

Anglican Board of Mission – Australia

Procedure B2013

Child Protection Procedures

Approved by the ABM Board, 14 September, 2018

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1. INTRODUCTION

These procedures relate to ABM's Child Protection Policy A1011, operationalizing the principles and commitments expressed therein. The care of Children as the most vulnerable people in any society has always been a major concern of ABM. That concern goes beyond the legislative imperative which is provided for in many states, and national and international spheres. It is an essential and integral expression of ABM's vision, mission and core values.

- 1.1. ABM wants to see people everywhere experience the wholeness of life God offers in Jesus Christ. Children had a special place in the ministry of Jesus (Mk 10:13-16). He recognized their vulnerability and their rights and mandated his followers to do the same.

ABM is guided, as it seeks to accomplish its vision, by the **five marks of mission** (as agreed by the Anglican Communion):

- Witness to Christ's saving, forgiving and reconciling love for all people;
- Build welcoming, transforming communities of faith;
- Stand in solidarity with the poor and needy;
- Challenge violence, injustice and oppression, and work for peace and reconciliation; and
- Protect, care and renew life on our planet.

In light of the mandate from Jesus, ABM acknowledges that the needs of Children cannot be assumed but must be specifically considered as it seeks to respond to these **marks of mission**.

Accordingly, in this Procedure ABM recognizes the personal dignity and rights of Children towards whom it has a special responsibility and duty of care. ABM and all its Personnel, undertake to create a safe environment for Children and young people and to prevent their physical, sexual, or emotional Abuse or exploitation.

See also D1017 Human Rights-based Approach to Development Guiding Principle.

2. GUIDING PRINCIPLES

The principles which guide ABM in this Procedure are as follows:

- 2.1. No form of Abuse, maltreatment and/or exploitation of a Child is acceptable;
- 2.2. Children have their own indivisible rights and should be equally protected and assisted regardless of their (or their family's) gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background; and
- 2.3. The need to take reasonable steps to Safeguard Children from Harm.

3. SCOPE OF PROCEDURE

This procedure will apply to all ABM Personnel: employees, volunteers (those who perform work for ABM for no remuneration and include members of ABM's Board and other governance committees), and field visitors, as well as ABM's partners, their staff, volunteers and field visitors, and all consultants and subcontractors contracted by ABM. This Procedure relates to ABM's operations both in Australia and overseas.

4. CHILD PROTECTION CODE OF CONDUCT

- 4.1. ABM commits itself to creating and maintaining an environment that promotes its vision and prevents Abuse and Exploitation of any human being. ABM also recognizes that it works in many places where there is extreme vulnerability. Accordingly, ABM Personnel are expected to uphold the dignity of those we serve by ensuring that their personal and professional conduct is of the highest standard at all times.

All ABM Personnel will be required to sign and subscribe to the **ABM Child Protection Code of Conduct** at [Appendix 6](#).

5. CHILD PROTECTION RISK MANAGEMENT

- 5.1. Risk management is an ongoing part of every activity and ABM conducts a Child Protection risk assessment on every new and emerging program and project.
- 5.2. Child Protection is monitored as part of ABM's monitoring regime in respect of its activities.
- 5.3. Training in Child Protection is provided to all staff and volunteers.
- 5.4. ABM's Child Protection Procedure is cross-referenced in its External Complaints Procedure. ABM's Whistle Blower Procedure also enables and protects direct reporting of Child Protection Abuses or suspected Abuses.
- 5.5. Child Protection Risk assessments are part of ABM's general Program Risk Assessments for all its program work. For guidelines about Child Protection Risk assessments, see section 8 below.
- 5.6. ABM works to ensure its partner organizations have a Child Protection Policy or Procedure in place that embodies the key elements of ABM's Procedure and requires compliance with local laws, as well as effective processes for the implementation of the Policy or Procedure at least in respect of development activities funded by ABM.¹ Furthermore, ABM's partners are encouraged to apply Child Protection risk management more broadly throughout their whole organization.
 - 5.6.1. ABM will also require partners to ensure all their staff, volunteers, contractors, advisors and visitors, but especially those working with Children, sign up to a Child Protection Code of Conduct that is as rigorous as that of ABM's Code of Conduct for its own staff.
 - 5.6.2. All ABM's partner staff working on DFAT-Funded programs are also obliged to provide ABM with a National Police Check for their country/ies of citizenship and for each country they have lived in for 12 months or longer during the previous five years. All such partner staff individuals need to provide their consent to a National Police Check and should be

¹ ABM's funding contracts with partners contain a clause regarding compliance with ABM's Child Protection Procedure, via a set of key elements that all partner Child Protection policies must address. This information is also found in ABM's Partner Toolkits for Development and Humanitarian Response.

informed of the purpose for which the resulting certificate should be used, including being sighted by DFAT. Where it is not possible for partner staff to obtain National Police Checks, a Statutory Declaration (or equivalent) by the employer outlining efforts made to obtain a Police Check, and disclosing any charges and spent convictions related to Child Exploitation of Abuse, may be accepted in lieu.

- 5.6.3. ABM will also inform its partners of both the partner's and ABM's obligations to have recruitment and staff and project management processes in place which communicate the partner's commitment to Child safeguarding. This will include the requirement to conduct verbal referee checks as well as using Behaviour-Based Interview Questions when recruiting new staff for any positions, and for all staff working on ABM-funded projects, as well as incorporating Child Protection in staff induction and other orientation processes.
- 5.6.4. Projects funded by ABM (including those funded through ABM by DFAT) will embody Child Protection risk management throughout the project cycle, including in all relevant documentation.
- 5.6.5. ABM will provide training in Child Protection to its partner staff where such training is not already provided.
- 5.6.6. ABM will encourage all its partners to engage in systematic awareness-raising regarding Child Protection with both their own Personnel and the communities with which they work. ABM will inform partners of the desirability of encouraging community members with whom they work to provide feedback to them on their staff members, volunteers and visitors working in the community, and whether they have any concerns about their behaviour or actions, especially in relation to Children.
- 5.6.7. ABM will communicate to all our partners the requirement to report any complaints of breaches of ABM's or the partner's Child Protection Procedure to ABM, and to the appropriate authorities as soon as possible.
- 5.6.8. For DFAT-Funded Projects implemented by ABM's partners, ABM will communicate to its partners the requirement to report to ABM as soon as they become aware or suspicious of any behaviour among their Personnel (staff, volunteers, visitors and sub-contractors) working on such projects, that relates to Child Exploitation or Abuse (including possession of Child Pornography and/or Child Exploitation Material) or of non-compliance with their organisation's Child Protection Policy or Child Protection Code of Conduct. ABM will then inform DFAT of any such reports it receives from its partners as soon as possible.
- 5.6.9. To this end, ABM keeps a checklist to monitor partner compliance with these requirements.

