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Supporting women.
Defeating poverty.

CARE Australia Child Protection Policy

December 2020

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1. Introduction

CARE Australia (CA) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for inaction towards child abuse and exploitation. Everyone working at or with CA is responsible for the care and protection of children and reporting information about child abuse or exploitation.

CA recognises that the children in the communities that CA works with are a particularly vulnerable group and that these communities must be able to rely on CA's commitment to creating a child safe organisation.

2. Purpose of policy

The purpose of this policy is to:

- affirm CA's commitment to the welfare of children and their protection from abuse and exploitation
- facilitate the prevention of child abuse and exploitation occurring within projects in which CA has a presence
- implement an organisational culture of child safety
- minimise the risk of child abuse and exploitation within all projects in which CA has a presence
- address the risk that sex offenders may target and seek to infiltrate organisations such as CA and our partnering organisations in order to access children
- ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and exploitation and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs
- provide guidance to staff/volunteers/contractors/visitors as to action that must be taken where they suspect any child abuse or exploitation
- provide a clear statement to staff/volunteers/ contractors forbidding any such child abuse and exploitation
- provide assurance that all cases of suspected abuse will be reported and fully investigated
- ensure all personnel involved in projects in which CA has a presence are trained in child protection awareness and understand their obligation to protect children when carrying out their work, including implementing this policy.

3. Scope

The policy applies to:

- all CA staff (including CEO) and all staff where CA has a presence, including those working on CA funded projects
- all CA volunteers and interns, including board members
- any persons who visit CA projects, including donors, family members of CA staff and board members
- External service providers engaged by CARE CA as determined by an activity risk

assessment.¹

The terms “CARE People” or “CARE Person” are used throughout the policy to refer to all people within scope of the policy.

3.1 Partnering with other organisations

When engaging in partnerships, sub-grant or subrecipient agreements, CA will ensure these agreements:

- incorporate this Policy as an attachment or include the partnering organisation’s child protection policy only if it applies the same standards and requirements. CA will undertake an assessment of the partnering organisation’s child protection policies and practices before entering into an arrangement with the organisation;
- include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to comply with this Policy and a Code of Conduct that is consistent with the standards in this Policy;
- expressly state that the failure of those contracting entities and individuals to comply with the relevant child protection policy, including a failure to report immediately any suspected or alleged cases of child abuse or exploitation or policy non-compliance, will be grounds for CA to terminate the agreement.

CA will periodically assess, minimum every three years, its partners’ and organisations with sub-grant or subrecipient agreements child protection safeguard practices to ensure policies and procedures are being consistently and effectively implemented.

4. Policy details

4.1 Awareness

CA will ensure that all CARE People are aware of the problem of child abuse and the risks to children. Awareness will be raised through training, regular internal communications and inclusion of child safeguarding activities in process and workflows.

4.2 Training and development

All CARE People will receive information relating to CA’s Child Protection Policy and Code of Conduct during their induction process. Training on child protection issues will be provided as part of the CA’s orientation program provided for all new CARE People.

Further training will be conducted in all locations where CA has a presence, tailored to the local context, on specific areas of responsibility (as appropriate) on a regular basis.

¹ ‘External service providers’ is inclusive of contractors, advisers, vendors and consultants and any other downstream partners or organisations who are subcontracted by CA and their respective personnel. This Policy takes a risk-based approach to the management of child protection in business activities. To determine if an external service provider would fall within the scope of this Policy the following should be asked: ‘does the program, activity or grant involve potential contact with children or their information, impact on children, or working with children?’. If it does, the policy applies to the external service provider in completeness. Further information on policy scope and risk assessment is available in Child Protection Guidance Note - Engaging External Services (March 2020).

Training at induction and regular training will include reporting procedures. CARE People will participate in regular training to be scheduled annually.

4.3 Risk assessment

CA has a risk management policy including a risk register which addresses child protection issues.

All CA projects must include child protection as part of the project level risk assessment and mitigation matrix.

4.4 Survivor focused

CA is committed to the principles and approach of being survivor focused in our engagement with those who have experienced abuse or exploitation. CA creates a supportive environment in which the survivor's rights are respected and in which they are treated with dignity and respect.

