



Partner Housing Australasia (Building) Incorporated
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Web: www.partnerhousing.org
Pro-bono professional services and funding for South Pacific
village infrastructure, housing, water, sanitation and training.



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Partner Housing is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability and integrity.

Child Protection Policies and Procedures



Declaration – These policies and procedures have been approved by the Partner Housing Australasia (Building) Incorporated General Meeting of 3 April 2023. They set out the means of complying with the “Constitution & Code of Conduct”, and the requirements of the Australian Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID).

Signed

Rod Johnston, President, Partner Housing Australasia (Building) Incorporated

Adoption of Document Revisions

Reference	Revision	Date of Adoption	Principal Amendments
P23040319	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements

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Vision

Partner Housing Australasia is an entirely voluntary organisation, which aims to transform the lives of people living in Asia-Pacific villages by improving the cyclone, earthquake and tsunami resistance of their houses, clinics, schools, and community buildings; and by providing clean water supplies and hygienic sanitation.

Commitment

Consistent with the vision, Partner Housing Australasia and its Partner Organisations are committed to designing policies, procedures and programs that do not in any way harm, or contribute to harm to children, either directly or indirectly. Partner Housing Australasia has a zero-tolerance approach to child exploitation or abuse.

Code of Conduct

Partner Housing Australasia is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory, we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability, and integrity. The following policies and procedures have been developed to reflect the vision, and to simultaneously ensure consistency with the ACFID Code of Conduct.

Scope

These Policies and Procedures apply to Partner Housing Australasia, its Partner Organisations, Representatives, and any guests who might accompany these people to the locations where the programs are implemented. The “Policy” expands the organisation’s vision, mission, and values; together with satisfying the DFAT and ACFID requirements, and the “Procedures” set out the means of implementing policy. An associated “Training” document provides additional material and background, and “Compliance and Audit Record” documents provide the relevant records of compliance and verification.

Definitions

A comprehensive set of definitions is set out in “Constitution & Code of Conduct”. Definitions specific to this policy are set out below.

Partner Organisations are those bodies working with Partner Housing Australasia to implement the programs. For purposes of this document, they include (but are not limited to) Vision for Homes [PNG] and South Ranongga Community Association [SRCA]).

Risk Analysis is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequence. For purposes of this policy, Risk Analysis and associated terms (including those listed herein) are as defined in ISO 31000 and AS/NZS 4360 “Risk management”.

Child-friendly processes are practices that are non-confrontational, and allow children to feel that their complaint is genuinely recognised and understood.

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 or young person is defined as 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, neglect, bullying, child labour and domestic violence. Both boys and girls can be the victims of abuse, and abuse can be inflicted on a child by both men and women, as well as by young people themselves. Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs, and political persuasion. In some cases, professionals and other adults working with children in a position of trust also abuse children.

Child exploitation is one or more of the following:

- 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 minor for profit, labour, sexual gratification or some other personal or financial advantage.

Physical Abuse occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving, or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

Emotional abuse 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 is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child’s health and development are placed at risk.

Ill-treatment occurs when disciplining or correcting 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.

Harm is 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.

Sexual abuse occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification, regardless of the age of majority or age of consent locally. These can be contact or non-contact acts, including threats and exposure to pornography.

Child-Sex Tourism is '...the commercial sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone aged under 18 years of age.' (ECPAT International, 2006)

Bullying is the inappropriate use of power by an individual or group, with an intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal). Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury. Verbal bullying includes insults, taunts, threats, and ridicules. Psychological bullying includes physical intimidation and ostracism.

Exposure to Domestic Violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation, and victimisation of one person by another by physical, sexual or emotional means within intimate relationships. (Adapted from the Australian Medical Association definition)

Particularly vulnerable children include children within or outside the family environment, in institutions, at work, on the streets, in war zones and 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.

Child exploitation material is material irrespective of its form which is classified as child abuse material or child pornography material.

Child abuse material is material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse.

Child pornography material is 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.

Grooming is 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).

Online grooming is the act of sending an electronic message to a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child.

Monitoring is the systematic observation over a nominated period of time of the performance of programs, and reporting against predetermined criteria.

Evaluation is the determination of whether the reported performance of programs meets the expectations for the program, as defined by predetermined criteria.

Representatives is the term used to describe collectively the Board Directors, Managers, Volunteers, Staff (if so engaged), Contractors and Consultants who administer the programs and projects.

