

Every Home Global Concern

Child Safe Policy



Keeping children safe

Contents

Organisational Statement	5
Organisational Policy	
Statement of Commitment to Child Safety.....	6
Quick Glance	7
Introduction	8
Purpose of this policy	8
Guiding Principles.....	9
Why a Child Safety Policy.....	10
Definitions	12
Risk Management.....	14
Photography, Video and Images.....	15
Sponsorship Guidelines.....	16
Employment and Involvement of Personnel	
Employees + Volunteers Recruiting.....	19
Reporting	21
<ul style="list-style-type: none"> • Child abuse reporting processes and how to respond to a child who has been abused • When to report? • Procedure for Complaints 	
Organisational Awareness and Education.....	28
Review of Policy.....	29
Appendices	30
1. Resources	
2. Child Safety - Code of Conduct	
3. ACFID Images Code—Checklist	
4. Fact Sheet—Child Abuse	
5. Image Publication Review	
6. Complaint / Incident form	
7. Dealing with Complaints information sheet	
8. Complaints Management Procedures Sheet	
9. Risk management Policy and Procedures	
10. Child Safety Risk Checklist + Risk assessment template	
11. Child Safety within EHGC operations Assessment	
12. EHGC Overseas Visit Application Form and Policy	
13. Job Description Template	
14. Pre Employment Checklist / Induction Sheet	



Organisational Statement

Every Home Global Concern is committed to the safety and well being of all children and seeks to protect them from abuse and exploitation. Every Home Global Concern supports and upholds the United Nations Convention on the Rights of the Child (UNCRC, 1989). Every Home Global Concern has a duty of care in protecting children through the programs we are involved with and take this responsibility seriously. This will be achieved through identifying and managing risks in our programs that may lead to harm.

Statement of Commitment to Child Safety

We care about:

Every Home Global Concern is committed to the safety and well being of all children. We support the rights of children and will act without hesitation to ensure a child safe environment is maintained.

Every Home Global Concern 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. (UNCRC) (See Appendix 1.1). Every Home Global Concern will uphold these rights.

Every Home Global Concern takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children.

Abbreviations:

Every Home Global Concern = EHGC

Child Safety Policy = CSP

Child Safety Officer = CSO

Quick Glance

Who does this policy apply to:

This policy applies to anyone who represents Every Home Global Concern, including staff, volunteers, board and committee members and consultants.

When:

This policy applies to Every Home Global Concern representatives at all times, both during and outside normal working hours when they are representing the agency.

Definition of a child:

Any person under the age of 18 years old is classified as a child. A young person may be classified as a person between 16 and 18 years old.

Child Safety Officer is:

In Australia the designated *child safety officer* is Lorraine Leach
Contact can be made through lorraine@everyhome.org.au

If this person is not available the EHGC executive director may be contacted.

If the need arise the Board Chairman – may also be contacted.

The key requirements are that all staff and others are clear about their responsibilities to prevent abuse and have access to a detailed process by which they can raise concerns. All staff should be aware of, understand and agree to comply with, all the content and procedures contained in this document and its procedures.

Introduction:

This EHGC Child Safe Policy outlines all procedures relating to our child safe Code of Conduct, definitions of abuse, reporting procedures, risk management and related matters regarding the protection of children and protection of staff and EHGC representatives.

Purpose of this policy:

This Child Safe Policy (CSP) has been developed to provide a practical guide to prevent child abuse in Every Home Global Concern programs. It will outline a range of risk management strategies that will be implemented which will reduce the risk of children being harmed.

The CSP will demonstrate Every Home Global Concern commitment to protect children from harm and abuse.

The CSP 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.

The CSP aims to create an open and aware environment where concerns for the safety and well being of a child can be raised and managed in a fair and just manner, which protects the rights of all.

Additionally, the CSP will provide 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.

As a signatory to the ACFID Code of Conduct and a fully accredited AusAid member, Every Home Global Concern is obliged and committed to have policies and procedures implemented which promote the safety and well-being of all children accessing its services and programs, in particular to minimise the risk of abuse to children

(See Clause 2.6 of the ACFID Code of Conduct). (See Appendix 1.2)

Every Home Global Concern is obliged and committed to adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where Every Home Global Concern 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

Every Home Global Concern believes that any form of child abuse and exploitation is unacceptable and will not be tolerated.

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.

Every Home Global Concern believes that all children have a right to be safe at all times, and we have an obligation to provide safe and protective services and environments in our programs.

Every Home Global Concern recognizes its duty of care to take all reasonable steps to ensure that children are safe from harm.

Every Home Global Concern will take proactive steps to create child safe and child friendly programs.

Adherence to this CSP and Child Safety Code of Conduct is a mandatory requirement for all staff and others.

Every Home Global Concern will ensure that all staff and relevant stakeholders are made aware of the CSP and their responsibilities.

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.

Children in our programs should be given opportunities to express their views on matters affecting them.

Every Home Global Concern believes that all children should be equally protected and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background.

Why a Child Safe Policy:

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 and through neglect. 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.

Some Statistics:

- According to the World Health Organisation (2001) forty million children below the age of 15 suffer from abuse and neglect and require social and health care.
- An estimated 1.2 million children are trafficked every year. (Every Child Counts, New Estimates on Child Labour, International Labour Organisation April, 2002; UNICEF 2007)
- 1 million children enter the commercial child sex trade every year (1995 estimate). The numbers are likely to be higher now. (Sale of Children, Child Prostitution and Child Pornography, United Nations A/50/456, Sept 1995)
- 250 million children are involved in child labour, more than 180 million are working in hazardous situation or conditions. (A Future without Child Labour, International Labour Organisation, 2002)
- 1 in 4 girls and 1 in 7 boys will experience some form of sexual abuse in their childhood.

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. 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. Over the last decade many Western countries have enacted tougher laws against child sex offending and many child-focussed organisations have implemented tighter screening practices for the staff and volunteers. These improved child protection measures have led to increasing numbers of child sex offenders moving overseas to seek work in developing countries and development programs. 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. During recent responses to natural disasters and emergencies it was widely reported that people who pose a risk to children (eg convicted child sex offenders) applied for positions in programs that brought them into contact with vulnerable children.

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. In 2002 widespread sexual abuse and exploitation of children by aid workers were exposed by the media in West African refugee camps. It was alleged that 67 aid workers from more than 40 agencies were trading shelter, education, food and medicine for sexual favours. Most of the allegations involved male national staff who traded humanitarian commodities for sex with girls under 18. It is believed that this information had been known to the agencies for sometime.

(See Appendix 1.3)

Definitions:

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.

Child and young person

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

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.

Both boys and girls can be the victims of abuse, and 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.

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.

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.

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.

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.

