform partners of the need to obtain Local Police Checks (if available) for all staff including volunteers, consultants, etc.
- Inform partners of the need to be aware of local child protection laws which prohibit the sexual abuse and exploitation of children – e.g. child sex tourism, child sex trafficking, child labour and child pornography.
- Inform partners of the need to abide by ASMOAF's Child Protection Code of Conduct and ensure the compliance of staff and others.
- A regular review of the Child Protection Policy Statement, Child Protection Guidelines and Procedures and the Child Protection Code of Conduct.

Furthermore, we advise our partners to incorporate the above in the recruitment of staff, volunteers, consultants, etc.



5.3 Child Abuse Reporting Procedures and How to Respond to Cases of Suspected Abuse

The following procedures will be followed when ASMOAF is notified of an allegation of child abuse by an ASMOAF staff member, volunteer, Board member, representative or other person associated with ASMOAF and/or our programs.

Concerns or allegations involving personnel or representatives who reside in Australia

- The concern or allegation should be immediately brought to the notice of the Salesian Provincial or Director of Salesian Missions - either directly or through another staff member or volunteer who then informs them;
- The Provincial or Director of Salesian Missions will immediately report the allegation to the relevant statutory child protection authority or police authority;
- The person against whom the allegation is made will normally be suspended from their relationship with ASMOAF while an investigation is conducted. (If the person is a member of staff, this suspension may be on full pay.) Such suspension does not imply guilt but rather protects all parties while the matter is being investigated by the relevant authority.

Concerns or allegations involving personnel or representatives who reside overseas

- The concern or allegation should be immediately brought to the notice of the Co-coordinator of ASMOAF supported projects in the specified country and / or the local Salesian Provincial.
- The Co-coordinator of ASMOAF supported projects in the specified country and / or the local Salesian Provincial will immediately inform the Australian Salesian Provincial and the Director of Salesian Missions.
- The Co-coordinator of ASMOAF supported projects in the specified country and / or the local Salesian Provincial will ensure that local procedures and laws are followed.
- The Australian Salesian Provincial and the Director of Salesian Missions will inform the Australian Federal Police of allegations involving Australian staff, volunteers or representatives of ASMOAF.
- ASMOAF requires all instances of child abuse or suspected breaches to the Code of Conduct to be reported to the appropriate authority and documented in accordance with Appendix A of the Child Protection Guidelines.

Substantiated cases of abuse will lead to:

- In the case of an *employee*: summary dismissal.
- In the case of a *Board member*: removal from the Board.
- In the case of *any other person associated with ASMOAF or our programs*: termination of the association.



Where allegations remain unsubstantiated

In some circumstances the capacity may not exist to undertake a fair and proper investigation of allegations against an employee or an associate of ASMOAF. In these circumstances, or where an allegation is not substantiated by evidence, ASMOAF will consider if further action is necessary to ensure the safety and protection of children and young people.

The person may also be subject to criminal prosecution under Australian law and ASMOAF will cooperate with any such prosecution.

5.4 Use of Children's Images / Information and Research

Children's Images

ASMOAF often uses photos and case studies of children to promote our work. Staff using photos or case studies in any communication media must comply with this policy and ASMOAF's 'Photo Library' policy in order to ensure that:

- photos and stories of children do not infringe their dignity or personal rights;
- photos and stories are not accompanied by detailed information which could enable the children to be identified or easily located; and
- permission is obtained from the child's parent or guardian (where possible) before taking and before using a child's photo in ASMOAF promotional materials. An explanation must be provided on how the photograph or film will be used.
- All children's images will be stored securely in the Salesian Missions Office, accessed only by authorised members of staff.
- Visitors to 'field sites' will be asked not to take photos of orphans and street children.

Children's Information and research

ASMOAF and/or our partners may collect and retain personal and medical information about children accessing our programs. ASMOAF will make every reasonable effort to ensure information about children is used only for the purpose for which it was gathered and is stored in a secure environment.