The survivor has a right to:

- be treated with dignity and respect and victim-blaming attitudes will not be tolerated;
- participate in decision making as to the course of action in dealing with the abuse or exploitation and should not be made to feel powerless;
- privacy and confidentiality;
- not to be subject to discrimination based on any characteristic, for example gender, age, race/ethnicity, religious beliefs, family or social background, employment status, ability, sexual orientation, HIV status or any other characteristic;
- receive comprehensive information to help them make informed decisions.

4.5 Prevention

CA will ensure that through awareness and personal and professional conduct, CARE People minimise the risk to children.

4.6 Recruitment and selection

CA will not knowingly engage – directly or indirectly – anyone who poses a risk to children. CA is committed to preventing a person from working with children if they pose an unacceptable risk to children.

The Human Resources team and Country Offices adhere to strict guidelines in the recruiting process of CARE People. The recruitment guidelines will be reviewed and updated regularly to ensure that they accurately reflect appropriate child safe recruiting and screening standards. The recruitment guidelines will assist in identifying the most suitable person for any given role.

The recruitment guidelines include the following recruitment screening processes:

- A clear and bold statement that confirms CA's commitment to child protection in all advertising and job descriptions.
- Candidates will be provided with access to the CA's Child Protection Policy and Code of Conduct during the recruitment and onboarding process.
- All interviews will include child protection questions. For positions which involve contact with children interviews will include behavioural questions that are specific to these types of positions.

- Verbal reference checks must be conducted for all positions which involve contact with children.
- Where a position will involve contact with children, the applicant must be requested to disclose whether they have been charged with child exploitation offences.

4.6.1 Criminal record checks

Criminal record checks will be conducted for all personnel, regardless of whether or not they work with children. Checks must be conducted for each country in which the individual has lived for 12 months or longer over the previous 5 years, and for the individual's countries of citizenship.

In limited circumstances where it is impossible to obtain a reliable criminal record check, a statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted instead. Rigorous referee checks will also be conducted in these circumstances.

Criminal record checks will also be undertaken for existing personnel:

- when personnel have a change in circumstances (see **section Code of Conduct s6.2**); and
- when existing personnel within the organisation apply for positions internally.

4.6.3 Persons who pose a risk to children

CA will not engage a person who poses a risk to children and will not employ or engage a person if their criminal record check includes convictions or sentences for:

- sexual offences against a child or an adult
- violent offences against a child or an adult
- any child abuse offence
- stalking of a child
- serious drug offences (trafficking a drug or supply of a drug of dependence to a child)
- family and domestic violence offences.

If the candidate's criminal record check includes other offences or sentences, CA will undertake a risk assessment to decide whether the candidate poses an unacceptable risk to children.

4.7 Code of Conduct

All CARE People will be required to sign and adhere to a Code of Conduct for the Protection of the Child (see **Annex 2**).

CA's employment contracts contain provisions for suspension (with or without pay) of any employee who is under investigation for breaches of this policy or the attached Code of Conduct. CA's engagement documentation for volunteers and contractors, will also make it clear that breaches of the CARE Australia's policies and procedures, and breaches of the CARE Australia's Code of Conduct, will be regarded as serious matters attracting sanctions ranging from reprimand to dismissal.

4.8 Use of child photos, images, videos and information

Pictures, images, or other likenesses of children and/or personal information related to children that could compromise their care and protection will not be made available through any form of

media. Any images of children are not accompanied by detailed information relating to their place of residence. Images with corresponding text which may identify a child should be removed.

When photographing or filming a child or using children's images for work-related purposes, all CARE People must:

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

4.9 Reporting

CA will ensure that CARE People are clear what steps to take where concerns arise regarding the safety of children.

Each Country Office will have a country-specific child protection reporting procedure that takes into account the local context.

Reports can be made by any person through CARELine <http://www.care.ethicspoint.com>

Any allegation, belief, suspicion or disclosure of child abuse and exploitation or any non-compliance with this policy or the Code of Conduct in Annex 2 must be reported immediately through CA's internal processes and, where required, to DFAT.

Reports to DFAT will be made by the CA Chief Operating Officer or person with delegated responsibility, as per the DFAT Child Protection Policy.

4.9.1 Incident reporting

It is mandatory for any allegation, belief, suspicion or disclosure of child abuse or exploitation (past or present) by a CARE Person to be reported immediately to a Safeguarding Focal Point, Manager, HR, the Country Director or the CA Chief Operating Officer, or through CAREline.