6. EMPLOYMENT OF STAFF AND VOLUNTEERS AND ENGAGEMENT OF CONSULTANTS AND CONTRACTORS

6.1. Recruitment procedures

- 6.1.1. All ABM applicants for employment with ABM, including those applying to work as consultants or sub-contractors, will be made aware at the time of recruitment that they will be required to undergo a **National Police Check and may need a Working with Children Check** before having their employment confirmed. Employment in those positions will not be confirmed until the necessary clearances have been obtained. For those applicants who have lived overseas within the last 5 years, they must provide a police clearance certificate for any countries they have resided in for 12 months or longer. ABM recognizes that in limited instances it may not be possible to obtain a reliable police clearance certificate, in which case a statutory declaration will be accepted in lieu. The statutory declaration must outline efforts made to obtain a police clearance certificate, and disclosing any charges and spent convictions related to Child Abuse or exploitation.
- 6.1.2. The determination as to whether a staff member requires a Working with Children Check is outlined in ABM Procedure B2025. If the person is to 1. Work with Children, 2. Visit ABM Partners, or 3. Access the ABM photo and video database, then a Working with Children Check is required.
The type of employment cited on the application for the record check may vary depending on the employee's position within ABM, e.g. overseas program staff should specify 'overseas employment, working with Children'; communications staff should specify 'employment involving attendance at schools'. Staff should consult with the Executive Director as to the type of check required.]
- 6.1.3. Individuals need to give their consent to a National Police Check and should be informed of the purpose for which the resulting police clearance certificate will be used.
[As ABM is required by both DFAT and the ACFID Code of Conduct to ensure that these clearances are obtained for employees working with Children. Staff need to be aware these clearances may be inspected from time to time by external reviewers/auditors.]
- 6.1.4. At the time of interview for a position, the interview panel will ask all candidates behavioural-based interview questions. *For examples of Behaviour-based Interview questions see Appendix 4.*
- 6.1.5. At the time of interview for a position, the interview panel will ensure that all candidates are asked specifically about their status in respect of 'working with Children' if this is relevant to the position in line with paragraph 9.1.2.
- 6.1.6. If the position is determined to require a Working with Children Check then all reference checks will ask specifically about a candidate's status in respect of 'working with Children'.
- 6.1.7. ABM requires any prospective employee to sign and subscribe to the **ABM Child Protection Code of Conduct**, all of ABM's policies and procedures, including the Child Protection Policy and Child Protection Procedure, and to provide consents for obtaining a **National Police Check** and a **Working with Children Check (if applicable)**. The National Police Check (and the Working with Children Check, if applicable) must be completed prior to the prospective employee commencing work with ABM.
- 6.1.8. ABM's contract of employment includes a provision to dismiss an employee for:
- breach of the **ABM Child Protection Code of Conduct**;

- failure to provide current clearance certificates when requested; or
- change of status in 'working with Children' where the status is a requirement of the position.

6.1.9. The Induction Program for all new employees will include an explanation of this Procedure.

6.2. Consultants and Contractors

6.2.1. ABM requires all persons contracting to work for ABM to sign and subscribe to ABM's Child Protection Code of Conduct, and to obtain a National Police Check for themselves as part of contractual conditions. Additionally, such contractors are required to cascade these requirements to any subcontractors they may engage to deliver the contract.

6.3. Current employees

6.3.1. All ABM's employees are required to complete a **National Police Check** and in line with paragraph 9.1.2 above, a **Working with Children Check**. ABM will cover the cost of obtaining these clearances.

6.3.2. All ABM employees will be required to provide a new **Criminal Record Check** every three years, and a new **Working with Children Check** every 5 years if applicable. ABM will cover the costs to provide the new certification. The currency of an employee's certification will be monitored during the annual performance planning process.

6.3.3. All ABM employees are required to sign the **ABM Code of Conduct – Child Protection**.

6.4. Volunteers

6.4.1. All volunteers who undertake tasks in the Sydney Office of ABM will be required to sign the **ABM Child Protection Code of Conduct**, and, in some instances where contact with Children is likely, may be requested to obtain a **Working with Children Check** or a **National Police Check**.

6.4.2. All volunteers who undertake general deputation work for ABM will be required to obtain a **National Police Check** and to sign the **ABM Child Protection Code of Conduct**.

6.4.3. Any volunteer who undertakes long-term work with ABM which will bring them into contact with Children will be required to obtain a **National Police Check, a Working with Children Check**, and to sign the **ABM Child Protection Code of Conduct**.

6.4.4. Any volunteer who leads or takes part in a short-term overseas visit/pilgrimage on behalf of ABM will be required to obtain a **National Police Check** and to sign the **ABM Child Protection Code of Conduct**.

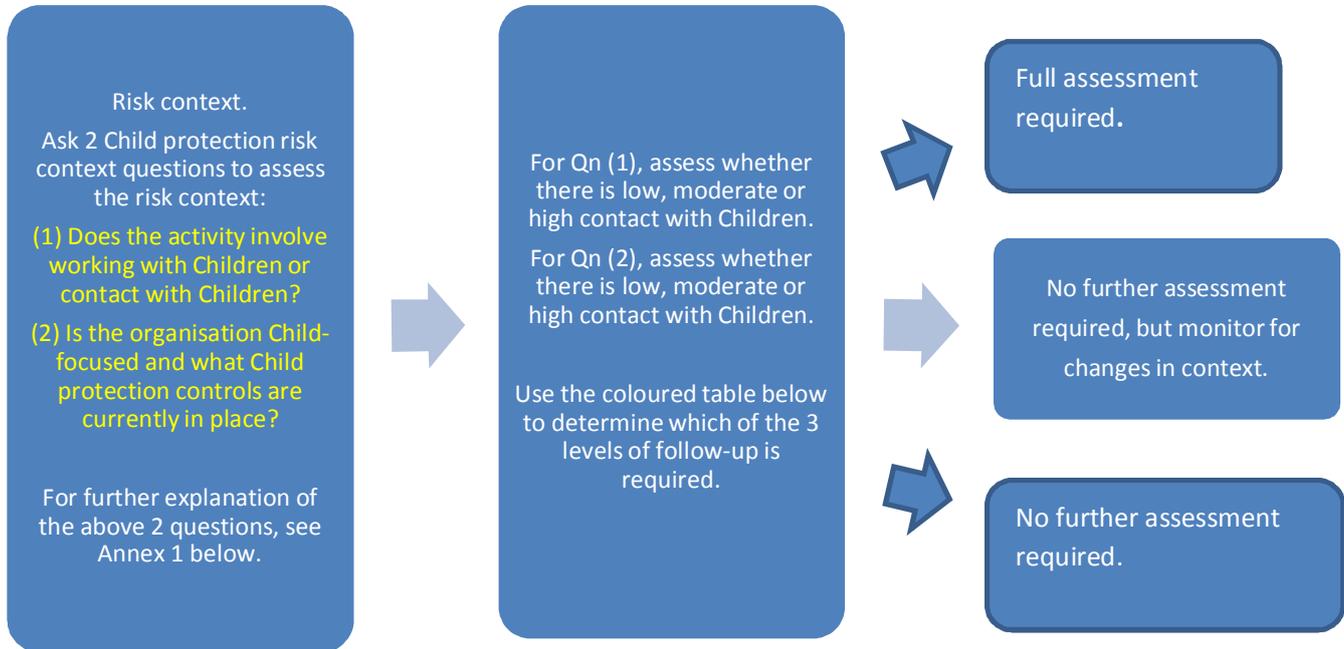
6.4.5. Any volunteer who is to stay or work with an overseas partner under ABM auspice will be required to obtain a **Working with Children Check, a National Police Check** and to sign the **ABM Child Protection Code of Conduct**.

6.5. Visitors

- 6.5.1. Any person visiting an ABM project or partner overseas under ABM auspice will be required to obtain a **National Police Check** and to sign the ABM Child Protection **Code of Conduct**.
- 6.5.2. ABM will endeavour to the best of its ability to check the character and 'working with Children' status of anyone visiting Australia from an overseas partner under ABM auspice. ABM will require all visitors who are likely to have contact with Children to sign the **ABM Child Protection Code of Conduct**. ABM will ensure that any visitor can only be an observer in any interactions with Children, and cannot be placed in charge of Children. Any school or organization hosting the ABM visitor will be advised of this visitor's **observer status**, and of the 'working with Children' status of the visitor, and that the visitor has signed the **ABM Child Protection Code of Conduct**.

7. RISK ASSESSMENT GUIDELINES

7.1. ABM's Child Protection Risk Assessment first involves a 'Risk Context Analysis' to identify whether a program requires a full risk assessment or no further risk assessment.



Organisation level of contact with Children and systems in place (organisation inherent risk from Step 2)	Activity Level of Contact with Children (activity inherent risk from Step 1)		
	NIL (LOW)	CONTACT (MODERATE)	WORKING (HIGH)
NO FOCUS (LOW)	<input type="checkbox"/> No further assessment required	<input type="checkbox"/> No further assessment required, monitor for changes	<input type="checkbox"/> Full assessment required
FOCUS & STRONG SYSTEMS (MODERATE)	<input type="checkbox"/> No further assessment required, monitor for changes	<input type="checkbox"/> No further assessment required, monitor for changes	<input type="checkbox"/> Full assessment required
FOCUS & POOR SYSTEMS (HIGH)	<input type="checkbox"/> Full assessment required	<input type="checkbox"/> Full assessment required	<input type="checkbox"/> Full assessment required

7.2. Following up 'Risk Context Analysis':

If the matrix indicates a full Child protection risk assessment is required, ABM will:

- conduct a full assessment of the Child protection risks within the organisation and activity using ABM's internal risk processes and documentation using ABM's own risk management framework. The full assessment will utilise the following tools:
 - [ABM\(AID\) Program Risk Framework 22 Aug 2016 Approved by DevCom](#)
 - [ABM Organisational Risk Minimisation Matrix EP June 2016](#)
 - The Child protection checklist in [Partner Policies and Compliance Tracking Matrix 2015-17](#)
(see [Appendix 2](#) below).
- show evidence to DFAT that the assessment has been completed and documented in accordance with its internal risk processes.