Child-Sex Tourism

ECPAT International defines child-sex tourism as:

'...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.' (ECPAT International, 2006)

Bullying

Bullying is the inappropriate use of power by an individual or group, with an intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).

Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.

Verbal bullying includes insults, taunts, threats and ridicules.

Psychological bullying includes physical intimidation and ostracism.

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.

(adapted from the Australian Medical Association definition)

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.

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.

Risk Management

EHGC recognizes that there a number of potential risks to children in the delivery of our programs to the vulnerable and disadvantaged. In recognizing these risks, EHGC proactively assesses and manages these risks to children in our programs (and in the communities in which we work) to reduce the risk of harm. (See Appendix 9 / 11) This is achieved by examining each program and its potential impact on children. 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 we work, we are always mindful of potential risks.

Risk management is an ongoing part of every activity, and EHGC conducts a child safe risk checklist and risk assessment (See Appendix 10 for template) on every new and emerging program and project, included in the project management cycle.

Staff and others should continually be aware of risks, and be actively minimizing opportunities and situations where children can be harmed.

A child abuse incident reporting form and a complaint management system (See Appendix 6 / 7 / 8) has been developed and staff are aware of its existence.

Risk management procedures ensure protection of children in the following example. A check and review will be made :

Including a photograph of a minor and then naming and providing information that enables that minor to be located may potentially place them in danger.

Which is then signed by 2 staff members who have checked the publication.
(See Appendix 5)

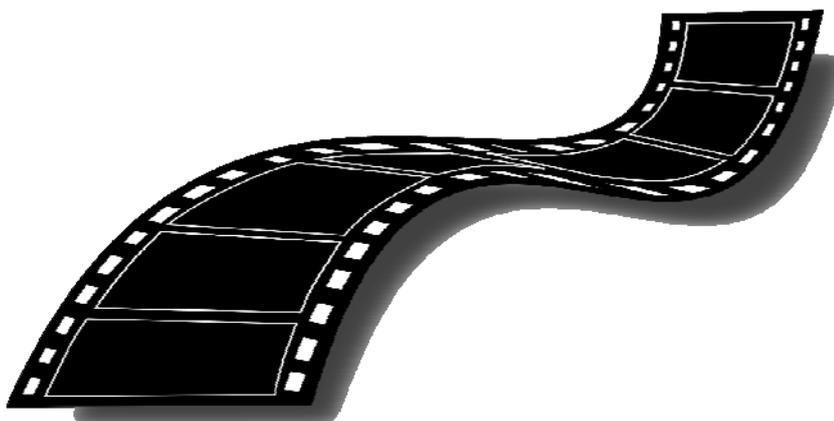
Photography, Videos and Images

Photography and Video Standards

EHGC will at all times portray children in a respectful, appropriate and consensual way. Our best practice guidelines for photography / video and images are:

- A child should always be portrayed 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.
- A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- There should be no specific identifying information of the child used in the publication of images with their location.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- When sending images electronically, file labels should not reveal identifying information.

As a signatory to the ACFID Code of Conduct we also aim to abide by the code of conduct for photography, video and image use, according to the ACFID Use of Images Code (See Appendix 1.4 and 3)



Sponsorship Guidelines

Every Home Global Concern recognises the need to implement specific guidelines to manage the child protection risks within its sponsorship programs. These guidelines include:

- Protection of children in sponsorship programs
- Visiting Sponsor Children
- Gift Giving and Communication

Every Home Global Concern Australia will ensure that all new sponsors have access to this information. This includes our website and the sponsorship package given to all new sponsors. All sponsors will receive clear child protection and behavioural guidelines upfront when they decide to sponsor a child.

Sponsors should note that where sponsors go against policies, the organisation can bring sponsorship to a close.

Protection of children in sponsorship programs

Staff members are requested to sign receipt and understanding of EHGC Child Safe Policy and acknowledge that they understand procedures related to sponsor visits, including the need to report unannounced/unaccompanied visitors.

Staff members who directly relate to sponsors will receive awareness training about the need for child protection, strategies to protect children and the detection of possible irregularities in requests related to sponsorship.

A sponsored child's history, picture folders and photographs of children are stored in secure premises to which a limited number of people have access, and computer access is via password only. Child personal and physical information that could be used to identify the location of a child within a country should not be used on Every Home Global Concern websites or in any other form of communication about a child.

All sponsor correspondence with a sponsored child will be reviewed for inappropriate or suggestive comments, requests or obscenities. Letters which contain political or religious comments which could cause offence are not permitted. In the event of inappropriate correspondence being discovered, Every Home Global Concern reserves the right to decline sponsorship or sever the sponsorship relationship. The Child Sponsorship Coordinator and the Child Safety Officer will notify the sponsor in writing that the sponsorship is cancelled. When the communication is of a serious enough nature, the police will also be notified. If this is an existing sponsor, the field office will be notified immediately of the communication and the cancellation of sponsorship.

EHGC will contact the supporter if their correspondence cannot be forwarded and explain the reasons why.

Visiting your sponsor child and EHGC projects

All visitors to Every Home Global Concern projects should be advised of behaviour protocols that should reflect national and local sensitivities. Visitors are requested to sign an acknowledgement of receipt and understanding of these procedure as part of their orientation process before they visit the child.

Sponsors wishing to visit should follow the guidelines below:

- All visits should be arranged in advance through the EHGC Sydney office
- Sponsors inform agency at least 3 months in advance
- Sponsors will be interviewed before each visit
- All visiting sponsors will sign the Child Protection Code of Conduct and read through Child Protection policy

Sponsors and family members wishing to visit their sponsored child will be screened prior to field visits through police background checks where permitted by local law. In the event this screening leads to a denial of a sponsor's request to visit a child, the appropriate national office will be informed in case the sponsor attempts to arrange a visit directly.

An Every Home Global Concern staff member must accompany all visitors to Every Home Global Concern projects.

At the time of sponsorship, sponsors should be advised that Every Home Global Concern's policy prohibits unannounced visits. As part of the orientation process sponsors will be asked to sign a statement that they have received and understood Every Home Global Concern's visit policy. (see appendix 12)

Local staff must be aware that if any visitor makes an unannounced or unescorted visit to a community, the visit is reported immediately to Every Home Global Concern management. The EHGC project manager and or executive director will take the matter up with the visitor and alert the appropriate local office. Communication will then be made to the sponsor on their return to Australia.

Actual or suspected cases of abuse or inappropriate behaviour by a visiting sponsor are reported immediately to the local project manager and to the Child Safety Coordinator. Appropriate action be taken in regards to the donor or sponsor that may include criminal investigation and potential severance of the relationship with Every Home Global Concern. The reporting procedure must be followed.

Sponsored children should not be invited or encouraged to leave or taken away from their communities

Invitations to the sponsor's country by the sponsor are not allowed and any such communication is not appropriate.