The CA Chief Operating Officer and the relevant Country Director will, in consultation with the survivor,² record the allegations or disclosure and determine the appropriate follow up. Where there are mandatory reporting requirements, CARE Australia's Chief Operating Officer and the relevant Country Director will ensure that the mandatory reporting requirements are complied

² Consultation with child survivors needs to be done in a meaningful manner that is appropriate for their capacity, age and stage of development, and mindful of the potential of re-traumatisation.

with.

Engaging survivors in report follow up limits the extent to which our processes and procedures dis-empower survivors and avoids mimicking patterns of abuse.

If a child reports an incident, the child/young person must be taken seriously and listened to carefully. Once an allegation or disclosure is made there should be an immediate response, engaging the child and safe adult/s that protects the child from further potential abuse, exploitation or victimisation.

Where appropriate, the family of the child victim should be informed of the allegation and action proposed and they should be consulted, where appropriate, as to the process to be followed.^{[1]3}

This process will be steered and guided, in consultation with the survivor, by the CA Chief Operating Officer and the Country Director in Country Offices.

4.9.3 Document the incident

The incident should be documented immediately (within a period of 24 hours of the disclosure). The staff member receiving the disclosure needs to fully document the allegation, including the time, place, witnesses. Ensuring that any allegation and the details of the allegations are documented using the complainant's own words. This report may be relevant in legal proceedings if charges result from the incident.

All reports should be submitted to the CA Chief Operating Officer and the Country Director in Country Offices. Country Offices will also inform the CA Chief Operating Officer in writing immediately if any staff member is alleged to have committed or been arrested for, or convicted of, criminal offences relating to child abuse (including child pornography) or exploitation.

If the incident occurs in Australia or involves an Australian citizen or Australian resident, the CA Chief Operating Officer will consult with legal counsel and appropriate bodies (e.g., Australian Federal Police, ECPAT, relevant Commonwealth and State or Territory government departments) to determine the appropriate process for responding to the incident.

4.9.4 Report follow-up

At the conclusion of any response to a disclosure or allegation, the person who made the report, and survivor if they are not the same person, should be provided opportunity to give feedback about the reporting process.

Where any person has made a report and believes insufficient action has been taken, that person is encouraged to have initial follow-up with the CARE Country Director in the first instance. Should the person continue to believe that insufficient action has been taken, further follow up may also be directed to the CA Chief Operating Officer and if appropriate to the Chief Executive Officer through the Whistleblower Policy or CARE Line.

4.10 Responding to reports

CA will ensure that action is taken to support and protect children where concerns arise regarding possible abuse or exploitation.

When responding to allegations, CA has a responsibility to ensure CARE People are treated fairly, and that the rights of each individual are respected during an investigation and any

³ There needs to be consideration about what treatment the child will receive from his or her family or from local authorities. E.g., will the child be victimised, criminalised or ostracised.

applicable disciplinary process.

CARE will ensure that anyone responsible for receiving reports understands how to carry out their duties and handle them in a safe and confidential manner. All actions will be informed by an assessment of risk to all those involved.

Information will only be shared with those of the appropriate function who need to know such information.

4.10.1 Person of Interest

The person of interest/ alleged perpetrator will be stood down while an investigation takes place. Staff members stood down receive full pay and CA will apply procedural fairness when making decisions that affect a person's rights or interests.

4.10.2 Confidentiality

Confidentiality is crucial to a fair and effective reporting procedure.

It is unacceptable (and potentially defamatory) for concerns of child abuse or any information related to an allegation or disclosure of abuse to be shared outside the reporting process.

All participants must understand the importance of following the set reporting lines when concerns arise. Confidentiality protects the child, the notifier, the respondent and the organisation, and ensures a fair and proper process.

4.10.3 Investigation of complaints

Physical and/or sexual abuse of a child is a crime. Organisations will be required to notify authorities when there are reasonable grounds for reporting abuse, particularly if the allegations are made in Australia or involve an Australian citizen or Australian resident.

If there is an external body involved in the matter, such as the police or a regulatory body, CA should ask that body how they want CA to proceed before CA undertakes any internal investigation. Any investigation undertaken by CA will be subject to any directions from an external body.

Allegations made overseas will need to consider national legislation or internal procedures to investigate and address the allegations.⁴ Conduct of Australian citizens or Australian residents overseas may also be a crime in Australia and may be investigated by Australian authorities.