If the matrix indicates a requirement for monitoring of Child protection risks, the risk will be included in the relevant risk register and monitored accordingly.

ABM will identify and record who completed the steps above and when the full assessment (if required) will be completed.

- 7.3. 8.3 Adaptation to local context. Where ABM's approach is adapted to suit the local context, the kind of adaptation and the reasons for it will be documented.

8. ACTION IN CASE OF ALLEGED OR SUSPECTED ABUSE

- 8.1. Where a report of alleged or suspected Abuse is received by ABM it will be referred to police, social services or other appropriate services, and the National Register of the Anglican Church of Australia will be notified. It will also be reported to DFAT if the alleged offense has taken place as part of a DFAT-Funded Project.
- 8.2. If a member of staff is the subject of an allegation of Child Abuse, that staff member will be suspended from their duties on full pay until an investigation has been completed. **It should be made clear that such suspension does not imply guilt, but rather protects all parties whilst an investigation is undertaken.**
- 8.3. **Confidentiality of all persons involved in any complaint or process is critically important and any unjustified breach of confidentiality** by ABM Personnel will be regarded as very serious by ABM and may result in disciplinary action.
- 8.4. No action will be taken against any staff or volunteers who report in good faith information indicating perceived misconduct of a staff member or volunteer.
- 8.5. Where it is established that Child Abuse has taken place, the person who has committed the Abuse will be dismissed from their post immediately. In an overseas context, ABM may seek the advice of the local Australian diplomatic representation as to what action should be taken in respect of the local authorities. This advice would be sought with the upmost urgency as part of the investigative procedures.
- 8.6. Where it is established that Abuse has not occurred, steps will be taken sensitively to reinstate the staff member without delay.

- 8.7. If an ABM employee or volunteer becomes aware that a situation of Child Abuse or suspected Child Abuse has arisen within an ABM partner organisation in connection with an ABM-supported program or perpetrated by an ABM-funded employee, the employee or volunteer must make a report (using the Reporting Form for Alleged or Suspected Child Abuse in Appendix 4) immediately to their line manager, supervisor or the Executive Director who will investigate it and make a report to the Executive Director as quickly as possible. (If there is urgent need for protection, the ABM employee or volunteer must discuss this with their line manager and agree on the action to be taken.) The Executive Director will then determine how to ensure that the necessary action is undertaken by the partner to address the issues raised. In circumstances, where a partner refuses to co-operate the Executive Director may suspend work and funding on the program until compliance has been achieved. In the case of a DFAT-funded program, the DFAT Child Incident Notification Form must be completed and sent as soon as possible to DFAT at:
Email: Childwelfare@dfat.gov.au
Telephone: +61 2 6261 9048

9. DEALING WITH ALLEGATIONS AND SUSPICIONS

- 9.1. ABM recognizes that allegations (i.e. when a specific allegation of Child Abuse is made against a named individual) and suspicions (i.e. when concern is expressed about Child Abuse that may be currently taking place, may have already occurred or be in prospect) should always be investigated and acted upon swiftly, making the welfare of Children the paramount consideration.
- 9.2. Any person offering information in confidence needs to be made aware – before any information is supplied – that such information is being received on the basis that it will be shared with relevant people. This might in the first instance include the relevant line manager and the Executive Director, and if the Child Abuse be proved, then it will include police and other relevant authorities. Parents or caregivers will also be informed if appropriate. Apart from this, confidentiality will be very carefully observed and an individual's right to fair process with no implication of guilt until proven will be respected.
- 9.3. If any member of staff, volunteer or contractor has knowledge of or suspects Child Abuse, or if a Child or young person makes an allegation, the following steps should be taken immediately:
- i. In Australia, report incidents to ABM's Child Protection Focal Point and the Executive Director. All overseas staff, volunteers and contractors report incidents directly to the International Programs Manager who will then consult the Executive Director.
 - ii. The Executive Director will immediately inform DFAT of the allegation and/or incident (if related to a DFAT-Funded Project).
 - iii. The Executive Director will establish an investigative procedure and require a report from the investigation (using the Reporting Form for Alleged or Suspected Child Abuse in Appendix 4). The Executive Director will ensure that an appropriately trained person conducts the investigation, consistent with the relevant legislative framework and confidential in its processes.
 - iv. The Executive Director will determine whether contact with the appropriate police station and/or social services department and/or other relevant authorities should happen immediately or await the outcome of the investigation.

9.4. If a Child (anyone under the age of 18) tells an ABM employee or volunteer that they are being, or have been, Abused, the employee should respond in the following manner:

- Accept what the Child says;
- Take the alleged Abuse seriously;
- Reassure the Child that they have acted correctly in speaking about the matter;
- Let the Child know that the information will need to be passed on to other people;
- Let the Child speak freely but do not press for information;
- Let the Child know what action is to be taken next and commit to reporting back to the Child on the outcome from that action;
- Record carefully and promptly what has been heard, including persons in attendance, date, time and place of conversation and any incident disclosed;
- Report as much detail as possible and without delay to either ABM's Child Protection Focal Point, the Executive Director or International Programs Manager as outlined above, and using the Reporting Form for Alleged or Suspected Child Abuse in Appendix 4.

10. CONCLUSION

ABM acknowledges that the exploitation and Abuse of Children represents a global challenge which needs to be addressed at a number of levels. Given the vulnerability of many of the people with whom it works, ABM recognizes that it should be modelling best practice and encouraging its partners to do the same. By implementing this Procedure ABM commits itself to making Child Protection a priority in every situation where ABM is present.

11. PROCEDURE REVIEW

This Procedure was initially reviewed twelve months from its original date of adoption by the Executive Director and the Senior Management Team. The Procedure will subsequently be reviewed every three years and will incorporate a process of consultation with staff and key partners.

APPENDIX 1: ALIGNMENT WITH RELEVANT REGULATIONS AND INDUSTRY CODES

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources ²	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>1. LEADERSHIP AND GOVERNANCE</p> <p>We advance the safeguarding of children (Commitment)</p> <p><u>Verifiers</u> In addition to 1-7 above: Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p>			<p>ABM has a comprehensive set of Child Protection Procedures and Guidelines.</p> <p>ABM has a Child Protection Focal Point.</p> <p>ABM reports quarterly to its governing bodies (Development Committee and Board) on Child Protection Risks, as part of regular risk reporting.</p>	<p>B2013 Child Protection Procedures</p>

² Resources provided by General Synod of the Anglican Church of Australia may be found at http://www.anglican.org.au/governance/commissions/Pages/The_Path_to_Safer_Ministry.aspx (accessed 3 September, 2015)

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<ul style="list-style-type: none"> • Effective leadership to enable the safeguarding of children. • Communication of the Child Safeguarding Policy and practices to all governing body Members, staff, volunteers and visitors to projects. <p><u>Good Practice Indicators</u></p> <ul style="list-style-type: none"> • A child safeguarding focal person is in place who is responsible for child safeguarding systems. • Implementation of and compliance with Child Safeguarding Policy is periodically reported to the governing body. 				

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>2. CODE OF CONDUCT</p> <p>1.4.2 Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors. (CI)</p> <p><u>Verifiers</u> All Members must have the following in place:</p> <ul style="list-style-type: none"> • A documented code of conduct or behaviour that covers the following with regard to child safeguarding: <ul style="list-style-type: none"> → Appropriate language. → Appropriate communications. → Banning of alcohol and drugs. → Gifts to children. → Physical contact with children. → Banning of sexual relations with children. → Child labour. → Photos and images. 	9	Faithfulness in Service, Ch.5 (pp.20-30).	<p>ABM maintains a Child Protection Code of Conduct that meets the minimum standards set by the ACFID Code of Conduct and DFAT, and the General Synod of the Anglican Church of Australia.</p> <p>ABM will require all Personnel who fall within the scope of this Policy to sign and subscribe to the ABM Child Protection Code of Conduct.</p>	4 5.6.1 5.6.8 6.1.7 6.1.8 6.2.1 6.3.3 6.4 6.5 Appendix 6

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>→ Reporting responsibilities.</p> <ul style="list-style-type: none"> •The code of conduct must be signed by relevant staff, volunteers, partners and project visitors. 				

