

PM1.2 CHILD PROTECTION POLICY

1. Purpose

This policy seeks to protect children from exploitation and abuse of all kinds in the delivery of Anglican Aid's activities through ORAF or Anglican Aid Fund.

Anglican Aid will promote the safety and well-being of all children accessing its services and programs funded by ORAF and Anglican Aid Fund, to minimise the risk of abuse to children.

Anglican Aid will adhere to local and international child protection laws, which prohibit the abuse and exploitation of children. These include local laws where Anglican Aid's programs exist, and international laws in relation to all forms of child abuse and child exploitation, including: child sex tourism, child sex trafficking, child labour and child pornography.

2. Scope

This policy applies to all Anglican Aid staff and volunteers working in Australia and while undertaking duties on behalf of Anglican Aid overseas for all funds (ORAF, Anglican Aid and OMF). This policy applies to Anglican Aid's Overseas Relief and Aid Fund in-country partners and individual contractors. Domestic partners are required to be bound by policies of the Anglican Church of Australia. Overseas partners will have their own child protection policies that meet or align with the standards outlined in this policy. If they do not have their own, then they are covered under this policy however Anglican Aid will be working to support them develop their own that is consistent with the context in which they work. Where this policy is inconsistent with the Safe Ministry provisions of the Anglican Diocese of Sydney, Safe Ministry provisions will prevail.

This obligation has been extended to all of Anglican Aid's operations and activities. As Anglican Aid is a Sydney Diocesan organisation, it is bound by the Diocese's policies on child protection and safe ministry.

3. Definitions

Term	Description
Anglican Aid	Means the Archbishop of Sydney's Anglican Aid, a body corporate which administers the Anglican Aid Fund, the Overseas Ministry Fund and the Overseas Relief and Aid Fund. ORAF is the fund which has ACFID accreditation.
Anglican Aid Staff	Includes full-time, part time, casual, and also those engaged on short term contracts such as: consultancies, researchers, interns, photographers, volunteers, etc.
Partner Organisations	Any organisation, domestic or overseas, that has entered into Partnership with ORAF, in order to implement and/or support initiatives to projects through ORAF which provide support directly to children.

Overseas Relief and Aid Fund (ORAF)	ORAF is the relief and aid fund undertaking long term development and relief projects in developing countries.
Anglican Aid Fund (AAF)	This fund provides welfare support to churches in Australia and partners overseas for activities of a benevolent nature consistent with the PBI rules.
Overseas Ministry Fund (OMF)	This fund provides support to Anglican churches to support theological education, evangelistic activities and supporting ordained clergy in related activities.
Anglican Church of Australia child safe policies	Includes Faithfulness in Service and all policies and procedures relevant to the child safe protocols of the Anglican Church of Australia and the Diocese of Sydney.
Duty of Care	Is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.
Child and Young Person	Is regarded to be any person under the age of 18 years, unless a nation's laws recognise adulthood earlier.
Child Protection	Is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.
Child Abuse	Includes physical, sexual, emotional abuse, neglect, bullying, child labour, and domestic violence
Physical Abuse	Occurs when a person purposefully injures or threatens to injure a child. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.
Emotional Abuse	Occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or caregiver, to the extent that it affects the child's physical and emotional growth.
Neglect	The persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.
Sexual Abuse	Occurs when a child is used by another person for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including threats and exposure to pornography.
Bullying	The inappropriate use of power by an individual or group, with an intent to harm, either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).
Exposure to Domestic Violence	Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships.

Particularly Vulnerable Children	Child abuse takes place not only within the family environment, but also outside the family, including: institutions, at work, on the streets, in war zones and emergencies.
Children in emergencies	Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.
Safe Ministry	The Sydney Anglican Church Diocese of Sydney's policies and processes for provision of care and protection of children and others by ministry staff and volunteers which can be found at http://safeministry.org.au/
External Conduct Standards Regulations	Australian Charities and Not-for-profits Commission Amendment (2018 Measures No. 2) Regulations 2018, commenced 23 July 2019

4. Guiding Principles

Child abuse and exploitation is unacceptable and will not be tolerated.

All children have a right to be safe at all times, and Anglican Aid has an obligation to provide safe and protective services and environments.

Anglican Aid understands that effective child protection and risk mitigation requires shared responsibilities between Anglican Aid, in-country partners and individual contractors.

Anglican Aid takes proactive steps to include considerations of child safety and their interests in Anglican Aid's Project Management Cycle.

Anglican Aid adheres to this CPP as part of its compliance with the Safe Ministry Guidelines of the Anglican Church of Australia, Diocese of Sydney.

Anglican Aid is committed to educating Anglican Aid staff and others in the CPP, in how to reduce risks and create child safe environments.

Adherence to this CPP and the Code of Conduct is a mandatory requirement for all Anglican Aid staff.