ASMOAF will ensure that any research project it conducts (either directly or in partnership with other bodies) that is likely to involve children has policies, protocols and appropriate ethics approval that specifically address their protection.



5.5 Educating the Organisation on Child Abuse and the Child Protection Policy Statement, Child Protection Guidelines and Procedures.

Staff in relevant positions will be provided with training in the area of child protection, with the training provided either in-house or through attendance by individuals at training sessions offered by expert providers.

Responsibility for the above steps rests with:

The Director of Salesian Missions in Australia.

5.6 Responsible Staff Members

Salesian Provincial in Australia and/or Director Salesian Missions in Australia

- Hold relevant ASMOAF personnel accountable to this policy and promote the policy in Salesian Missions and through Salesian schools, parishes, youth centres and hostels in Australia.
- Take the lead role in the event of a possible or actual breach of the ASMOAF's code or the law.

All Staff

- Fulfill the particular responsibilities assigned to them in this policy; and
- Understand and comply with this policy and Code of Conduct.

6. POLICY / GUIDELINES MONITORING AND REVIEW CYCLE

The Director Salesian Missions is responsible for assessing implementation of this policy annually.

The policy will be subject to thorough review every five (5) years.

Date of Change	Change Description	Authorised
10 th February 2011	Original Publication	ASMOAF Director – Br. M Lynch
31 st January 2015	Revised Publication	ASMOAF Director – Br. M Lynch
19 th May 2017	Revised Publication, updated to reflect ACFID Code and introduced Guidelines	ASMOAF Director – Br. M Lynch



APPENDIX A

The following form can be used when -

a. Dealing with ' Complaints / Observations ' of suspected breaches to the Code of Conduct.

b. Dealing with Complaints from Children, the following is recommended;

If a child or young person tells you they are being, or have been, abused:

- Accept what the child or young person says but don't ask any probing or leading questions – leave that to child protection professionals or the police.
- Take the alleged abuse seriously but do not promise that you can "fix" anything.
- Reassure the child or young person that they have done the right thing by telling you.
- Let the child know you need to tell someone else. Do not promise total confidentiality. Let the child or young person speak freely but do not press for information
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Record carefully what you have heard while it is still fresh in your mind. Include attendance, date, time and place of your conversation and any incident disclosed. Date and sign anything you write and number the pages. Try to be as accurate as possible and use inverted commas to make clear what the child said, rather than your interpretation of what the child said. If you are going to give your opinion or assessment put it under a separate heading so as not to confuse the facts with an opinion. (Refer Report forms attached for guidance)
- Report in as much detail as possible and without delay to the local Salesian Provincial.

Confidentiality

All reports and the information herein provided will be treated and managed with the strictest confidentiality to protect the identity of the child concerned, informer and accused.



Child Protection Reporting Proforma for Suspected Abuse

Part 1 – About You

1.1. Your Name :

1.2. Your Location / Place of Employment / Position Title :

1.3. Your relationship to the Child:

Part 2 – About the Child

2.1. Child's Name :

2.2. Gender:

Age:

2.3. Address:

2.4. Who does the Child live with?

Part 3 – About your concerns of Abuse

3.1. How did you come to have a concern / was the abuse observed or suspected?

3.2. Was an allegation made / did a child disclose abuse?

3.3. Date, Time and Place of the Incident (s):



Part 4 – Abuse Concern details

4.1. Nature of Concern / Allegation:

4.2. Observations made by you (e.g. Childs emotional state, physical evidence):

4.3. Write down exactly what the Child said and what you said (transcript of the conversation):

4.4. Other relevant information (e.g. disability, language):

4.5. Were other Children involved or aware?



Part 5 – Incident Reporting

5.1. Who have you reported this incident to?

5.2. Time and Date of reporting:

5.3. Advice received from person(s) to whom the report was made:

5.4. Action taken:

a) by you –

b) by the person who you reported the incident to -

5.5. Any other comments:



SECTION 3

Child Protection
CODE OF CONDUCT

Signing off document -

*Attachment 1
&
Attachment 2*

Return to ASMOAF signed

Project Recipients Agreement

To: The Director
Australian Salesian Mission Overseas Aid Fund [ASMOAF]
P O Box 264
ASCOT VALE Vic 3032
AUSTRALIA