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>3. TRAINING</p> <p>1.4.1 Members demonstrate their organisational commitment to the safeguarding of children (CI)</p> <p><u>Verifiers</u> Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p> <ul style="list-style-type: none"> • Child safeguarding training for all personnel. <p><u>Good Practice Indicators</u></p> <ul style="list-style-type: none"> • Introductory, refresher and role-specific child safeguarding training is provided to governing body, staff, volunteers, project visitors and partners 	3		ABM provides Child protection training for all personnel so that they are fully aware of their responsibilities.	5.3 5.6.3

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>4. RISK MANAGMENT</p> <p>1.4.1 Members demonstrate their organisational commitment to the safeguarding of children (CI)</p> <p><u>Verifiers</u> Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p> <ul style="list-style-type: none"> • Processes for assessing risk and monitoring and evaluating risk and child safeguarding processes at all stages of the initiative. • If relevant, an overview of the processes to ensure child safeguarding in sponsorship/overseas volunteer programs and other high risk activities that facilitate access to children and young people. 	<p>6</p>		<p>ABM conducts quarterly risk assessments of all its programs, including those that have contact with Children. The purpose of the assessment is to identify risks, classify any high risk activities, and document steps being taken to reduce or eliminate these risks.</p>	<p>5 7 Appendix 2 Appendix 3 Appendix 7</p>

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>5. RECRUITMENT</p> <p>1.4.1 Members demonstrate their organisational commitment to the safeguarding of children (CI)</p> <p><u>Verifiers</u> Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p> <ul style="list-style-type: none"> • Recruitment screening processes for all personnel in contact with children which include: <ul style="list-style-type: none"> → Criminal record checks before engagement; statutory declarations of local legal equivalent where criminal record checks are unavailable or unreliable. → Verbal referee checks. → Behavioural-based interview questions 	<p>4 and 8</p>	<ul style="list-style-type: none"> • Model System for the Selection and Accreditation of Lay Parish Church Workers; • Safe Ministry Check (rev. 2013); • Referee’s Screening Questionnaire (rev. 2013) • Sample Questions for Referee Checks; • Selection Checklist Instructions 	<p>ABM has robust recruitment screening processes for all personnel and these processes include,</p> <ul style="list-style-type: none"> • Criminal record checks prior to engagement • Direct referee checks prior to engagement • Interview plans that include behavioural based questions for all personnel • Working with Children checks where personnel are likely to be working with Children. • Checks required under General Synod legislation. 	<p>6 Appendix 5</p>

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>6. COMMUNICATIONS & MARKETING</p> <p>1.4.1 Members demonstrate their organisational commitment to the safeguarding of children (CI)</p> <p><u>Verifiers</u> Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p>	<p>DFAT Child Protection Guidance Note: Use of Images and Social Media</p>		<p>ABM commits to respecting a child's context and local traditions in respect of taking photographs and video material</p> <p>ABM commits to obtaining both the informed consent of a child and of their parent or guardian prior to photographing or filming a Child, As part of obtaining the Informed Consent an explanation must be given as to how the photograph or film will be used;</p> <p>ABM commits to ensuring that photographs and video materials present Children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed (covered from mid-thigh to just below the neck) and not in poses that could be seen as sexually suggestive;</p>	<p>Appendix 6</p> <p>ABM's Communications Manual</p>

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>•Use of images and personal information for promotion, fundraising and development education which ensures the privacy and safeguarding of children.</p> <p><u>Good Practice Indicators</u></p> <p>Commitment to child safeguarding is promoted to the public and external stakeholders.</p>			<p>ABM commits to ensuring that images are honest representations of the context and the facts; and</p> <p>ABM commits to ensuring that visual materials depicting Children do not reveal identifying information about a Child when sending images electronically or publishing images in any form.</p> <p>ABM commits to ensuring the digital security of images of children in its electronic database by making this database only accessible by authorised ABM staff and volunteers who have signed the Child Protection Code of Conduct.</p>	

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>7. REPORTING PROCEDURE</p> <p>1.4.3 Members have a documented child safeguarding incident reporting procedure and complaints handling procedure that aligns with principles of privacy and promotes safety and dignity (CI)</p> <p><u>Verifiers</u> All Members must have the following in place:</p> <ul style="list-style-type: none"> • A documented child safeguarding incident reporting procedure and child friendly/accessible complaints handling process that must reflect the following principles: 	<p>2</p>	<ul style="list-style-type: none"> • Protocol for the Provision of Information for Inclusion in the National Register; • Reporting Historical Child Sex Abuse to the Police 	<p>ABM has a clear and documented reporting procedure for Child exploitation and/or Abuse and any allegations of code of conduct or policy non-compliance, including available sanctions for breaches.</p>	<p>5.4 8 9 Appendix 4</p>

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<ul style="list-style-type: none"> → Consistency with relevant legislation, including compliance with mandatory reporting responsibilities. → Protection of the all parties involved in the complaint of concern. → Confidentiality (as distinct from secrecy). → Expedient reporting. → Truthfulness. → Fairness. → Professionalism. • Appointment of a child protection incident reporting focal person. 				

child protection code of conduct.				
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ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>9. DOWNSTREAMING OF POLICY REQUIREMENTS TO PARTNERS</p> <p>1.4 Members are required to extend these compliance indicators and verifiers to partners through MOUs or similar (Commitment)</p> <p><u>Good Practice Indicators</u> Child safeguarding policies and practices are adapted to local contexts in collaboration with local stakeholders.</p>	1		<p>ABM requires its downstream partners to adopt their own Child Protection Policies and practices that contain all the key elements of ABM's own policy and procedures.</p>	<p>3 5.6 10 11</p>

ACFID Code of Conduct Compliance Indicators (CI), Verifiers (V) and Good Practice Indicators (GPI)	DFAT Minimum Child Protection Standard	General Synod Resources	ABM Child Protection Commitment	ABM Child Protection Procedures
<p>10. REGULAR REVIEW</p> <p>1.4.1 Members demonstrate their organisational commitment to the safeguarding of children (CI)</p> <p><u>Verifiers</u> Policy document applicable to all governing body Members, staff, volunteers and visitors to projects, that commits the Member to:</p> <ul style="list-style-type: none"> • Regular reviews of the child safeguarding policy. 	<p>5</p>		<p>ABM's Child Protection policy is subject to regular review – at least every 5 years or earlier if required by changes to regulatory requirements or other changes in circumstances.</p>	<p>11</p>

APPENDIX 2 – HOW TO USE THE TWO CHILD PROTECTION RISK CONTEXT QUESTIONS

This appendix elaborates on Section 7 above. It is based on DFAT Child Protection Guidance Note: Establishing Child Protection Risk Context, January 2018. Available at <http://dfat.gov.au/about-us/publications/Pages/Child-protection-policy.aspx>. Accessed 19 March, 2018. A copy of this is sent to ABM's development partners to assist them to assess child protection risks in their programs.