Internal investigations will comprise a confidential, thorough, impartial and prompt process. The investigation may consist of interviews with witnesses and others as appropriate, collection of information about the alleged conduct, gathering of documentation, or other procedures as appropriate and in line with investigation protocols.

The individual alleged to have violated this policy must be made aware of the allegations made against them in sufficient detail and must be allowed a reasonable opportunity to respond to each of the allegations. CA will make a determination when the investigation is completed.

In some cases, an external investigation may be commissioned. This will be based on such factors as severity or complexity of the allegations, availability of staff with the skills to

⁴ Consideration needs to be given how the local authorities will treat the alleged perpetrator (e.g., torture, death penalty, corrupt justice systems) as well as the child (e.g., will the child be victimised, criminalised or forced to undergo medical checks).

undertake investigations and likelihood of legal action.

4.10.4 Investigation recording

Based on the information collected as part of the investigation, the investigator will prepare a comprehensive report setting out his or her findings as well as the evidence supporting the findings. Information collected as part of an investigation should be attached to the investigation report and stored in an appropriate location to maintain confidentiality.

4.10.5 Reprisal

CA will not tolerate any form of coercion, intimidation, reprisal or retaliation against any person who reports any form of abuse or exploitation, provides any information or other assistance in an investigation.

4.10.6 Counselling support

Professional counselling support will be made available to all parties involved.

5. Related Policies and Procedures

- CI Safeguarding Policy (2020)
- CA HR Policy Manual
- CA Health and Safety Policy
- CA Prevention of Harassment and Discrimination Policy
- CA Whistleblower Protection Policy
- CI Policy on Fraud and Corruption
- CA Risk Management Policy
- CA Misconduct Investigation Protocol
- CA Child Protection Guidance Note - Partnering With Other Organisations (December 2020)
- CA Child Protection Guidance Note - Engaging External Services (March 2020)
- CA Child Protection Guidance Note - Recruitment and Selection (December 2020)
- CA Reporting Sexual Harassment, Exploitation, Abuse and Child Protection Concerns

6. Supporting documents and references

6.1 Legislation

- Commonwealth anti-discrimination laws
- Fair Work Act Cth
- Human Right Charter (Vic and ACT)
- Work Health and Safety Act (ACT)
- Occupational Health and Safety Act (Vic)
- Commonwealth Criminal Code Act
- Crimes Act (Vic) [including: bullying, grooming, stalking, rape, sexual offences, family violence, child pornography]
- Personal Violence Act (ACT) [stalking, family violence]
- Crimes Act (ACT) [including: grooming, stalking, sexual offences, pornography]
- Crimes (Child Abuse Material) Regulations (Vic)
- Crimes (Child Pornography) Regulations (Vic)

- Crimes (Extra-Territorial Offences) Regulations (Vic)

6.2 CARE Australia or CARE International documents

- CA Values and Code of Conduct

6.3 Annexures

1. Child Protection Requirements for CA Presence locations
2. Code of Conduct for the Protection of the Child
3. Child Protection Guidance Note - Engaging External Services (March 2020)

7. Policy owner

CARE Australia Safeguarding Coordinator.

8. Implementation and communications

This policy will be communicated on CARE's organisational platform. It will also be communicated externally through CARE Australia's website.

All CARE People will be provided a copy of this policy and will be required to agree and sign the Code of Conduct.

9. Policy details

- Date of the policy: March 2021
- Version history of the policy: Version 1 (revised from previous policy found here)
- Schedule for review of the policy: CA will review this policy every year or earlier if warranted, such as by legislative changes, context change (particularly in the development sector) or review in line with incident management and follow up. This policy must be approved by the Board.

10. Definitions

Child exploitation and abuse (involves one or more of the following):

- committing an act or acts of abuse against a child, or grooming of a child
- coercing another person to commit an act or acts of abuse against a child, or grooming of a child
- possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material.

Child Labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that:

- is mentally, physically, socially or morally dangerous and harmful to children; and/or

- interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.

Child Sexual Abuse is any form of sexual activity with a child. It is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person.

It may include, but is not limited to, contact or non-contact activities, the inducement or coercion of a child to engage in any sexual activity, the use of a child in prostitution or other sexual practices, or exposing a child to online sexual exploitation material, the use of children in pornographic performances and materials, or taking sexual exploitative images of children.