Volunteer means a person who carries out executive, management, administrative, operations, design, project management and/or similar functions (whether executed in Australia or overseas) on a probono basis, under the direction of the Chief Executive Officer (on behalf of the Board). A Volunteer may also be a Member or a Director. Partner Housing Australasia is an entirely voluntary organisation. Volunteer does not include “Contractors” or “Consultants”, who provide goods or services on a probono or commercial basis, or people who provide minor assistance on a casual and infrequent basis.

Policy

A3.1 Child Protection

A3.2 Minimum standards for child safeguarding

A 3.3 Controls and processes for implementing partner

Partner Housing Australasia and its Partner Organisations applies its Policy Principles to ensure that our policies (set out below), our procedures and our practices enhance the lives and safety of children, and do not expose them in any way to exploitation, abuse, harassment, or any other detriment.

Principle 1: Zero tolerance of child exploitation and abuse

Partner Housing Australasia and its Partner Organisations have a zero-tolerance approach to child exploitation and abuse.

Partner Housing Australasia and its Partner Organisations shall ensure that its activities do not in any way harm, or contribute to harm to children, either directly or indirectly.

Partner Housing Australasia and its Partner Organisations will not knowingly engage—directly or indirectly—anyone who poses a risk to children, and must not participate in, or condone, child abuse or exploitation.

Partner Housing Australasia and its Partner Organisations work to minimise the risks of child exploitation and abuse associated with its functions and programs, and trains its staff and partners on their obligations under this policy.

Failure to adhere to the Child Protection Policy, including the “Declaration of Compliance with Child Protection Code of Conduct” and “Declaration Regarding Use of Children’s Images” shall result in the termination of any work agreement, MOU, or appointment.

Principle 2: Assess and manage child protection risk and impact

Partner Housing Australasia and its Partner Organisations will eliminate child exploitation and abuse, through careful management and risk assessment to identify, mitigate, manage, or reduce the risks to children that may arise from their functions and programs.

Partner Housing Australasia shall assess the Child Protection Policies and Practices of its Partner Organisations prior to the commencement of any partnership.

Principle 3: Sharing responsibility for child protection

To effectively manage risks to children, Partner Housing Australasia requires the commitment, support and cooperation of the Partner Organisations and individuals who help to deliver programs administered by Partner Housing Australasia.

Principle 4: Procedural fairness

Partner Housing Australasia shall apply procedural fairness when making decisions that affect a person's rights or interests.

Partners Organisations shall adhere to this principle when responding to concerns or allegations of child exploitation and abuse.

Partner Housing Australasia shall ensure its complaints handling processes are child-friendly.

Principle 5: Recognition of the best interests of the child

Australia is a signatory to the United Nations Convention on the Rights of the Child. Partner Housing Australasia is committed to upholding the rights of the child and Australia's obligations under this convention. In all actions concerning children, the best interests of the child shall be a primary consideration.

Partner Housing Australasia and its Partner Organisations shall incorporate the voices of children in shaping the development of any programs that affect them.

Child Protection Code of Conduct

All Representatives must conduct themselves in a manner that promotes children's rights and protects children from abuse and exploitation.

Children are at risk from abuse and exploitation from a variety of sources. It is the responsibility of all Representatives to minimise this risk by setting a positive example, identifying, and managing potential risks and responding to allegations of abuse and exploitation. The Child Protection Code of Conduct¹ describes the basic expectations of Representatives regarding their contact and dealings with children.

All representatives must sign and adhere to the Code of Conduct.

A breach of the Code of Conduct or of PHA's child protection policy are grounds for disciplinary action, may lead to dismissal from employment or service, and may result in legal proceedings. A breach of any of the Principles in this policy is regarded as gross misconduct and will result in dismissal or termination of service.

Responsible Personnel

The person with overall responsibility for implementing this policy is the Chief Executive Officer (CEO, with delegated responsibility to the HR Manager and Regional Managers and to the Code of Conduct & Training Manager. All managers have a responsibility to ensure that the policy is observed by all personnel.

¹ Refer to Appendix 1

Procedures

Review of Policies and Procedures

These Policies and Procedures shall be reviewed, amended (if required) and adopted at each Annual General Meeting, as part of the scheduled general policy review. Partner Housing Australasia and its Partner Organisations shall review their Child Protection Policy and the associated Procedures annually, including –

- i. Development program planning and implementation;
- ii. Use of images and personal information for fundraising and promotion purposes;
- iii. Personnel recruitment including Volunteers, Staff (where applicable), Contractors and Consultants;
- iv. All applicable legal obligations including mandatory police checks where available and appropriate for all personnel who have regular contact with children;
- v. Behaviour protocols or codes;
- vi. Education and training of personnel and communication of the policy to all stakeholders; and
- vii. Reporting procedures.