Step 1: Part A – What is the level of ‘working with’ or ‘contact with’ children at the activity level? Complete the worksheet by adding a Yes or No response for each project funded by ABM. It may be that ABM funds several projects, and each of them has a different level of contact with children. In that case, please repeat Step 1 for each separate project.		
1. Contact with Children - Assessment (No = nil contact)		
Inherent risk	Personnel will be residing in the community?	
	Personnel will be working in a remote and/or rural location?	
Degree of Isolation	Involves being alone with children? (not frequently enough to be working with children)	
	Involves activities that are away from our office location	
	Involves meeting one-on-one with children? (not frequently enough to be working with children)	
	Involves unpredictable or remote settings?	
Online contact or access to personal details	Involves direct one-on-one or group access to children online?	
	Involves supervising child-to-child online contact?	
	Involves online access to a child's or children's personal and/or confidential information?	
	Inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others?	
	Involves educating children and supporting adults on cyber safety?	
2. Working with Children - Assessment		
Vulnerability of child/children	Engages with children whose true or cognitive age impacts on their ability to protect themselves?	
	Engages with children who have challenges that contribute to their vulnerability? (e.g. psychological, situational)	
	Engages with children who do not have many support systems?	
Degree of physical contact	Involves demonstrating a skill to children?	
	Position involves need for physical contact/touching children?	
	Involves providing a personal service? (e.g. washing, dressing, toileting)	

Working with Children – Assessment (continued)		
Degree of monopoly	Our project has a monopoly on provision of goods and/or services to the community/ies. <ul style="list-style-type: none"> • Medical? • Food distribution? • Education? • Water & Sanitation? • Career training (sports/musical)? 	
Degree of supervision	Involves personnel having unsupervised contact with children?	
	Activities/engagement with children is not observed or monitored?	
	Insufficient number of trained staff to supervise activities/engagement with children?	
Degree of trust	Involves developing close, personal, long term relationships with children?	
	Involves transporting children?	
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to children or spending extended periods of time with children e.g. camps?	
	Contributes to important decisions regarding the future of children?	
Access to Property	Has access to personal/confidential information?	
	Adult has a perceived or actual level of authority? (from child perspective)	
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position?	
Child labour	Possibility that activity will lead to the employment of children?	
	Possibility that activity will lead to the removal of children from school?	
	Possibility that activity will lead to children being employed in hazardous work?	
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children?	
	Engages with parents who have challenges that contribute to their ability to provide care? (e.g. psychological, situational)	
	Engages with parents who do not have many support systems?	
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young?	

Step 1: Part B – Assess the Activity Risk			
Based on your responses in Part 1, identify the inherent risk of the activity using the table below. Activity Risk is the level of potential risks to children due to the nature of the activity (working with children) or the design of the activity (design of the activity introduces risks to children).			
LOW	Nil contact	<input type="checkbox"/>	The activity does not involve any individuals working in-country (you answered No to all questions in Step 1 Part A)
MODERATE	Contact with Children	<input type="checkbox"/>	The activity involves or may involve contact with children (you answered Yes to <u>any</u> questions in 'Contact with Children - Assessment' but 'No' for all questions in 'Working with Children - Assessment')
HIGH	Working with Children	<input type="checkbox"/>	The activity involves working with children (you answered YES to <u>any</u> questions under 'Working with Children - Assessment')

Step 2: Is your organisation child-focused and what child protection controls are in place?

There are two parts to this step:

Part A – Assessment of Organisation’s Focus on Children and strength of child protection systems in place

Part B – Assess the Organisation Risk

Step 2: Part A – Assessment of Organisation’s Focus on Children and Strength of Systems		
Complete the worksheets below and add a Yes/No response against each question under 'Focus' and 'Systems and Controls'		
Focus - A child-focused organisation is an organisation that answers 'yes' to any of the questions below.		
Types of activities	Does our organisation across all of its operations provide any direct activities/services for children?	
	Does our organisation provide any humanitarian relief?	
Business model/services provided by organisation	Our organisation provides Residential/Orphanage/Shelter services?	
	Our organisation uses a child sponsorship model?	
	Our organisation allows sponsors to visit with children?	
	Our organisation is part of a 'voluntourism' ³ program?	
	Our organisation requires technical experience/expertise to implement child related services?	
	Our organisation uses children and/or images of children as a 'product' for fundraising activities, or passes such images on to funding partners?	

³ Voluntourism is "Volunteer travel, volunteer vacations or voluntourism is travel which includes volunteering for a charitable cause" Voluntourism is a business model that has been shown to be very high risk to children.

Note: If your organisation is 'child-focused' then an assessment of child protection risk is required and the organisation must apply or build on the nine minimum child protection standards at Attachment A and B of the DFAT Child Protection Policy 2017 (contact your ABM Program Manager for details). This is regardless of whether the level of contact with children is 'working', 'contact' or 'nil'. This is due to the increased risk of child abuse and exploitation within a child-focused organisation.

Step 2: Part A (Continued)

Systems and Controls - Strength of systems and controls scaled by number of 'yes' responses. Use the scale 0 Yes answers = poor systems, 9 Yes answers = strong systems

Child protection policy and procedures ⁴	We have a Child Protection Policy in place that includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children?	
	We have risk management practices in place and include risks to children	
	We have recruitment practices, screening completed for all staff, before commencing work?	
	We have notifications/Incident reporting procedures in place?	
	Our staff and any sub-contractor receive child protection training?	
	Boundaries for appropriate behaviour/code of conduct are implemented?	
	Our organisation's employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation?	
	Record keeping procedures are in place (meetings, activities, incidents, reports, logs, record of complaints, staff performance)?	
	Our organisation ensures any sub-contractors (organisations or individuals) comply with the relevant minimum child protection standards?	

Step 2: Part B – Organisational Risk

Organisational risk is the level of potential risk posed by the organisation due to your ability to address child protection risks through your policies, procedures and systems and the type of work the organisation engages in (e.g. if you are a child focussed organisation, your risks will be higher).

LOW	NO FOCUS	<input type="checkbox"/>	Our organisation is not a child-focused organisation (you answered No to all questions in Step 1 – Focus)
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⁴ A no response to all or most questions would indicate a high-risk organisation due to poor systems. A yes response to all or most questions would indicate strong systems

MODERATE	FOCUS & STRONG SYSTEMS	<input type="checkbox"/>	Our organisation is a child-focused organisation and has good child protection systems in place (You answered Yes to any question in Step 1 Focus and had a majority of Yes answers to the questions under systems and controls)
HIGH	FOCUS & POOR SYSTEMS	<input type="checkbox"/>	Our organisation is a child-focused organisation and has poor or nil child protection systems in place (You answered Yes to any question in Step 1 Focus and had a majority of No answers to the questions under systems and controls)

Step 3: Establish the overall child protection risk context

Establish the overall child protection risk context to determine whether an assessment of child protection risk and the application of the minimum child protection standards are required.

Once you have completed steps 1 and 2 you can establish the overall risk context by placing the results of each activity in the appropriate field below:

Organisation level of contact with children and systems in place (organisation inherent risk from Step 2)	Activity Level of Contact with Children (activity inherent risk from Step 1)		
	NIL (LOW)	CONTACT (MODERATE)	WORKING (HIGH/VERY HIGH)
NO FOCUS (LOW)	<input type="checkbox"/> No further assessment required	<input type="checkbox"/> Assessment of child protection risk required Apply the appropriate minimum child protection standards to manage the risk	<input type="checkbox"/> Assessment of child protection risk required Apply and build on all minimum child protection standards communicated by ABM in Conditions of Funding Agreement Consider the need for technical expertise
FOCUS & STRONG SYSTEMS (MODERATE)	<input type="checkbox"/> Assessment of child protection risk required. Apply all minimum child protection standards communicated by ABM in Conditions of Funding Agreement	<input type="checkbox"/> Assessment of child protection risk required Apply the appropriate minimum child protection standards to manage the risk	<input type="checkbox"/> Assessment of child protection risk required Apply and build on all minimum child protection standards as communicated by ABM in Conditions of Funding Agreement

<p>FOCUS & POOR SYSTEMS (HIGH/VERY HIGH)</p>	<p><input type="checkbox"/> Assessment of child protection risk required.</p> <p>Apply and build on all minimum child protection standards communicated by ABM in Conditions of Funding Agreement</p>	<p><input type="checkbox"/> Assessment of child protection risk required</p> <p>Apply and build on all minimum child protection standards communicated by ABM in Conditions of Funding Agreement</p>	<p><input type="checkbox"/> Assessment of child protection risk required -</p> <p>Apply and build on all minimum child protection standards communicated by ABM in Conditions of Funding Agreement</p> <p>Consider the need for technical expertise</p>
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Low Risk	Moderate Risk	High Risk	Very High Risk
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If the Matrix above indicates an assessment of Child Protection Risk is required, you must:

- Conduct an assessment of the child protection risks within the organisation and activity using your own risk management processes and documentation. A child protection risk assessment requires you to assess all possible child protection risks within the activity.
- Show evidence to ABM that the assessment has been completed and documented.
- For high or very high risk contexts, consider whether you should get someone with child protection expertise to assist with the risk assessment and policy and procedure development.