From: Recipients of ASMOAF funding

I am, of
full name position of authority

.....
address

I have read the ASMOAF Child Protection Policy and Guidelines **updated April 30, 2017 and agree with the 'conditions' and 'processes' outlined re the protection** of children.

I will:

- (i) **arrange** for an audit of child protection resources in our region per attachment 1 to be compiled and a copy sent to ASMOAF;
- (ii) **ensure** the ASMOAF Child Protection Code of Conduct agreement per attachment 2 is signed by all colleagues and employees working in areas funded in full or in part by ASMOAF; and is to be securely stored at your location.
- (iii) **report** on the progress of implementing the Child Protection Policy and Guidelines in our annual report to ASMOAF in accordance with the funding agreement.

Signed:

Print Name:

Date:



Attachment 1

Child Protection Resources – you will need to prepare a list of Child Protection resources for your organisations project.

When developing Child Protection Resources use the following as a guide on what to include.

This resource should be easily accessible, known to and understood by all staff and associates.

In countries where local criminal and child protection laws exist, ASMOAF requires compliance with the local countries legislation by staff and associates. Australian Citizens are required to abide by both the local country law as well as Australian Law.

For criminal activity, such as sexual or physical abuse of children, local law enforcement and prosecution processes will be complied with in the country in which the offence was committed.

If Australian citizens are implicated immediately contact the Director of ASMOAF Australia for guidance.

Developing a local contact and referral list

1. Examine the existing process of reporting child abuse in the region and what services exist.
2. Identify local community and cultural child protection strengths and include these networks and resources. For example, strong and extended family and community groups offer a range of people who can look out for children and respond to concerns.
3. Become familiar with the local countries laws in relation to child abuse and existing mandatory reporting requirements. These should then be included on the list.
4. **Conduct an audit and document** what services exist in the region to report child abuse and to support children and their families. For instance:
 - police (including any specialised unit such as sexual violence),
 - child protection authority,
 - local leaders,
 - counselling services,
 - women and children’s groups including domestic violence counselling and support services,
 - NGOs and local and international NGOs,
 - hospital, health professionals and primary health services,
 - schools,
 - legal services,
 - local government services,
 - youth groups and churches.
5. Make a contact list of Child Protection Focal Point, Head Office contact, police, child protection authorities, relevant services and include phone numbers, address, email and contact person. Ensure the list is reviewed and updated annually.
6. Be aware of local cultural responses and expectations in regards to abuse of children.
7. Where appropriate Build and maintain collaborative working relationships with these organisations.



Attachment 2

NAME OF PROJECT:

Child Protection Code of Conduct Agreement

I,, partnered with ASMOAF agree that while implementing
..... activities, I will:

- 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 o/the Australian Crimes Act 1914 as amended*), the child is below the age of consent or the act(s) are an offence under relevant laws;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not to seek or make contact with a child outside of usual work hours or exchange contact details;
- 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 below 'Use of children's images for work related purposes')
- Refrain from physical punishment or discipline of 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; and



- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Use of Children's images for work related purposes

When photographing or filming a child for work related purposes, 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 informed consent from the child and a parent or guardian. As part of this I must explain how the photograph or film will be used;
- Ensure photographs, films, and all forms of digital recording 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 to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing ASMOAF funded activities.

Signed:

Print Name:

Date:

We would appreciate a signed copy (in English) of your Project Recipient Agreement and your Child Protection Code of Conduct Agreement to be returned with your request for funds or project report.