Overview

Partner Housing Australasia and its Partner Organisations, the Board Directors, Staff, Contractors, Volunteers and Visitors, must meet the requirements of this Child Protection Policy, and the requirements of the [DFAT Child Protection Policy](#), the [ACFID Code of Conduct](#) and its [Quality Assurance Framework](#) for policies, incident reporting and complaints handling procedures. Partner Housing Australasia shall ensure that its Representatives provide the following specific protections for children–

- i. 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;
- ii. Do not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- iii. Do not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws;
- iv. Ensure that another adult is present when working in the proximity of children;
- v. Do not invite children into the home;
- vi. Do not sleep anywhere near children;
- vii. 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.
- viii. Do not have any physical contact, or carry out any punishment or discipline of children;
- ix. Do not hire children for domestic or other labour;
- x. Do not supply or provide drugs or alcohol to children;
- xi. Do not make gifts to children;
- xii. Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;
- xiii. Immediately report suspected or allegations of child abuse, in accordance with the Reporting Procedure below.

Child Protection Risk Contextual Analysis

The CEO is responsible for the Child Protection Risk Contextual analysis.

The Child Protection Risk Context Analysis must be undertaken annually using the Child Protection Context Risk Analysis process (set out in P23040319b-1 Child Protection Compliance & Audit).

Child Protection Risk Context analysis is the first step of Risk Identification, Risk Analysis and Risk Evaluation and Risk Treatment (Risk Mitigation). Child Protection Risk Contextual analysis has been undertaken on all current Programs and Projects, and will be undertaken prior to the commencement of any future project.

For the current projects and programs the resulting conclusions have been that “Assessment of child protection risk required. Apply the appropriate minimum child protection standards to manage the risk.”

Child Protection Monitoring and Evaluation

Partner Housing Australasia shall execute a formal monitoring and evaluation process for child protection during the implementation of the design, construction, and training programs.

Partner Housing Australasia may engage a consulting firm with suitably qualified and experienced consultants to assist in this requirement.²

The Monitoring and Evaluation must be undertaken before the commencement and at the end of each project, using the “Monitoring and Evaluation” process (set out in P23040319b-1 Child Protection Compliance & Audit).

Child Protection Risk Analysis

Partner Housing Australasia shall undertake formal Risk Assessments of both the programs, and the projects that comprise those programs (and their impact on children), prior to commencing a new project and then reviewed regularly.

The CEO shall implement the following:

- Ensure that the Partner Organisation Manager visits each current and proposed work site, conducts discussions with the village residents, and determines the factors that are likely to affect the risk to children resulting from the proposed project. This determination shall be emailed to the Partner Housing Australasia CEO and to the Regional Manager.
- Carry out thorough desk research into the potential risk to children resulting from the proposed and current projects.
- Based on the determination and desk research and the input from the Partner Organisations, prepare a Risk Analysis, considering both the direct and indirect actions of Partner Housing Australasia and the implementing Partner Organisation.
- Assess and prioritize the risk to children associated with each program and its component projects, and determine the appropriate mitigation actions (risk treatment).
- Record the Risk Analyses and the mitigation actions in the Strategic Plans appropriate to each program.
- Summarize the Risk Analyses and the mitigation actions in a Risk Register.
- Implement the proposed mitigation actions (risk treatment).

² Quasar Management Services Pty Limited (a wholly owned subsidiary of Partner Housing Australasia) is a suitable consulting firm, with services provided by professionally qualified engineers and management consultants with extensive experience in humanitarian engineering, international and community development.

- During regular reviews, consider the effectiveness of the mitigation actions (risk treatment) and report to the Board.

Recruitment

Partner Housing Australasia has strict guidelines relating to the child-safe recruitment and screening of Representatives who may be in contact with children.

By promoting child-safe recruitment and screening procedures Partner Housing Australasia mitigates the risk of employing or engaging a person who exploits or abuses children and attract the best people to work with children.