An Every Home Global Concern sponsor and his or her sponsored child should not exchange home addresses, through visits or by letters or emails.

Sponsorship Guidelines

GIFT GIVING and COMMUNICATION between sponsors and sponsored children

The EHGC Policy on gift giving to children outlines what can and cannot be sent to sponsored children. All sponsors must understand that all gifts and correspondence will be screened by the agency

Cards, letters, photos, and small gifts such as stickers are accepted and sent to your child. You are free to write as often as you would like. If the child can not yet read English your letter will be translated by their teacher and their teacher will help them to respond. Please note all correspondence will be checked before sending according to the Sponsorship Guidelines.

Please do not send any parcels or material gifts. They will not be sent on at any time, whether it be for a birthday, Christmas or other.

You can send extra finances which will be put towards your child's birthday or Christmas gift. Our local staff will purchase a gift which is culturally appropriate. Please do not request that a specific gift be purchased for your child. Our local workers understand the local situation and will buy a suitable gift.

There are many reasons for this:

One reason is that the parents of the children may become jealous and angry if their child 'misses out' or if another child gets 'something better' than their child.

Because it is not a requirement of the program for sponsors to send an extra gift, it means some children receive gifts and others do not. This makes it very difficult for the children who miss out on a gift and can create jealousy and anger amongst the children.



As the children are from poor families, at times the gifts you want to send from Australia may be sold by the families of the sponsored child for money.

For this reason we want to keep gifts the same so as not to cause problems amongst the children and their families.

We can not accept parcels or send them onto the children in India, Bangladesh or Africa and special requests will not be passed on in ordinary situations.

What you can do:

If you would like to send something extra, (it is not required of you) you can send money to EHGC and this money will then get transferred to sponsors country office.

With this money ***local workers will buy your child a Birthday and Christmas present*** which will be culturally appropriate. We will put the money into a 'pool' for birthday presents. Then at every child's birthday and at Christmas time they will receive a gift, to share around their classroom so all the children can participate in the celebration.

This means gifts will be distributed evenly for birthdays and at Christmas time. This way no child will miss out and be disappointed or upset.

You are more than welcome to send a *birthday card/photo*.

And of course you are more than welcome to write to your child & send photos as often as you please.

It is also possible for you to send small gifts that fit inside your card, such as stickers, hair ties, bookmarks, balloons etc. Anything more than what fits inside a card-sized envelope that will not be able sent on. There is also an import-tax that has to be paid by the local office to receive gifts any bigger than this which is another reason why we can not send them on.

We are aiming to work together with you, and with our specific country workers, for the good of the children in our schools.

Employment of staff and appointment of volunteers

Every Home Global Concern is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

Promoting our child safe commitment on our website, in other promotional materials and in all job advertisements.

Prospective employees, board of director candidates, volunteers/interns, or others are informed of Every Home Global Concern's child protection policies at the start of any recruiting process. All applicants will receive a copy of Every Home Global Concern CSP and be informed of the screening requirements when they are sent the application form.

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. All staff will be required to provide proof of identify including birth certificate, passport, drivers licence and relevant qualifications. Original documents may be required.

All positions will be assessed for the level for 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. (See Appendix 14)

Job descriptions are required for all positions (staff, volunteers, consultants –short long term etc), which describe key selection criteria and outline tasks and accountabilities. (See Appendix 13)

Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be used in the international context.

Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences. In positions working directly working 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. (See Appendix)

A minimum of three reference checks will be required for all preferred candidates. This would include short and long terms positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. Every Home Global Concern will verify the identity of the referee and make direct contact with each of these referees. Written references will not be accepted. Every Home Global Concern reserves the right to request additional references. (See Appendix)

Where possible and permissible by local law, applicants for positions as a Every Home Global Concern staff member, board member or volunteer/ intern are requested to give permission for a criminal record or police background check for any conviction related to abuse of children or adults. Volunteers with Every Home Global Concern are required to consent to a police check when a volunteer is in direct contact with children or children's information. Police checks will be renewed either: every 5 years, or when an individual changes role, in particular if their new role now brings them into direct contact with children. (See Appendix 1.5)

Where the candidate is working directly with children in Australia, they may require a Working with Children Check. (See Appendix 1.6)

All positions will be subject to a probationary period depending on the length of the contract. Issues relating to child protection will be included in staff performance reviews.

All staff and others will be required to read and sign the Every Home Global Concern Child Safety Code of Conduct and their understanding of the Child Safe Policy.

Every Home Global Concern reserves the right to refuse employment to or terminate any person's employment that may pose a risk to children.

Child abuse reporting processes and how to respond to a child who has been abused

- Reporting Procedures in Australia
- Reporting Procedures Overseas
- Responding to disclosure by a child

Every Home Global Concern considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately.

It is mandatory for all Every Home Global Concern 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 you do have a concern you should immediately follow Every Home Global Concern child abuse reporting procedures. (See Appendix 6/7/8)

See also Complaints Handling

See also Internal disputes policy

Reporting Procedures:

Who should report?

All Every Home Global Concern staff and others including volunteers, contractors and other partner organizations.

What should be reported?

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

Any observation or concerning behaviour exhibited by an Every Home Global Concern staff, volunteer or other relevant stakeholder that breaches the Every Home Global Concern Child Safe Code of Conduct.

Inappropriate use of the organisation's photographic equipment, mobile phones or computers including evidence of child pornography.

Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

Who to report to?

Overseas: Child abuse reports should be made to the Project Manager or Country Director. If this is not possible reports can be made directly to the Australian based Child Safety Officer (CSO)

In Australia: Child abuse reports should be made to the CSO or the Executive Director.

Reporting of child abuse in Australia

Reporting child abuse in Australia is a clearer process compared to responding to incidents that occur overseas. In all Australian states and territories, sexual and physical abuse of children are crimes. The age of consent in most Australian states and territories is 16. However for this policy a child or young person is deemed to be that under the age of 18 years old.

An Incident / Complaint form (see Appendix 6) should be filled out within 24hours of the incident or notice for complaint.

Reporting child abuse can either be made to the local state police or the state child protection authorities. If there is an allegation or suspicion of child sexual abuse by a staff member or volunteer in the organization, these matters will be reported to the state police. In most Australian states there are specialised units dealing with child sexual crimes. If there are concerns that a child is being sexually abused by someone external to the organization, Every Home Global Concern will contact the state police and/or child protection authorities.

Concerns about the welfare of the child in relation to neglect and/or emotional abuse will be reported to the child protection authorities in each state or territory. Contact details of these authorities are: (Doc NSW –132 111)

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

Reporting of child abuse allegations overseas

Child abuse reports should be made to the Project Manager or Country Director. If this is not possible reports can be made directly to the Australian based Child Safety Officer (CSO). 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 Executive Director) on what steps to take.