APPENDIX 3 – CHILD PROTECTION CHECKLIST (AS PART OF FULL COUNTRY RISK ASSESSMENT)

Child Protection Checklist	Yes/No	If no, what follow-up is planned?
1. Child Protection Policy (including the filming and photographing of Children)		
2. Child Protection Code of Conduct		
3. Child Protection Complaints mechanism (including the line of reporting, assurance of confidentiality and procedural fairness, and the removal of the alleged perpetrator from their position whilst being investigated)		
4. Are there clear disciplinary procedures in place for breeches of the Policy?		
5. Child Protection procedures for Staff & Volunteer recruitment (background checks etc.) Note: Criminal record checks are mandatory for all those covered by the policy when using DFAT funds		
6. Child Protection included in Staff and Volunteer induction		
7. Child Protection training for Staff and Volunteers		
8. Partner aware of local Child Protection laws		
9. Procedures in place to address Child Protection issues in community		
10. Child Protection Policy acknowledges the need to alert partner agencies immediately on suspicions of Child Abuse		
11. Is Child Protection included in proposals and monitoring forms?		

APPENDIX 4 – REPORTING FORM FOR ALLEGED OR SUSPECTED CHILD ABUSE

(This will normally be completed in consultation with ABM's Child Protection Focal Point)

<p>IMPORTANT NOTE: Is this report about a DFAT-funded project? If NO, please continue to use the form below. If YES, please download the latest version of DFAT's Child Incident Notification Form⁵ and complete it and give to ABM's Child Protection Focal Point, who will pass it on to ABM's Executive Director who will send it to DFAT's Child Protection Unit. Additionally, please also complete this form for ABM's records. The contact details for notification to DFAT are: Email: Childwelfare@dfat.gov.au Telephone: +61 2 6261 9048</p>
PART ONE: ABOUT YOU
<i>Your name and contact details:</i>
<i>Your role in ABM:</i>
<i>Details of any other organisation involved:</i>
<i>Your relationship to the Child or young person concerned:</i>
PART TWO: ABOUT THE CHILD /CHILDREN
<i>Name(s):</i>
<i>Sex(es):</i>
<i>Age(s):</i>
<i>Address(es):</i>

⁵ DFAT's Child Incident Notification Form is available at <http://dfat.gov.au/about-us/publications/Pages/Child-protection-policy.aspx>

PART THREE: ABOUT YOUR CONCERN

How did you come to have a concern?

(For example - Was Abuse observed or suspected? Was an allegation made? Did a Child disclose Abuse?)

Date, time and place of any incident(s):

Nature of concern/allegation:

Write down exactly what the Child said, and what you said:

Is the Child/Children still in danger of Abuse or neglect?

Does the Child/Children have any injuries?

Any other relevant information (e.g. disability, language, vulnerability factors)

Were other Children involved or aware?

Who have you reported this incident to?

Are the local police aware of the incident/s or allegation/s?

Time and date of reporting:

Action Taken:

a) By you

b) By the person to whom you reported the incident

ABM Executive Director Use only

Date suspected or alleged incident reported to ABM

Date reported to DFAT and other authorities in Australia (if applicable)

Date of notification to the Anglican National Register

Detail any follow up with reporting Personnel including debriefing etc

APPENDIX 5: RECRUITMENT AND SCREENING GUIDELINES

Most of these examples are taken from the DFAT Child Protection and Guidance Note: Recruitment and Screening, March 2018. Available at

<http://dfat.gov.au/about-us/publications/Pages/Child-protection-policy.aspx>

1. Initial Recruitment Process

Analyse the job role to decide upon the level of contact with Children

- Understand:
 - how much contact with Children the job will involve
 - whether the candidate will be working directly with Children
 - whether the nature of the job will place them in contact with Children, including Children in the community or contact via phone, letter, email, and social media.
- If the job is mainly office based, will the job sometimes involve travel to other remote or overseas offices or in small communities? Will this mean they have contact with Children?
- Will the job involve work with Children with disabilities or particularly vulnerable Children in complex situations? What particular skills and experience are required for this role?
- Will the job involve working in an unsupervised environment, or require overnight care of Children?
- See *DFAT Establishing Child Protection Risk Context Guidance Note* to help determine the level of contact with Children.

Develop clear job descriptions

- Develop clear job descriptions for all jobs. Make sure they include an organisation's Child-safe message and expectations under the organisation's Child protection policy and code of conduct.
- Make sure that:
 - the selection criteria outline the relevant experience needed if the job involves working with Children
 - the job description informs candidates of the Child-safe recruitment screening practices that will apply to positions that require contact with Children and working with Children.

Manage advertising and promotional activities

- Communicate a clear message that the organisation is a Child-safe organisation. Use posters, websites, brochures, word of mouth or verbally at community, network or government meetings to spread the message.
- Include Child-safe messages when advertising for both paid and voluntary jobs.

Examples of Child-safe messages:

- ABM is a Child-safe organisation.
- The safety and wellbeing of Children is a priority of our organisation.
- ABM provides a Child-safe environment in all our programs and our activities.
- We are committed to providing a safe place for all Children to learn and have fun.
- We have strong recruitment procedures to make sure the safest and most suitable people work with the Children in our programs.

- We provide our staff and volunteers with ongoing supervision and support in their work with Children.

Develop appropriate application form

- Include your Child-safe message, Child protection policy and code of conduct when sending out application forms to candidates.
- Include a couple of Child-safe interview questions on the application form (see Interviewing section for examples).
- Include a statement that:
 - lets applicants know that criminal record checks will be undertaken for successful applicants
 - includes details that the criminal record checks cover all countries of citizenship and for each country in which the individual has lived for 12 months or longer over the past five years (or more)
 - states that the requirement for criminal record checks allows people to self-select out of the process.

2. The Interview Process

Managing the interviewing process

- Include Child-safe interview questions for all jobs working with Children (including existing staff within the organisation who are applying internally, as well as staff and consultants recommended by other organisations).
- Always try to have more than one person conduct interviews.
- Consider including a young person on the interview panel for roles working directly with Children.
- Discuss any concerns raised during the interview with others on the panel and follow up with referees.
- Avoid phone and Skype interviews for roles involving direct and ongoing work with Children. A face-to-face interview provides a better opportunity to:
 - get to know someone's nature
 - pick up on any red flags or concerns
 - observe their body language, eye contact, interaction with the interviewers, and any hesitations or signs of being uncomfortable with the questions asked.
- Send your Child protection policy and code of conduct to candidates before the interview.
- Ask questions that provide you with an insight into a person's attitudes towards Children, their values, beliefs and motivations (behaviour-based questions).
- Ask scenario-based questions to look at past behaviours and responses to certain situations (see below for more details).

Examples of Child safe behaviour-based interview questions

Positions that may involve some Contact with Children:

- What motivates you to work with this organisation, in this particular program?
- Please provide us with three examples of how to work safely with Children.
- What exists locally that you believe helps protect Children from harm in this community?

- What is your understanding of Child protection?
- ABM is a Child-safe organisation. What do you think that means?
- We sent you a copy of our code of conduct before this interview. What do you think of the code?
- What boundaries are important when working with Children and young people?
- If you were concerned about the actions or behaviour of a co-worker towards Children, how would you respond?
- How do you feel about being supervised?

Positions that involve Working with Children

- Have you worked/volunteered with Children in a similar position before? What did you like about it?
What did you find difficult?
- What strengths in working with Children do you bring from your community, family and/or cultural background?
- How have you handled Children who did not want to participate in an activity?
- What qualities have you observed in others that you have admired, particularly in regard to their work with or care of Children?
- What do you think makes a good community leader or role model for Children and young people?
- How would you handle Children who were not listening to your instructions?
- How would the Children or young people you have worked with previously describe you?
- How would you create a Child-safe and friendly space for an activity for young Children/ older Children/ Children with a disability?
- How would you involve Children in their own protection as part of our programs?
- How would you involve Children's participation and voice in our programs?

3. Referee Checks

- Assess the role and undertake a qualification and identity check where the role requires specific skills, knowledge, qualifications or service eligibility requirements.