Volunteers who visit sites in program countries for the purposes of supervising, mentoring, training, auditing or assessing projects shall be subject to additional training, controls, police checks and working-with-children checks prior to any in-country visits.

a) Job Descriptions

Partner Housing Australasia has clear job descriptions for all jobs that include a child-safe message and expectations under the organisation's child protection policy and code of conduct. The selection criteria, within the job description, outline the relevant experience needed if the job involves working with children. In such cases, 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.

b) Child Safe Message

Partner Housing Australasia has developed an appropriate application form for all jobs that includes a child-safe message, Child Protection Policy and Code of Conduct when sending out application invitations to candidates. The application invitation includes a child-safe interview questions and informs the applicants that:

c) Interview Process

The interviewing process for a role within Partner Housing Australasia will:

- Include child-safe interview questions for all jobs working with children
- Always try to have more than one person conduct interviews.
- Discuss any concerns raised during the interview with others on the panel and follow up with referees.
- Ask questions that provide you with an insight into a person's attitudes towards children, their values, and motivations (behaviour-based questions).
- Ask scenario-based questions to look at past behaviours and responses to certain situations (see below for more details).

d) References

All Volunteers and Staff must also provide at least two references or referees to be checked by the organisation. Referees must be contacted directly and their identity and relationship with the candidate clarified.

e) National Police Check and Working-With-Children Check

Representatives serving overseas shall obtain a current (no more than 5 years old) National Police Check by accessing the Australian Federal Police website and completing the appropriate documentation. <https://afpnationalpolicechecks.converga.com.au/> , Code 35.

Representatives who have contact with children shall obtain a current (no more than 5 years old) NSW Working-With-Children Clearance by accessing the NSW Government website and completing the appropriate documentation.

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

The cost associated with these checks will be refunded by Partner Housing Australasia.

The National Police Check certificate and NSW Working with Children Clearance shall be forwarded to the HR Manager.

f) Ongoing monitoring

All Representatives are to be informed of PHA Protection Policy and procedures during the induction process. They must sign an acknowledgement that they have read the document and will comply with its requirements. Continual monitoring of the preferred candidate(s) should continue throughout the orientation and probationary period.

g) Zero tolerance and provision for termination

Partner Housing Australasia exercises zero tolerance in respect of proven breaches of the Child Protection Policy. Offending volunteers, contractors or other personnel shall not be used by the organisation.

In order to be able to implement the above commitment, briefs to Volunteers, Contractors or other personnel shall include a provision to personnel who breach the child protection code of conduct. The following wording shall be inserted:

Failure to adhere to the Child Protection Policy, and in particular, the “Declaration of Compliance with Child Protection Code of Conduct” and “Declaration Regarding Use of Children’s Images” shall result in a termination of any work agreement, MOU or appointment previously enacted.

Child Protection Practices

- All Representatives shall be trained on the Child Protection Policy. As evidence the Representative understand and agree to abide with this policy, they shall be required to sign a copy of the “Declaration of Compliance with Child Protection Code of Conduct” and, if required, “Declaration Regarding Use of Children’s Images”. These signed declarations shall be kept in the permanent records of the organisation.
- Undertake Child Protection Policy Risk Analysis on any Partner Organisations to ensure that they are reputable, and have key development goals and Child Protection Policies in alignment with the Partner Housing policies and DFAT’s *Child Protection Policy*.
- When establishing working arrangements, Contracts and/or Memoranda of Understanding with other NGOs, obtain a copy of their Child Protection Policy and prior to entering into any agreement to ensure the downstream organisation or individual subcontractor complies with the relevant minimum child protection standards.
- Accounts shall be audited by Australian Auditors and records shall be available for review. All donations shall be listed in financial statements provided at Annual General Meetings, including bank account name. Ensure that finances are not being directed towards individuals or organisations known to be involved in child exploitation.
- Be cognisant during review of on-site evidence (whether in person or through emails, photographs etc) to be aware of the existence of child exploitation, and report any suspicious behaviour as appropriate.

Reporting

Volunteers shall be cognisant of on-site evidence (whether in person or through emails, photographs etc) to be aware of the existence of child abuse, and report any suspicious behaviour as appropriate.

- If an instance of child abuse is suspected or detected, the Senior Volunteer shall immediately inform with the Regional Manager and CEO, who shall notify DFAT, the Australian Federal Police and the local police as appropriate and, if appropriate, implement procedures to terminate the MOU.

- The relevant details and Board resolutions regarding the matter shall be recorded in the Board Minutes.

Marketing and Communications

PHA has developed a set of Guidelines on Ethical Photography (refer to P23040341-1 Communications Policies & Procedures) to ensure that all images, videos, and printed messages in communications portray people in a manner that respects their rights, safety, dignity, values, history, religion, language, and culture.

PHA shall not include images featuring children in any public documents or on the website.