Child sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes. Acts may involve possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material, including child pornography, or recruitment, transportation or receipt of children for the purpose of exploitation, by means of threat, force or other forms of coercion. People engaged in child sexual exploitation may seek to profit monetarily, socially or politically from the sexual exploitation.

Contact with children refers to roles or activities that involve or may involve direct contact with children, either under the position description or due to the nature of the work environment, or the access to and handling of children's information. Hiring managers, with the support of Safeguarding Focal Points where required, are responsible for determining if positions have contact with children.

Emotional abuse is a parent or caregiver's inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem, mental health or social competence.

Grooming refers to behaviour that makes it easier for a person to engage in sexual harassment, exploitation or abuse of another. It involves the use of a variety of manipulative and controlling techniques with a vulnerable subject, those around them and the environment, in order to establish trust or normalise sexually harmful behaviour, with the overall aim of facilitating exploitation and/or prohibiting exposure or providing means of justifying or denying their actions. Various forms of information and communications technology may also be used in grooming behaviours

Neglect is the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.

Physical abuse refers to non-accidental physical harm, threats or risk of physical harm, to a child by an adult. Physical abuse may be intentional or may be the unintended result of physical punishment or excessive discipline.

It can be a single act or repeated acts, and does not always leave visible marks or injuries.

Annex 1

Child Protection Requirements for CA Presence locations

The following must be implemented (adapted to the local contexts in collaboration with local stakeholders as appropriate):

- a child protection policy that adopts or is consistent with CA's standards set out in CA's Child Protection Policy;⁵
- child-safe recruitment and screening processes, including criminal record checks consistent with CA's standards set out in CA's Child Protection Policy prior to engagement, targeted interview questions and verbal referee checks, for all personnel (including volunteers and interns) who will be working with children;
- a documented child protection complaints management procedure;
- regular provision of child protection training for relevant personnel;
- a Child Protection Code of Conduct that must be signed by all personnel;
- a provision in all contracts of engagement that the organisation has the right to suspend (with or without pay) or transfer the employee to other duties if the employee is under investigation for a breach of the Child Protection Policy or Code of Conduct and provisions to take administrative sanctions ranging from reprimand to dismissal if an employee is found to have breached the Child Protection Policy or Code of Conduct;
- a documented policy compliance regime, including specified sanctions for breaches;
- a reporting mechanism where the CA Chief Operating Officer is informed immediately in writing if any of the personnel is alleged to have committed, or been arrested for, or convicted of, criminal offences relating to child abuse or child pornography;
- child protection strategies incorporated into project risk management processes.

⁵ This will involve Country Offices adopting and endorsing the CA Child Protection Policy.

Annex 2

Code of Conduct for the Protection of the Child

Child abuse and exploitation is unacceptable and CA is committed to abiding, upholding and promoting appropriate risk-based child protection standards at all times. CA will provide guidance for CARE People to meet these standards. Any instances of alleged abuse or exploitation will be immediately and thoroughly addressed.

CA's capacity to ensure the protection of and assistance to the children that we work with, depends on the ability of CARE People to uphold and promote the highest standards of ethical and professional conduct. CARE People are personally and collectively responsible for and committed to abiding, upholding and promoting appropriate child protection standards at all times. Managers have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers CARE People.

It is recognised that CA's work often puts its people in positions of trust or power in relation to its children that we work with. CARE people have an obligation not to abuse this trust or power.

This Code of Conduct is intended to serve as an illustrative guide for CARE People to make ethical decisions in their professional lives, and at times in their private lives.

While acknowledging that local laws and customs may differ from one country to another, the Code of Conduct is based on international legal standards.

The Code of Conduct applies to all CARE People, who will be required to sign it to acknowledge their understanding of it. Any breach of the Code of Conduct will be treated as a serious concern and may result in disciplinary action or dismissal, in accordance with CA's disciplinary procedures.

All CARE People are responsible for encouraging, advocating and promoting the dissemination of the Code of Conduct. They also have a role in implementing, monitoring and enforcing its standards and should encourage partners to adhere to these standards and to join CA in upholding them.

As a CARE Person, I commit myself to:

1. Treat all children fairly, with respect and dignity

- 1.1. I will treat all children with respect regardless of race, colour, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth status or other status.
- 1.2. I will always seek to care for and protect the rights of children, and act in a manner that ensures that their best interests shall be the paramount consideration.