Verbal Referee Checks are preferable. Written referee reports can be forged and do not allow for deeper questioning if concerns are raised.

- Conduct and document at least two verbal referee checks for all candidates working with or in contact with Children. This way, an organisation will be able to ask referees to expand more on their answers and notice any hesitations in responses.
- An organisation can obtain referees from:
 - former or current employers
 - places where a person has volunteered
 - community and church leaders, chiefs, sports coaches
 - others who have knowledge of the candidate's suitability to work with or be in contact with Children.
- Always verify the identity of referees and if possible call them at their workplace or organisation.
- If you are not satisfied with the responses provided by referees, ask the candidate to nominate additional referees.

Example referee questions:

- The role involves (type of work or contact with Children). Can you tell me about the candidate's work with Children?
Have you directly observed this work?
- Do you have any concerns about the candidate's work with Children or with vulnerable Children?
If so, please explain.
- The candidate will be working in a remote location with little supervision.
Do you have any concerns in this regard?

APPENDIX 6: ABM CHILD PROTECTION CODE OF CONDUCT

1.1 ABM commits itself to creating and maintaining an environment that promotes its vision and prevents Abuse and sexual exploitation of any human being, and especially Children. ABM employees and volunteers are expected to contribute to the building of an harmonious workplace based on team spirit, mutual respect and understanding. ABM also recognizes that it works in many places where there is extreme vulnerability, especially of Children. Accordingly, ABM employees and volunteers are expected to uphold the dignity of those we serve by ensuring that their personal and professional conduct is of the highest standard at all times.

1.2 ABM strongly condemns all kinds of physical, sexual, emotional or psychological Abuse and exploitation of Children. (See Glossary of Terms in ABM's Child Protection Procedure for definitions of Abuse). In respect of working with Children all ABM Personnel will observe the following principles for the employment and conduct of its staff:

- 1.2.1 Child abuse and sexual exploitation by ABM employees and volunteers constitute acts of gross misconduct and are therefore grounds for termination of employment. ABM will undertake all relevant legal steps corresponding to the legal and social conditions of the local situation.
- 1.2.2 Exchange of money, employment, goods, assistance or services for sex with Children, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- 1.2.3 Sexual activity with Children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Neither mistaken belief in the age of a Child nor consent amounts to an excuse or defence in such situations.
- 1.2.4 While engaged in any work for or on behalf of ABM, any incident that constitutes Abuse or sexual exploitation of a Child or causes concern that such Abuse or exploitation may be happening must be reported to the appropriate line manager within ABM, ABM's Child Protection Focal Point, and local legal authorities where appropriate. (It is expected that any incident occurring outside the working environment would also be appropriately reported.)
- 1.2.5 ABM employees or volunteers may not engage in any form of harassment, discrimination, physical or verbal Abuse, intimidation, favouritism or exploitative sexual relations of Children.

1.3 Code of Conduct for working with Children

ABM employees and volunteers are expected to behave in accordance with the above principles and are asked to agree in writing to conduct themselves as follows:

- 1.3.1 Treat Children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- 1.3.2 Not use language or behaviour towards Children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- 1.3.3 Not engage Children in any form of sexual activity or acts, including payment for sexual services or acts, where the Child is below the age of eighteen;

- 1.3.4 Wherever possible, respect a Child's right to privacy;
- 1.3.5 Wherever possible, ensure that another adult is present when working or travelling in the proximity of Children (who are not their own), especially when contact is made with a Child out of normal program hours;
- 1.3.6 Not invite unaccompanied Children (who are not their own) into their home, unless they are at immediate risk of injury or in physical danger;
- 1.3.7 Not sleep in the same room as unsupervised Children (who are not their own) unless absolutely necessary, in which case they must obtain their line manager's permission, and ensure that another adult is present if possible;
- 1.3.8 Not engage in activities of an intimate nature, such as toileting or bathing with Children (who are not their own);
- 1.3.9 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;
- 1.3.10 Not inflict physical punishment or discipline of Children (who are not their own);
- 1.3.11 Not hire Children for domestic or other labour which is inappropriate given their age or developmental stage, or which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- 1.3.12 Comply with all relevant Australian and local legislation, including labour laws in relation to Child labour;

Refrain from physical contact with all Children encountered in the course of their work with ABM, unless it is to avert danger to the Child;
- 1.3.13 Not communicate electronically with Children encountered in the course of their work with ABM.
- 1.3.14 Not give gifts to any Children encountered in the course of their work with ABM.
- 1.3.15 Immediately report concerns or allegations of Child Abuse in accordance with appropriate procedures, which are set out in *B2013 Child Protection Procedure*.

1.4 Use of Children's images for work related purposes

All ABM employees or volunteers who photograph or film a Child for work related purposes, must also observe the following conduct:

- 1.4.1 Before photographing or filming a Child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- 1.4.2 Before photographing or filming a Child, obtain Informed Consent from the Child and a parent or guardian of the Child. As part of obtaining the Informed Consent an explanation must be given as to how the photograph or film will be used;
- 1.4.3 Ensure that photographs, films, videos and DVDs present Children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed

(covered from mid-thigh to just below the neck) and not in poses that could be seen as sexually suggestive;

1.4.4 Ensure that images are honest representations of the context and the facts; and

1.4.5 Ensure that visual materials depicting Children do not reveal identifying information about a Child when sending images electronically or publishing images in any form.

1.5 ABM expects its employees and volunteers to recognize that there is an onus on them to use common sense and avoid actions or behaviours that could be construed as Child Abuse in the conduct of their work.

I have read the above document and agree to observe the principles and Code of Conduct described in the document.

Signed _____

Name _____

Position _____

Date _____

APPENDIX 7: SIMPLE DO'S & DON'TS

There are some simple rules and procedures that will minimise the risk of an incident occurring or being alleged. Most of these are common sense and will already be followed, but it is important that they are being implemented in any event which involves Children or young people.

DOs

- Treat everyone with respect, recognising their right to personal privacy.
- Be aware of situations that may present risks and manage these. Try to always have two adults present when working with Children, or if required to work in a one on one situation make sure you are always visible. Recognise that caution is required in all one-on-one situations.
- Establish professional boundaries.
- Plan and organise any events involving Children so that risks are minimised.
- Provide access for Children and young people to talk to others about any concerns they have.
- Be diligent in reporting any Children who you perceive to be at risk or harm.
- Encourage young people and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
- Remember that someone else may misinterpret your actions, no matter how well intentioned. Physical contact (touching) with Children should only be in response to the need of the Child or the situation. Always avoid contact with the breasts, buttocks and groin. Ensure your actions are open and non-secretive.
- Be aware and pro-actively develop strategies to create safeguards to protect the interests, safety and well-being of Children.

DON'Ts

- Do not spend time alone with Children – plan activities so that more than one person is present or at least, other people are within sight and hearing. Never allow a Child with whom you are working to stay overnight at your home unless it is absolutely essential and another adult, caretaker or another member of staff is present.
- Do not take Children alone in a car, even for short journeys, unless it is unavoidable for safety reasons. If this is unavoidable, make sure an adult caretaker or another member of staff is aware it is happening.
- Do not hire Children as house help.
- Do not do things for Children of a personal nature that they can do themselves.
- Avoid inappropriate physical or verbal contact with Children.
- Do not hold, kiss, cuddle or touch a Child in an inappropriate, unnecessary or culturally insensitive way.
- Avoid being drawn into inappropriate attention-seeking behaviour, such as tantrums or crushes.

- Avoid showing favouritism to any individual.
- Never make suggestive remarks or gestures, even in fun.
- Do not trivialise or exaggerate Child Abuse issues.
- Do not rely on just your good name to protect you.
- Do not believe “it could never happen to me” and always conduct yourself consistent with your position as a positive role model to Children and as a representative of ABM.
- Do not assume that someone else will take responsibility for a situation relating to the safety of Children.