5. Procedures

(a) Employment of Anglican Aid Staff and Contractors and Recruitment of Volunteers

Anglican Aid is committed to child-safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in Anglican Aid. Anglican Aid's child-safe practices include, but are not limited to:

- Recruitment advertisements and selection criteria regarding child-related positions must include the following criteria: "It is an offence under the NSW Child Protection Act for a person convicted of a serious sex offence to apply for this position. Relevant screening will be conducted." Any person with an adverse WWCC is not to be employed by Anglican Aid in any position which requires working with children if they present an unacceptable risk to children.
- Personal interviews will be conducted for all staff and volunteer positions that may involve contact with children. Positions which may involve working with children will include child protection questions in the interview. Verbal referees are required for all positions who may have contact with children, including information about the applicant's suitability to work with children.
- All Anglican Aid Staff and volunteers involved in positions requiring child contact in Australia or overseas will be required to have a Working with Children Check, through the NSW Office of the Children's Guardian.
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Where WWC checks are unavailable, criminal record checks, statutory declarations or a local legal equivalent (where criminal record checks are

unavailable or unreliable) are required. For more information please see HR5.3 Recruitment Policy and PM7.2 Staff Field Trip Policy.

- Volunteers from third party organisations will be required to read and sign Anglican Aid's CPP and the Code of Conduct prior to travelling overseas.
- All staff, individual contractors and volunteers will be required to read and sign Anglican Aid's CPP and the Code of Conduct at the commencement of employment.
- Anglican Aid reserves the right to refuse employment or terminate any person's employment that may pose a risk to children.
- All staff and volunteers will be provided a copy of the CPP and procedures upon commencing work with Anglican Aid. The CPP will be included as part of induction into the organisation. The CPP will be discussed annually at staff meetings with all staff.

See Recruitment Policy for a detailed outline of Anglican Aid recruitment screening practices.

(b) Capacity Building of In-Country Partners

i. ORAF Partners

At the Partnership Application level, in-country partners will be assessed on their child protection policy. Some partners do not have a CPP and some may not require one given the nature of activities undertaken, however their standards and protections will be captured under the scope of this policy and this will be reflected in appropriate partnership agreements. This will not exclude partnerships being developed. Any ORAF child related program which does not have a child protection policy will not receive financial support until demonstrating they have a child protection policy and are able to implement it.

ii. Anglican Aid Partners

For partners which have projects supported by Anglican Aid Fund which involve children as beneficiaries, the minimum provisions of the *External Conduct Standards outlined at S 30.35 (3) and (4)* will apply to any partnerships. Anglican Aid will work with partners to improve their CPP and the partner's understanding of the rights of children. This may include the provision of Anglican Aid's CPP as well as supporting the training of staff to increase awareness and understanding of child protection.

(c) Processes in Reporting Child Abuse and/or Exploitation

The abuse and exploitation of children is unacceptable. Anglican Aid will take all concerns and reports of child abuse seriously and act on these reports immediately.

It is mandatory for all Anglican Aid staff and others to report concerns or allegations of child abuse. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or persons within the overseas programs.

In Australia, reports of child abuse must follow the protocols in the Safe Ministry Policy. Any abuse of children overseas must be documented and reported to a senior person in the partner organisation and followed up with a written report to that person referencing verbal communication, a copy is to be sent to the CEO of Anglican Aid.

(c) Project Management Cycle

Anglican Aid is committed to considering Child Protection Policies and Procedures when implementing the Project Management Cycle in both ORAF and AAF. Anglican Aid understands that the mitigation of risks require a joint effort between Anglican Aid and the Partner Organisation. Anglican Aid will give extra consideration to the suitability of a project during the project appraisal phase, for projects that work directly with children.

(d) Use of Children's Images

Anglican Aid will at all times portray children in a respectful, appropriate and consensual way. The following guidelines on the use of children's images are:

- A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- A child and his or her family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- There should be no identifying information of the child used in the publication of images with their location.
- Children should be portrayed as part of their community.
- Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
- Images should be an honest representation of the context and the facts.
- When sending electronically, file labels should not reveal identifying information.
- All photographers will be screened for their suitability, including police checks where appropriate.
- In line with its theological convictions, Anglican Aid will not use images for manipulative purposes in fundraising and will generally portray children in a positive light despite their economic situation.

(e) Consequences of Breaches

- It is expected that any suspected breach will result in an investigation.