2. Uphold the integrity of CARE, by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.

- 2.1. I will demonstrate integrity, truthfulness, dedication and honesty in my actions. I will

be patient, respectful and courteous to all persons with whom I deal in any capacity, including children.

- 2.2. I recognise that my personal conduct will reflect on CARE's reputation and may impact on community perceptions, therefore I will refrain from inappropriate behaviour that may be compromising or detrimental to CARE.
- 2.3. I understand that the onus is on me, as a person associated with CARE Australia, to avoid actions or behaviours that could be construed as child exploitation and abuse.
- 2.4. I will be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

3. Safeguard and make responsible use of the information and resources to which I have access by reason of my employment with CARE.

- 3.1. I will protect, manage and utilise CARE human, financial and material resources appropriately. I will never use CARE resources to exploit or harass children or access child pornography.
- 3.2. When photographing or filming a child or using children's images for work-related purposes, I must:
 - 3.2.1. Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
 - 3.2.2. Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
 - 3.2.3. Before photographing or filming a child, obtain consent from the child and parent or guardian of the child. When obtaining consent, I must explain how the photograph or film will be used.
 - 3.2.4. Ensure photographs, films, videos and DVDS present children in a dignified and respectful manner and not in a vulnerable, disempowering or submissive manner. Children should be adequately clothed and not in poses that could be seen as submissive or sexually suggestive.
 - 3.2.5. Ensure images are honest representations of the context and the facts.
 - 3.2.6. Ensure file labels, meta-data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- 3.3. I will exercise due care in all matters of official business, and not divulge any confidential information about a child and other work-related matters in accordance with the regulations and rules and current guidelines.

4. Prevent, oppose and combat all exploitation and abuse of the child.

- 4.1. I will not abuse children, including physical and sexual abuse and exploitation.

- 4.2. I undertake not to abuse the power and influence that I have by virtue of my position over the life and well-being of a child.
 - 4.3. I will report suspicions, concerns or allegations of child exploitation and abuse by any CARE person.
 - 4.4. I will not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
 - 4.5. I will never request any service or favour from a child in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with a child.
 - 4.6. I will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
 - 4.7. Wherever possible, I will ensure that another adult is present when working in the proximity of children.
 - 4.8. I will not invite unaccompanied children into private residence, unless they are at immediate risk of injury or in physical danger.
 - 4.9. I will 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 (noting that this does not apply to an individual's own children).
 - 4.10. I will not use physical punishment on children. I will not engage in behaviour to shame, humiliate, belittle or degrade a child or young person or otherwise emotionally or psychologically abuse a child or young person including exposing them to family violence.
 - 4.11. I will not use any computers, mobile phones, video cameras, cameras or social media inappropriately, and will never use them to exploit or harass children or access child exploitation material through any medium.
 - 4.12. I will not inappropriately use social media to contact, access, solicit or befriend a child involved in CARE programs or activities and misuse images of those children on personal social media sites (e.g. publishing them online).
- 5. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of CARE.**
- 5.1. I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example, child labour, child pornography and trafficking of human beings and commodities.
 - 5.2. I will not engage children under the age of 18 in any form of sexual intercourse or sexual activity including paying for sexual services. This is regardless of the local age of consent, i.e. the local or national laws of the country in which I work. Ignorance or

mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to CA's policies and procedures. I will comply with all relevant Australian and local legislation, including labour laws in relation to child labour.

6. Disclosure and transparency

- 6.1. I will immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with CARE, that relate to child exploitation and abuse, including under traditional law.
- 6.2. I will report the following changes in circumstances to management:
 - 6.2.1. involvement in criminal activity;
 - 6.2.2. disciplinary procedures;
 - 6.2.3. charges, criminal or civil court proceedings relating to child exploitation and abuse.

7. Reporting all concerns, suspicions or allegations

- 7.1. I will immediately report concerns, suspicions or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures.

Annex 3

Acknowledgement Code of Conduct for the Protection of the Child

I acknowledge that I have received, read and understand CARE Australia's Child Protection Policy and Code of Conduct for the Protection of the Child and agree to abide, uphold and promote appropriate risk based Child Protection standards at all times.

I also understand that any breach of the Code of Conduct for the Protection of the Child may result in disciplinary action or dismissal, in accordance with CARE's disciplinary procedures and could also result in criminal prosecution.

(PRINT NAME)

(SIGNATURE)

(DATE)