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 Every Home Global Concern code of conduct and will be dealt with as a disciplinary matter.

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.

If the incident has occurred outside of the program the matter will be referred to an external body or agency dealing with child protection matters in the country.

When to report?

Child abuse concerns should be raised immediately.

How should it be reported?

Verbally and by completing the Every Home Global Concern child abuse incident reporting sheet. (See Appendix 6)

What will happen next?

The Project Manager in consultation with the Country Director and the CSO will discuss the allegations and then decide upon the next step. This will involve either:

- Interviewing the person/persons who made the allegations or other witnesses to gather more information with which to make a decision;
- Report to local police and or child protection authority;
- Report made to the Australian Federal Police
- Concern handled internally if it is not a criminal matter
- No further action taken

Every Home Global Concern will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently.

All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. Every Home Global Concern will ensure that the interests of anyone reporting child abuse in good faith are protected. Any employee who intentionally makes false and malicious allegations, will face disciplinary action.

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.

Children and community members with whom Every Home Global Concern works will be provided with information about how to report any child protection concerns about Every Home Global Concern staff members and others.

Responding to disclosure by a child

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

If a child discloses abuse, whatever the outcome, the child must be taken seriously

It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.

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

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

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

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

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

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

Other actions to take:

Protect the child - Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimization. The child may require medical assistance or counseling 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 victimization by peers as a result of the allegation or because the alleged abuse has occurred in home-based care. If the child is in immediate danger you should make arrangements for the child to go to a safe place.

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

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

Policy Awareness, Education and Training

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

Training and education will be given at structured staff meetings and training sessions or one on one if the need arises.



Policy Review

Every Home Global Concern Child Safety Policy will be reviewed every three years. The CSO will manage the review of the CSP, and staff will be consulted in this process.



Appendix

1. Resources
2. Child Safety - Code of Conduct
3. ACFID Images Code—Checklist
4. Fact Sheet—Child Abuse
5. Image Publication Review
6. Complaint / Incident form
7. Dealing with Complaints information sheet
8. Complaints Management Procedures Sheet
9. Risk management Policy and Procedures
10. Child Safety Risk Checklist + Risk assessment template
11. Child Safety within EHGC operations Assessment
12. EHGC Overseas Visit Application Form and Policy
13. Job Description Template
14. Pre Employment Checklist / Induction Sheet

Resources

1. UNCRC 1989—(United Nations Convention for Rights of a Child)
<http://www2.ohchr.org/english/law/crc.htm>
<http://www.unicef.org.uk/pages.asp?page=15&nodeid=sixty§ion=>
<http://www.unicef.org.uk/tz/rights/convention.asp>
2. ACFID Code of Conduct (Clause 2.6)
<http://www.acfid.asn.au/code-of-conduct/acfid-code-of-conduct>
http://www.transparency.org.au/acfid_code.php

2.6 The Organisation will have policies and procedures to promote the safety and well being of all children accessing their services and programs, particularly to minimise the risk of abuse of children.
3. Child Wise
<http://www.childwise.net/>
4. Images and Photos
http://www.acfid.asn.au/code-of-conduct/docs_code-of-conduct/07.08%20ACFID%20Code%20Use%20of%20Images%20Checklist.pdf/view?Searchterm=images%20checklist
http://www.dochas.ie/documents/Images_and_Messages.pdf
5. AFP (Australia Federal Police) - Criminal Record Check
http://www.afp.gov.au/business/national_police_checks
6. WWCC—Working With Children Check
<http://www.kids.nsw.gov.au/kids/check.cfm>

Every Home Global Concern is committed to the protection of children, its staff and volunteers, in line with its Child Safe Policy.

All Every Home Global Concern staff, volunteers, board members, or any person involved with the promotion or visitation of Every Home Global Concerns projects or programs must read, sign and abide by the following Code of Conduct.

I, _____, as a representative of Every Home Global Concern agree that:

I will:

- Conduct myself in a manner consistent with the Every Home Global Concern- Child Safe Policy.
- Treat all children equally regardless of race, colour, sex, language, religion, political alignment, disability or other status
- Not use language or behaviour that is offensive to children including harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Where possible, to have another adult with me when working in the proximity of children
- Treat with utmost respect, the confidentiality of any children associated with Every Home Global Concern programs, projects and staff, but where necessary confide in appropriate staff member if child is in danger
- Comply with all relevant local and Australian laws regarding the protection of children
- Act professionally in your relationship with children, whilst at the same time showing genuine care and compassion
- Report and document all concerns, issues, suspicions with the Child Safe Manager and/or supervisor as soon as possible.
- Not engage any child in any form of sexual activity or acts, including paying for sexual services or acts, nor will I visit such premises which allow this activity
- Not hold, kiss, cuddle, fondle or touch children in an inappropriate way and/or a culturally inappropriate way or be involved with rough physical games with children
- Not make sexually suggestive comments to a child even as a joke
- Take all possible steps not to be alone with a child, and in the event this situation arise will take all action necessary to address the situation and prevent it reoccurring
- Not visit a child's home alone, invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger or encourage meetings with children outside the normal program activity unless permission is gained from management
- 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
- refrain from physical punishment or inappropriate 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
- Not provide children with illegal substance such as drugs, alcohol or cigarettes

Photography and Video footage:

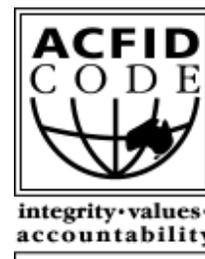
- Respect and comply with local culture and customs when taking photographs or video footage
- Ask the child and/or parent before taking a photograph or video footage of a child and explain its purpose
- Ensure all video and photographs represent children in a dignified way. Ensuring they are adequately clothed and not in vulnerable, submissive or sexually suggestive poses
- Not copy or use child photographs, images, video or personal details for any other purposes other than what is directed by Every Home Global Concern, nor use computers or other devices to obtain child pornographic material

I have read the Every Home Global Concern Child Safe Policy and the Code of Conduct and agree to sign and abide by it at all times to protect myself and the children I may come in contact with through my work with Every Home Global Concern:

Name: _____ Signed: _____ Date: _____

CODE OF CONDUCT

USE OF IMAGES CHECKLIST



Signatories to the Code must accord due respect to the dignity, values, history, religion and culture of the people with whom they work. Any use of images by signatories should reflect this core Code value.

This checklist provides general guidance for signatories on the use of images by their organisation. At this stage these are not formal Code of Conduct requirements but may become so in the future.