- Any breach of this policy will be reported to the CEO or in the case of the CEO to the Chairman of the board. The CEO is required to notify the chairman of the board in the case of any investigations being undertaken.
- A range of penalties from warning and admonition, to counselling to dismissal may be imposed depending on the nature of any breach and the impact it has on others.
- Breaches involving criminal conduct must be reported by the appropriate management representative receiving the report to the police and the Professional Standards Unit, Diocese of Sydney

6. Implementation by Partner Organisations

Effective child protection and risk mitigation are shared responsibilities between Anglican Aid, Partner Organisations and individual contractors. Anglican Aid understands that its Partner Organisations (ORAF and AAF) vary in organisational structure and policy strength, however Anglican Aid requires and expects its Partner Organisations to understand Child Protection as a commitment. Our practices include, but are not limited to:

- (f) Considering Child Protection policies when Partner Organisations apply for Partnership.
- (g) Partner Organisations developing a Child Protection Policy in the context of the Partner nation.
- (h) Committing extra care for Child Protection procedures in projects that work directly with children.
- (i) Considering Child Protection in project monitoring and evaluations.
- (j) Anglican Aid reserves the right to modify or terminate a Partnership agreement in the event of the Partner Organisation's breach of Child Protection commitments.

7. Related documents

- Faithfulness in Service – A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (A Sydney Anglican Diocese publication) <http://safeministry.org.au/faithfulness-in-service-2014/>
- Safe Ministry Website <https://safeministry.org.au/>
- Code of Conduct for Working with Children (Attached)
- HR5.3 Recruitment Policy
- PM7.2 Staff Field Trip Policy

8. Review

In order to ensure that this policy continues to be effective and applicable, the procedure will be reviewed annually in light of legislative and other changes which may occur.

DATE	COMMENT
30/10/18	PO7.2 Changed and Adopted
31/8/19	ACFID Code of Conduct amendments

ATTACHMENT A – Anglican Aid's Child Safe Code of Conduct

Code of Conduct for Working with Children

Anglican Aid Staff and Anglican Aid Others are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

All Anglican Aid staff and Anglican Aid Others should conduct themselves in a manner consistent with their role as an Anglican Aid representative and a positive role model to children. Anglican Aid has developed a child safe code of conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.

This Code of Conduct must be signed by all Anglican Staff and Contractors before employment.

Anglican Aid's Child Safe Code of Conduct includes:

I will:

- Respect cultural differences and treat all children and young people with dignity and respect in attitude, language and actions;
- Be concerned with the reputation and perception of ANGLICAN AID and seek to reflect the organisation's Mission Statement, values and Core Beliefs in all of my relationships and activities with children and young people.;
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers with whom I have contact;
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them;
- Report any concerns of child abuse to the appropriate people and speak up when I observe concerning behaviours of any person, including colleagues;
- Recognise that inappropriate behaviour towards children, including failure to follow these behaviour protocols, is grounds for discipline. (Disciplinary action will vary depending on the offence, and serious offences including sexual abuse will be considered gross misconduct resulting in instant dismissal from employment, volunteer/internship or board membership);
- Agree that at all times staff should be transparent in their actions and whereabouts;
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made. (Where possible and practical, the 'two-adult' rule, wherein two or more adults supervise all activities where children are involved and are present at all times, should be followed. If this is not possible, ANGLICAN AID personnel are encouraged to look for alternatives such as being accompanied by community members on visits to children).

I WILL NOT:

- Engage in discrimination, prejudice, inappropriate or offensive language or oppressive behaviour of any kind that is intended to shame, humiliate or belittle children;
- Stay alone overnight with one or more children, understanding that it is unacceptable behaviour to take a child under my care to my home to stay overnight unsupervised or to sleep in the same bed as a child with whom I am working;
- Hire children as 'house help'. Even though providing employment for a child may be culturally acceptable and provide benefits not otherwise available to the child, it may lead to misunderstandings and is inconsistent with ANGLICAN AID's belief to ban exploitative child labour;
- provide drugs or alcohol to children at any time
- provide any gifts that are inappropriate
- use any inappropriate language or communication mediums that could be described as (but not limited to) abusive, exploitative, grooming, or culturally insensitive.
- Hold, kiss, hug, fondle or touch children in an inappropriate or culturally insensitive way. Whilst touch can be healthy and good, it is never appropriate if it is meeting the needs of the worker rather than the needs of the child;
- Smack, hit or physically assault children or young people;
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes;
- Act in a way that shows unfair and differential treatment of children. (ANGLICAN AID personnel need to be aware that they may work with children, who because of circumstances and abuses they have experienced may use a relationship to obtain special attention. The adult is always considered responsible even if a child behaves seductively. Adults should avoid being placed in a compromising or vulnerable position);
- Develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive;
- Behave provocatively or inappropriately with a child;
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive;
- Use photographs or videos of a child for publication in any form (including social networking sites such as Facebook) without the consent of the child's parents or guardians;
- Seek to make contact and spend time with any child or young person outside the program times.
- Use my own or ANGLICAN AID's computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Use any disciplinary measures towards children that are violent or intended to humiliate the child.

I acknowledge receipt of the ANGLICAN AID Child Protection Policy and understand that I am required to adhere to it as an employee/volunteer/representative of Anglican Aid. I understand that breaches of this code may result in reports being made to the Children's Guardian and in cases where criminal behaviour is alleged to the NSW Police.

Signature _____

ANGLICAN AID Witness _____

Date _____