GLOSSARY OF TERMS

Behavioural-based Interview Questions	Interview questions that probe the applicant's past behaviour in specific situations relevant to the position. Behavioural-based questions give interviewers additional information about the applicant's suitability to Work with Children
Changes in Circumstances	Personnel should report the following changes in their circumstances to management: <ul style="list-style-type: none"> - involvement in criminal activity - disciplinary procedures and criminal or civil court proceedings relating to Child Exploitation and Abuse
Child (plural Children)	According to the United Nations Convention on the Rights of the Child, 'Child' means every human being below the age of 18 years.
Child Abuse	<p>All forms of physical or mental (especially emotional) violence, injury or Abuse, maltreatment or exploitation, including sexual Abuse, is Child Abuse. Child Abuse occurs when adults or other Children hurt Children either physically, sexually, emotionally, psychologically or in some other way. Child Abuse also occurs when a Child's parent or sibling is subjected to any of the behaviours listed below in the presence or hearing of that Child.</p> <p>There are four main kinds of Abuse:</p> <p>Physical Abuse is the use of physical force against a Child, such as hitting, punching, slapping, shoving, kicking, shaking, throwing, burning, biting, strangling or poisoning, whether inflicted, threatened or knowingly not prevented, and which causes harm to the Child. No visible injury is required for the Abuse to have taken place.</p> <p>Emotional Abuse is harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection, resulting in adverse effects on the behaviour and/or emotional development of a Child. Indicators that emotional Abuse may have or is occurring include emotional development regression, attention seeking behaviour, bullying and other maladaptive behaviours.</p> <p>Neglect is a failure by a parent or caregiver of a Child to provide a Child (where they are in a position to do so) with the conditions that are culturally acceptable as being essential for their physical and emotional development and well-being.</p> <p>Ill Treatment is the disciplining or correction of a Child in an unreasonable and seriously inappropriate or improper manner; making excessive and/or degrading demands of a Child; hostile use of force towards a Child; and/or a pattern of hostile or unreasonable and seriously inappropriate degrading comments or behaviour towards a Child.</p>

	<p>Sexual Abuse occurs when a Child is pressured or forced to take part in any kind of sexual activity, whether or not the Child is aware of, or consents to, what is happening. Sexual Abuse can include: fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the Child to, or involving the Child in, Pornography. Sexual Abuse may involve siblings or other family members, or persons outside the family.</p> <p>Abuse may be carried out by adults or by Children.</p>
Child Abuse Material	Material that depicts (expressly or implicitly) a Child under 18 years of age as a victim of torture, cruelty or physical Abuse
Child Exploitation	<p>One or more of the following:</p> <ul style="list-style-type: none"> - committing or coercing another person to commit an act or acts of Abuse against a Child - possessing, controlling, producing, distributing, obtaining or transmitting Child Exploitation Material - committing or coercing another person to commit an act or acts of Grooming or online Grooming - using a Child for profit, labour, sexual gratification, or some other personal or financial advantage
Child Exploitation Material	Material, irrespective of its form, which is classified as Child Abuse material or Child pornography material
Child Pornography	In accordance with the <i>Optional Protocol to the Convention on the Rights of the Child</i> , 'Child pornography' means 'any representation, by whatever means, of a Child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a Child for primarily sexual purposes'. For further information regarding Child pornography offences, refer to the <i>Criminal Code Act 1995 (Division 273)</i> .
Child Pornography Material	Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive
Child Protection	An activity or initiative designed to protect Children from any form of Child Abuse and/or Child exploitation.
Child Protection Focal Point	A person who is sufficiently experienced and familiar with ABM's Child Protection policy, particularly as it relates to ABM's work with partners, to (1) act as a leader and guide for the implementation of ABM's Child Protection Policy and Procedures (2) who is a trusted person that staff or volunteers can easily contact to seek advice or discuss any concerns they have for the safety or wellbeing of a Child; and (3) who ensures Child Safeguarding becomes part of everyday practice by having Child Protection Champions in the field.
Child Protection Policy	A statement of intent that demonstrates a commitment to safeguard Children from harm and makes clear to all what is required in relation to the protection of Children. It helps to create a safe and positive environment for Children

	and to show that the organisation is taking its duty and responsibility of care seriously
Child Safeguarding	The broad obligation on ABM and partner Personnel to ensure that the design and delivery of programs and organisational operations do not expose Children to adverse impacts, including the risk of Abuse and Exploitation, and that any concerns about Children's safety within the communities where they work are appropriately reported.
Child Sex Tourism	The sexual Exploitation of Children by persons who travel from one place to another, usually from a richer country to one that is less developed, and there to engage in sexual acts with Children. For further details, refer to the <i>Commonwealth Criminal Code Act 1995</i> and the <i>Crimes Act 1914</i> (which sets out laws governing the way legal proceedings under the <i>Criminal Code Act 1995</i> are conducted).
Contact with Children	Working on an activity or in a position that involves or may involve contact with Children, either under the position description or due to the nature of the work environment (also see <i>Working with Children</i> definition)
Criminal Code Act 1995	A piece of Australian legislation which is relevant to Child Protection. Especially Divisions 272, 273, 474. Others are <i>The Crimes Act 1914</i> , and various State legislation including the New South Wales <i>Child Protection (Working with Children) Act 2012</i> .
Criminal Record Check	<p>A check of an individual's criminal history record. In Australia, national Criminal Record Checks are available through the Australian Federal Police. It usually takes around two weeks for the resulting police clearance certificate (referred to in this Procedure as a National Police Certificate) to be finalised.</p> <p>As ABM staff travelling overseas are expected to visit communities where they will come into contact with Particularly Vulnerable Children as part of their work, ABM requires an appropriate National Police Certificate. In the various Australian States and Territories relevant authorities issue an additional certification as to an individual's status in respect of Working with Children. This certification has a variety of names but herein will be referred to by the description Working with Children Check. ABM requires all staff whose work may bring them into Contact with Children, or whose work involves Working with Children to be eligible for this additional certification.</p>
DFAT	The Australian Government's Department of Foreign Affairs and Trade
DFAT-Funded Project	Any project that receives DFAT administered funding from ABM through one of ABM's partners
Grooming	Generally, refers to behaviour that makes it easier for an offender to procure a Child for sexual activity. For example, an offender might build a relationship of trust with the Child, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the Child to sexual concepts through pornography)
Harm	Any detrimental effect on a Child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional Abuse, neglect, and/or sexual Abuse or Exploitation whether intended or unintended
Impact	The overall long-term effect produced by an ABM-funded activity (including any activities funded through ABM by DFAT). This includes positive and negative changes produced by such an activity (directly or indirectly, intended or unintended).

Informed Consent	Ensures the Child and the parent or guardian understand the implications, purpose and potential use of the photographs or videos.
Online Grooming	The act of sending an electronic message with indecent content to a recipient whom the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender. For further details, refer to the <i>Criminal Code Act 1995, Division 474 (Telecommunications Offences, Subdivision C)</i> .
National Police Certificate	The certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks
Particularly Vulnerable Children	Children who are particularly vulnerable to Abuse, such as Children with physical and mental disabilities, homeless Children and Children from disadvantaged socio-economic backgrounds, Child sex workers, Children who are refugees or asylum seekers, Children who live in residential care, and Children impacted by disasters.
Personnel	Personnel are either employed by ABM or its partners, engaged by ABM or its partners on a subcontract basis, or engaged by ABM or its partners on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, board members, contractors, consultants.
Statutory Declaration	A written statement which is signed and declared to be true before an authorised witness.
Unacceptable Risk	The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.
United Nations Convention on the Rights of the Child	This is the main international instrument relating to the rights and Protection of Children. Two related instruments are: the <i>Optional Protocol to the United Nations Convention on the Rights of the Child</i> on the sale of Children, Child prostitution and Child Pornography; and the <i>Optional Protocol to the United Nations Convention on the Rights of the Child</i> on the involvement of Children in armed conflict. Other international instruments relevant to Child Protection include the <i>Geneva Declaration of the Rights of the Child (1924)</i> and the <i>International Labour Organisation Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour</i> . All are available online.
Volunteers	Includes all who do voluntary work for ABM: such as Board Directors, Committee members, office and field volunteers.
Working with Children	Being engaged in an activity with a Child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.
Working with Children Check	<p>A Check available in New South Wales, where ABM is registered, which is a requirement for people who work or volunteer in Child-related work. It involves a National Criminal History Check and a review of findings of workplace misconduct.</p> <p>The result of a Working with Children Check is either a clearance to Work with Children for five years, or a bar against Working with Children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.</p>