CONSENT

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Prior to photo taking, the local cultural/social traditions in connection with reproduction of personal images should be assessed eg are there any taboos against photo taking? |
| <input type="checkbox"/> | Before a photograph or image is taken and used, the key person/s should be informed of what the image is to be used for and their consent obtained in writing. |
| <input type="checkbox"/> | When informing of the intended use, all effort should be made to ensure that participants clearly understand eg showing examples of fundraising material/where the image could be used (magazine, appeal letter, billboard) and using a translator if necessary. |
| <input type="checkbox"/> | Where children's images are to be used, their parent or guardian's consent should be obtained in writing. |
| <input type="checkbox"/> | Where images are obtained via secondary sources, written consent from both the secondary source and the key person/s in the image should be obtained. |

TYPE OF IMAGES

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Images of subjects should present them in a dignified manner. |
| <input type="checkbox"/> | Images should be decent and respectful and not present people as victims. |
| <input type="checkbox"/> | Images should not depict people in a vulnerable or submissive manner. |
| <input type="checkbox"/> | People (especially children) should be adequately clothed in photographs and not in poses that could be interpreted as sexually suggestive |
| <input type="checkbox"/> | Paternalistic images should be avoided eg portraying the agency/donors as the 'providers' |
| <input type="checkbox"/> | Photographs should be used in context and should be a true representation of events. |
| <input type="checkbox"/> | Images accompanying stories of specific projects should be of the mentioned project. |

LABELLING

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Images should be clearly labelled/captioned |
|--------------------------|---|

<input type="checkbox"/>	Captions should be fair and accurate.
GENERAL	
<input type="checkbox"/>	The use of images should not in anyway endanger or stigmatise the people they include.
<input type="checkbox"/>	When sending images electronically they should be password protected.
<input type="checkbox"/>	All images placed on website should be watermarked to protect their use and distribution.
<input type="checkbox"/>	Promotion that lends itself to the concept of “selling”, i.e. being able to choose a child/person to sponsor based on their appearance is not deemed dignified or respectful, therefore is considered unacceptable.
	See also the <i>Dochas Code</i> for Images and Messages www.dochas.ie/documents/Images_and_Messages.pdf

About Child Sexual Abuse

WHAT

Child sexual abuse is 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. There are 2 categories:

CONTACT

- Touched and fondled in sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with object or finger

NON-CONTACT

- Obscene calls/obscene remarks on computer or in notes
- Voyeurism
- Exposed to pornography
- Sexually intrusive questions or comments
- Forced to self-masturbate or watch others masturbate
- Indecent exposure

Child sexual abuse is one of the most under reported of all crimes. It is now commonly accepted that 1 in 3 females and 1 in 8 males have experienced childhood sexual abuse.

WHAT ARE THE EFFECTS OF CHILD SEXUAL ABUSE?

Child sexual abuse damages children physically, emotionally and behaviourally. Both its initial effects and long term consequences impact on the individual, on their family and on the community.

Initial effects of child sexual abuse may include:

- Medical problems such as sexually transmitted diseases, pregnancy and physical injury
- Emotional problems such as guilt, anger, hostility, anxiety, fear, shame, lowered self-esteem
- Behavioural problems such as aggression, delinquency, nightmares, phobias, eating and sleeping disorders
- School problems and truancy

Long term consequences may include:

- Sexual dysfunction (such as flashbacks, difficulty in arousal, avoidance of, or phobic reactions to, sexual intimacy)
- Promiscuity
- Prostitution
- Discomfort in intimate relationships
- Isolation
- Marital problems

- Low self esteem
- Depression
- Mental health problems

HOW CHILD SEX OFFENDERS CHOOSE AND “GROOM” CHILDREN

Child sexual abuse is different to other forms of abuse that children may experience in that it is usually premeditated. Sexual offending is not a random act; it is frequently carefully thought out and well planned. Offenders will take time to groom their victim. This appears to have 2 elements: choosing a victim that appeals to the offender, and picking someone the offender believes he/she can safely victimise. What follows is a process called grooming. This process means that the offender will manipulate people and situations in order to gain and maintain access to their victim/s.

Grooming is an insidious process: it is a dual process of:

- a) building a trusting relationship with the child and his/her carers, and
- b) isolating the child in order to abuse them.

Grooming occurs before the sex offence in order to access the child and after the offence in order to:

- a) maintain access to the child and
- b) ensure the child's silence, and the carer/adults continued trust.

CHILD SEXUAL ABUSE: MYTHS AND FACTS

Some of the myths surrounding child sexual abuse involve blaming the victims and/or their carers for the offence, and minimising the responsibility of the offender. It is important to remember that the responsibility for sexual offences always rests squarely and absolutely with the perpetrator of the crime. While there are reasons why sex offenders perpetrate these crimes, there are never any excuses.

There are also myths that suggest a child sex offender is somehow identifiable, that they are creepy or weird looking. This is a dangerous misunderstanding that can easily be exploited by a child sex offender looking to access children.

WHY DON'T CHILDREN TELL?

Sex offenders frequently justify their behaviour long after the fact by saying that the victim didn't say no. The assumption that children will resist the abuse, preferably violently, is based both on ignorance about the power relationship between adults and children and an underestimation of the skilfulness of offenders.

A number of barriers to children speaking out and revealing abuse have been identified.

Children don't speak out because they:

- **are scared**
- **think they are to blame**
- **think they are strange in some way**
- **don't want the abuser to get into trouble**
- **feel embarrassed**
- **feel guilty**
- **feel alone**

EVERY HOME GLOBAL CONCERN

PUBLICATION REVIEW CHECKLIST

This document is inline with the EHGC Child Safety Policy in which a review is made of all publications prior to printing and distributing for the protection of persons associated with images produced. The ACFID Image Code checklist is used as a guideline.

Please fill in the details below:

DOCUMENT TITLE: _____ DATE: _____

Reviewed in accordance with ACIFD image use code.

Signed: _____ Date: _____

Signed: _____ Date: _____

EVERY HOME GLOBAL CONCERN

PUBLICATION REVIEW CHECKLIST

This document is inline with the EHGC Child Safety Policy in which a review is made of all publications prior to printing and distributing for the protection of persons associated with images produced. The ACFID Image Code checklist is used as a guideline.

Please fill in the details below:

DOCUMENT TITLE: _____ DATE: _____

Reviewed in accordance with ACIFD image use code.

Signed: _____ Date: _____

Signed: _____ Date: _____

Dealing with Complaints Information Sheet

Every representative of EHGC whether staff or volunteer should feel confident that complaints will be dealt with honestly and fairly.

Every representative of EHGC whether staff or volunteer should feel confident in reporting inappropriate behaviour around children.

Every representative of EHGC whether staff or volunteer should report any concerns about the safety or welfare of a child or young person immediately.

All complaints should be reported. This includes:

- Disclosure of abuse
 - Inappropriate behaviour around children
 - Suspicion of abuse or harm to a child
-

All complaints must be reported to the Child Safety Officer, by submitting a 'Complaint/Incident Form' or phoning on +61 9570 8211.

A child or young person or any staff member / volunteer / student can make a complaint or raise a concern, through filling in a "Complaint/Incident Form" or contacting the Child Safety Officer.

The Child Safety Officer will take the following action:

- Listen to the person making the complaint and make a record using the complaint record form
- If the case of allegation of child abuse, in NSW contact the NSW Department of Community Services. Inform everyone involved in the complaint of the requirement to report the complaint to the relevant authorities in the case of a child abuse allegation.
- If the complaint involves inappropriate behaviours and a breach of the Child Safe - Code of Conduct, the manager will need to take action in accordance with the internal discipline procedure.

Complaint /Alleged Abuse or Suspected Risk of Harm Report Form

To be completed by the person who hears a disclosure or wishes to report a child or young person at risk of harm. The completed form should be given only to the child safety officer, or mailed to the address below:

Attention: Child Safety Officer
PO BOX 168, Peshurst NSW, Australia, 2222

Name of Organisation: _____

Child Protection officer: _____

DETAILS OF PERSON REPORTING ALLEGED ABUSE/RISK OF HARM

Name of reporter: _____

Relationship to alleged victim: _____

Nature of alleged abuse: physical emotional sexual
 neglect witness to domestic violence

Is this report due to a **direct disclosure** or **reasonable grounds**? (please choose one)

If disclosure: Date: _____ Time: _____

Describe why you have reasonable grounds for this report (add more pages if needed). Include when and how you became aware of information, names of other witnesses, description of any injuries, description of behaviour of the child, the carers attitude regarding incident(if known). Where disclosure has occurred provide a first person verbatim in this space. Record the child's actual words as best you can.

Signature: _____ Date: _____

DETAILS OF ALLEGED ABUSE VICTIM

Name: _____ Age: _____ Male Female

Address: _____

Phone: _____ Parent /Guardian: _____

Names of Siblings: _____

Names of know support people to the child and family: _____

Have the parents of the victim been notified? Yes No

If yes, person/s spoken to: _____ Date: _____

What were they told? _____

DETAILS OF ALLEGED PERPETRATOR OF THE ABUSE IF KNOWN

Name: _____ Age: _____ Male Female

Address: _____

Phone: _____ Parent /Guardian: _____

Does the alleged perpetrator know about the report? Yes No

If yes, who spoke to him/her? _____ Date _____

What was she/he told? _____

ORGANISATIONS RESPONSE TO ALLEGED ABUSE /RISK OF HARM

Child Protection officer notified? Yes No Date: _____

Reported by whom? _____

Have police been notified? Yes No Date: _____

Details of notification _____

Who else has been notified? _____

Signed _____ Date _____

Complaint Procedures Information Sheet

What should be reported:

Any concerns about inappropriate behaviour around children and actual harm to children
Risk can be assumed when:

- A child discloses directly that he/she has been sexually abused, inappropriately touched, assaulted, threatened sexually or the like.
- Someone close to the child discloses the above on behalf of that child.
- Overhearing an inappropriate conversation of a sexual nature, suggestive gestures or remarks, jokes of a sexual nature, inappropriate touching between a worker, visitor or adult and the child.
- A person threatens to perform any form of sexual activity with/on the child.

Duty to Report:

It is every EHGC representatives duty of care to immediately report and notify the Child Safety Officer if there is reasonable grounds to suspect risk of harm, child sexual abuse, or improper conduct of a sexual nature to a child or young person either from another EHGC worker, visitor, representative, another student or from within the child's family.

Who to Report to: Child Safety Officer

Child Safety Officer
PO Box 168 Penshurst NSW 2222
Phone: +61 95708211

If the allegation is being made against the Child Safety Officer then the matter is to be discussed with the Chairman of the Board. If for some reason the issue is not resolved or taken seriously, the matter is to be brought to the Board of Directors who will discuss the matter and take appropriate action.

Reporting Obligations to authorities:

Any reportable conduct is to be reported to the following authorities:

- Department of Community Services - 132 111
- State Commission for Children and Young People
- Local State Police

Confidentiality:

Full confidentiality would be assured, enabling staff, members of the governing board, office holders or members of the public to report any matter involving misconduct or abuse allegations, under conditions of confidentiality.

Record Keeping:

All records of complaints will be filed in a lockable filing cabinet which is accessed by the Child Safety Officer. Records of complaints and representatives' declarations, checks and will also be kept by the Child Safety Officer.

Internal Discipline Procedure

Where there is an internal dispute or a complaint from a member of the governing board, a staff member, volunteer, representative, or a member of the public the matter would firstly be handled by the Child Safety Officer who needs to contact the appropriate authorities for any reportable conduct. It may then be discussed on a one-to-one basis with the Child Safety Officer and Executive Director, or if the dispute or complaint involved the Child Safety Officer or Executive Director, with the Chairman of the Board.

If the issue could not be resolved, the complaint should be presented in written form and be addressed at a meeting of the Board of Directors where a decision would be made and would be relayed to the person involved by the Child Safety Officer, the Executive Director and/or the Chairman of the Board of Directors, both verbally and in writing.

Closure of Complaint

A complaint should become closed once the situation has been rectified. Some factors that may be completed during the closure of a complaint are as follows:

- Support for child/ren, parents, representatives concerned
- Reporting back to those concerned
- Feedback and follow up given to staff / volunteers

Risk Management Policy and Procedures

Risk management is a process used to minimise the risk which could affect an organisation and expresses itself through the many policies and procedures approved by the Board and implemented by the organisation. Every Home for Christ assesses risk both here in Australia and for travel and programs overseas.

The risk management procedures include the following elements:

FINANCIAL -

Every Home for Christ's Financial Risk Management Procedures are based on principals of self-management and regulation as EHC policy is to send funds to local partners that are clearly capable of competently and independently managing and reporting on activities. EHC, in compliance with AusAID and ACFID, sets the regulatory framework and standards for local partners as outlined in the *Manual of Procedures for Overseas Partners* and in agreements between the two partners.

1. Partnership

- * Working in partnership with organisations who are in association with EHC, holding similar objectives and philosophy.

2. Contractual

- * Overall Partnership Agreement and Annexes between Every Home for Christ and overseas partners.
- * "Agreement at Project Commencement" outlining payment provisions and requirements for funding.
- * "Memorandum of Understanding for On-Going Management" which outlines financial and statistical reporting commitments of local partners.

3. Financial

- * Appraisal procedure and reports before funding is approved. (Outlined in EHC's Manual of Procedures.)
- * Activity accountability by local partners, including monitoring, reporting evaluation and acquittals as outlined in EHC's Manual for Overseas Partners.
- * Yearly monitoring visits by Overseas Projects Manager and/or Executive Director.
- * Copies of local partner's Audited Accounts required.
- * Systems assessment of overseas partner.
- * Economic instability considered

4. Legal

- * Public Liability Insurance

HUMAN RESOURCES -

1. In Australia

- * Adherence to a staff Code of Practice
- * IRAS Clerks' provisions form basis of terms of employment
- * Employment policies documented
- * Volunteer policies documented
- * Staff development

2. Overseas

- * Signatory to ACFID Code of Practice
- * Travel approval by Executive Director
- * Travel and travel Insurance paid by organisation
- * Vaccinations mandatory and paid by the organisation
- * Emergency Procedures documented
- * Policy and Procedures for Counter Terrorism

TERRORISM -

- * working only with known organisations with similar moral values.
- * Checking the two lists on the DFAT and National Security websites with regard to existing and new partners before project acceptance and on a 6-monthly basis.
- * Providing evidence that the Counter Terrorism Policy is being followed through keeping a matrix that records checking of DFAT and National security websites at project appraisal and 6 monthly.
- *Including adherence to the counter terrorism guidelines in Partner Agreements so that organisations to whom funding is being sent and/or are distributing funds to secondary organisations are aware of the implications and requirement of immediate notification.
- * Immediate notification if credible information becomes available suggesting any link to terrorism - to the partner, to EHC and to AusAID (in-country if a post exists and in Australia).
- * Including in project proposals and appraisal, counter terrorism risk assessment.
- *Making appropriate checks in relation to employing or contracting staff, both in Australia and overseas.

CHILD PROTECTION

- Documented Child Safety Policy and Child Safety Code of Conduct
- Police checks where appropriate
- Procedures for child visits to sponsored children / projects
- Staff training and education
- Adherence to Child Safety Code of Conduct
- See Also Risk Assessment for Current and New Projects

NEGATIVE IMPACTS ON BENEFICIARIES -

- * Adequate research including consultation with beneficiaries
- * Appraisal system includes risk assessment
- * Risk minimisation plan at design stage
- * Environmental risk assessment and management plan
- * Monitoring of risk during project cycle

DIRECTORS' PROTECTION -

- * Memorandum and Articles of Association setting guidelines for governance
- * Directors Liability Insurance
- * Company requirements, Memorandum and Articles of Association and Codes of Conduct to guide decision making.
- * Conflict of Interest Policy

Child Safety Risk Checklist for New and Current Projects

Date: _____

Name of Project: _____

Location: _____

Description of Project: _____

No.	<u>Questions</u>	YES	NO	Notes
1	Does the project target children?			
2	Does the project staff come into any contact with children?			
3	Do any of the activities within the project assist children?			
4	Is this a disaster relief project?			
5	Is the project located in a high risk child sex tourism, child trafficking and child labour area?			
6	Does this project involve child sponsorship?			
7	Have all staff involved in the project been educated and trained regarding the EHGC Child Safe Policy?			
8	Have all staff involved with the project signed Child Safe Code of Conduct?			
9	Will volunteers been able to visit this project?			
10	Are the activities that take place in isolated or overcrowded areas?			
11	Are there any activities that involved home visitation, which would require staff to enter a house?			
12	Will staff ever be working alone in a village?			
13	Are their children within the project working areas who may be orphaned / abandoned ?			

If yes was answered to any of these questions please give additional information below indicating question number. Questions that answered yes should then be listed on the Risk Management Sheet.

RISK LOG FOR A CHILD SAFE PROJECT

DATE TAKEN FROM PROJECT RISK CHECKLIST

Project Name: _____

Location: _____ Date: _____

Activity	Risks	Ranking	How to reduce risk	Priority

Child Safety within EHGC Operations Risk Assessment

In Australia:

Activity	Risks	Ranking	How to reduce risk	Priority
Child Sponsorship documents	Information misused	High	Know who uses information and for what purpose	
	taken from office for unapproved purposes	High	Offsite use must be approved	
Photographs / Images of children	used on misleading / inappropriate websites	High		
	taken offsite for unapproved purposes	High	All offsite use must be approved	
	inappropriate photos / stored / used in promotion	High	Ask permission, understand Code of Conduct, use review of publications checklist	
Marketing in Schools	One on one contact	High	Avoid being alone with a student	
	Toilet access	High	Use staff toilets	
Computer Use	Access child pornography, inappropriate website use	High	Filters	

Australian representatives overseas:

Activity	Risks	Ranking	How to reduce risk	Priority
School visitation	Left one on one with student	High	Understand Code of conduct, Be visible	
	close physical contact with interaction with children	medium	Understand Code of conduct, be visible	
	Toilets isolated	High	Planned toilets breaks in groups	
Photography	Inappropriate photos taken	High	Understand Code of conduct	
	No consent sought	medium	Seek possible consent	
Home visitation	No parents home	High	Understand Code of conduct,	
	No other staff present	High	Understand Code of conduct,	

Overseas Staff:

Activity	Risks	Ranking	How to reduce risk	Priority

EHC APPLICATION FORM – VISITING AN OVERSEAS PROJECT



To apply please:

1. Complete this application form.
2. Sign the visitors agreement & Code of Cross-cultural conduct (at end of application form)
3. Return all 3 forms via post with a passport size photograph

Return to: Every Home for Christ, Attn: *Overseas Projects Manager, PO Box 168, Penshurst, NSW 2222*

We will be in touch with you when we have received this form.

Date:

PLEASE TICK NEXT TO THE PROJECT YOU WISH TO VISIT:

SOUTH INDIA

- Love Anuppampattu Matriculation School and Community Development Project in Chennai
- Lepers home and orphanage in Chirala (*not always possible*)

BANGLADESH

- Child Sponsorship Schools

AFRICA

- Malawi Food Security Project/Health & Nutrition Education:
- Zambia Food Security Project

OTHER PROJECT NOT MENTIONED – Please state:

What dates do you intend to travel?

PERSONAL DETAILS

Surname:

First Names:

Age:

Date of Birth:

Nationality:

Address (include Post code):

Home Phone:

Mobile Phone:

E-mail Address:

Are you: Single Engaged Married Divorced Other – please

specify

Religion:

Emergency contact:

Home Phone:

E-mail:

Relationship to you:

Mobile Phone:

2nd Emergency contact:

Home Phone:

E-mail:

Relationship to you:

Mobile Phone:

Please attach a recent passport Photo

General

As all our projects are in developing nations:

Have you ever traveled to a developing nation before?

Yes No

If yes, please give details: (when, where, why)

If yes, a) what did you enjoy about the country you visited?

b) what did you find difficult about the country you visited?

If no, a) what do you expect you will enjoy about the country you hope to visit?

b) what do you expect you will find difficult about a developing country?

How do you think you will cope with seeing poverty first hand in a developing country setting in an unknown situation? What will help you cope?

Why do you want to visit this project? Is there something you hope to do/achieve?

What is your main area of interest in this project?

Please state what you view your major skills or abilities to be:

Do you have any sort of criminal history?

Yes No

If yes, what?

Would you be willing to undergo a "Police check"?

Yes No

Occupation/Experience:

Present occupation and description:

Please give details of any work, community or volunteer experiences you have had that may help you in a developing country setting where you may be thrown 'in the deep end' in unknown situations.

Medical

Do you suffer from any medical or psychiatric conditions? Yes No

If yes, please list.

If yes, do you take regular medication? Yes No

If yes, please list.

Do you have any significant allergies? (Food or medicinal) Yes No

If yes, please list.

Please give details of any other relevant health information. Please list anything of relevance that may be important if you are injured or hospitalized. (e.g. medicines you are allergic to, problems in blood if in need of a blood transfusion etc).

Country

What do you know about the country you are hoping to visit? (i.e. religion & sensitivities relating to religion, people groups, dress codes, level of poverty, diseases, climate etc).

REFEREES:

Please give the details of two people EHC can contact within your community (e.g. a pastor, teacher, employer, etc).

1st Referee

Name: Relationship to you:

Street Address (inc. Post code):

Telephone: E-mail:

Is e-mail or telephone the best means of contact?

Signed:

2nd Referee

Name: Relationship to you:

Street Address (inc. Post code):

Telephone: E-mail:

Is e-mail or telephone the best means of contact?

Signed:

VISITORS AGREEMENT



Please sign this agreement and send it back with your Application form.

Name:

- *The visitor will correspond with EHC before making or changing any final plans
- * The visitor is responsible for their own travel, accommodation and expenses.
- * The visitor will not seek to stay with any EHC Staff or participants of EHC projects
- * The visitor will agree to abide by the "Code Of Cultural Conduct"
- * The visitor will not give any personal contact details to any EHC workers, sponsor children or others involved in EHC project activities.
- * Any future contact with EHC workers, sponsor children or others involved in EHC project activities will be made through EHC Australia – not directly to the people met on the trip.
- * The visitor **will not give money or gifts to anybody involved with EHC, the projects, sponsor children or their families** (except with prior written arrangement with EHC Australia office).
- * The visitor will pay all their own expenses and won't expect EHC to pay anything for their trip overseas. If for some reason this is impossible while overseas, EHC Staff will be re-imbursed on the visitors return
- * The visitor/s will not hold EHC responsible for any accident or injury that occurs while overseas. They will take full responsibility for their health and safety. Although EHC staff will do everything possible to ensure the visitor/s is kept safe it is the visitors responsibility.
- *The visitor will respect local culture, customs, religion, and all people that they are engaged with and will be culturally sensitive at all times. They will dress modestly and appropriately so as not to offend.
- *The visitor will meet children involved in EHC projects or the visitors sponsored child in the presence of EHC workers. Visitors will never be alone with children nor visit children in their homes. These same EHC workers will act as interpreters/translators if the sponsored child/children involved in EHC project do not speak English.
- *Any future trips will be made through the local EHC office in Australia/New Zealand or the UK, not directly with field-staff met during the visitors' overseas trip.

I agree that the above conditions apply to all visits to EHC Overseas Projects and Sponsorship Schools. If any of these conditions are not met, EHC has the right to cancel the visit, even once in-country.

Visitors Name (Block letters):

Visitors Signature:

Date:



CODE OF CROSS-CULTURAL CONDUCT

Please sign this agreement and send it back with your Application form.

1. I will appreciate and enjoy cultural diversity, acknowledging and accepting the differences within each culture
2. I will accept that our own views and perceptions are influenced by our upbringing, within our native culture
3. I will try to understand and empathize with the other countries views, knowing it will be influenced by his or her culture and background
4. I will research into the country I am traveling to, to understand their cultural background and sensitivities, be culturally aware and dress suitably for the particular culture to avoid offence
5. I will accept that each social structure in each culture differs without labeling an individual with a national stereo-type
6. I will not brag about the culture or country I have come from, but will encourage those EHC works with and be grateful for the country in which I am a guest.
7. I will not give any money to any staff or beneficiary of EHC projects. Any gift I will give will be donated through EHC Australia office on my arrival back in Australia.

Name: _____ Signed: _____

Date: _____

POSITION DESCRIPTION	Date
-----------------------------	------

JOB TITLE:	Business Manager
STATUS:	Full Time
REPORTS TO:	Executive Director

POSITION PURPOSE (Why the job exists)

MAJOR ACCOUNTABILITIES OF THE POSITION

1. To embrace the existing Vision and direction of Every Home Global Concern
- 2.
- 3.
- 4.
- 5.
- 6.

AUTHORITIES:

KEY PERFORMANCE INDICATORS:

- 1.
- 2.
- 3.
- 4.

COMPETENCIES (Knowledge, skills, level of training, qualification and experiences required)

Qualifications:

Experience:

Skills and Knowledge:

RISK MANAGEMENT RATING: **MEDIUM**

This position will require some travelling both domestically and internationally which will may require contact with children. A National Police Check may be required.

CHECKLIST for INDUCTION OF WORKERS

WORKER _____

(All tasks required to be checked off - if box shaded, task is not applicable)

	ENSURE THESE TASKS ARE COMPLETED	Doc No
	Position Description has been written	N/A
	Position Description given to applicant	N/A
	Is the position Child Related?	HR-003
	Prohibited Employment Declaration	HR-004
	Employment Screening Consent Form	HR-003
	Employment Screening Request Form	HR-006
	Structured referee checks	HR-005
	Screening request result acceptable? If NO, Rejected Applicant Notification Form	HR-007
	Letter of Job Offer Given	N/A
	Letter of Confirmation received	N/A
	Given a copy and taken through EHGC <i>Child Safe Policy</i>	POL-001
	Signed the <i>Code of Conduct – Child Safety</i>	HR-009
	Given a copy and taken through EHGC Code of Practice	-
	Keys and Alarms	BLD-005
	Have undergone/agreed to (next training session held) Child Safety and Protection Course (circle applicable)	N/A
	Property plan or taken around and shown the location of staff offices, toilets and facilities where appropriate	BLD-001
	Instructed on (copy available if required) Fire & Emergency Procedures Shown the exit pathways, emergency meeting point, fire- fighting equipment and other areas relevant to OH&S	OHS-001
	Instructed on Initial First Aid Response (copy available if required) Shown the first aid facilities	OHS-002

Date of Document _____

Every Home / Global Concern

Interviewer/Employer _____

(PRINT)

(SIGN)

AFTER COMPLETION PLEASE RETURN TO **OFFICE MANAGER** FOR FILING