If for some for essential project-related purposes (such as incident reporting etc, approved by the Board) photographs are necessary, Partner Housing Australasia's Representatives shall –

- i. Assess and comply with local traditions or restrictions for reproducing personal images;
- ii. Before photographing or filming, obtain informed consent from the child and a parent or guardian of the child and explain how the photograph or film will be used;
- iii. Ensure photographs, films, videos, or DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- iv. Ensure images are honest representations of the context and the facts;
- v. Ensure file labels do not reveal identifying information about a child when sending images electronically.

Compliance and Auditing

The Responsible Personnel shall implement the following:

- Initiate the required monitoring, evaluation and learning functions associated with this “Policies and Procedures” document.
- Initiate both internal and external auditing, consistent with ISO 9001 principles of the policies and procedures herein.
- A report on DFAT and Internet searches of Child Protection in the context of Partner Organisations and any known noncompliance shall be presented to the February Board Meeting.
- Ensure that the compliance with the policies and procedures herein, and the associated internal and external audits, are recorded in the associated “Compliance and Audit Records” documents.

Training

The Responsible Personnel shall implement the following:

- Distribute a reference and link to this “Policies and Procedures” document to all Directors, Regional Managers and Partner Organisation Managers, and other personnel working on behalf of the organisation. (Partner Housing Australasia is a voluntary organisation and does not employ staff).
- Distribute a reference and link to the associated “Training” package. Request that all Directors, Regional Managers and Partner Organisation Managers use this to increase their awareness and understanding of these policies and procedures.
- Include a reference and link to this “Policies and Procedures” document in all Memoranda of Understanding with Partner Organisations.
- Table this “Policies and Procedures” document at the Annual General Meeting, for discussion and adoption.
- Review the training effectiveness at the February Board Meeting.

Reference Documents

[Child Protection Policy \[DOCX 460 KB\]](#) | [\[PDF 1 MB\]](#)

[Child Incident Notification Form \[DOCX 57 KB\]](#) | [\[PDF 62 KB\]](#)

[Establishing Child Protection Risk Context \[DOCX 379 KB\]](#) | [\[PDF 783 KB\]](#)

[Child Protection in Emergencies \[DOCX 408 KB\]](#) / [\[PDF 299 KB\]](#)

[Criminal Record Checks \(DFAT Partner Organisations\) \[DOCX 455 KB\]](#) | [\[PDF 365 KB\]](#)

[Education Programs \[DOCX 423 KB\]](#) | [\[PDF 301 KB\]](#)

[Infrastructure Activities \[DOCX 429 KB\]](#) | [\[PDF 320 KB\]](#)

[Monitoring and Evaluation \[DOCX 429 KB\]](#) | [\[PDF 297 KB\]](#)

[Recruitment and Screening \[DOCX 410 KB\]](#) | [\[PDF 313 KB\]](#)

[Reporting and notifications \[DOCX 432 KB\]](#) | [\[PDF 319 KB\]](#)

[Social Media and Use of Images \[DOCX 422 KB\]](#) | [\[PDF 296 KB\]](#)

Declaration of Compliance with Child Protection Code of Conduct

This form shall be used by Volunteers to commit to the Child Protection Code of Conduct.

I,

engaged by Partner Housing Australasia, agree that while implementing aid activities, I will:

- i. 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;
- ii. Do not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- iii. Do not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Commonwealth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws;
- iv. Ensure that another adult is present when working in the proximity of children;
- v. Do not invite children into the home;
- vi. Do not sleep anywhere near children;
- vii. Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes');
- viii. Do not have any physical contact, or carry out any punishment or discipline of children;
- ix. Do not hire children for domestic or other labour;
- x. Do not supply or provide drugs or alcohol to children;
- xi. Do not make gifts to children;
- xii. Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;
- xiii. Immediately report suspected or allegations of child abuse, in accordance with Procedures.

I will not include images featuring children in any public documents or on the website. If for some legitimate reason, approved by the Board, photographs are necessary, I will –


- i. Before photographing or filming, assess and comply with local traditions or restrictions for reproducing personal images;
- ii. Before photographing or filming, obtain informed consent from the child and a parent or guardian of the child and explain how the photograph or film will be used;
- iii. Ensure 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 and not in poses that could be seen as sexually suggestive;
- iv. Ensure images are honest representations of the context and the facts;
- v. Ensure file labels do not reveal identifying information about a child when sending images electronically.

Signed:

Date:

Standard Form for the Reporting of Child Abuse to DFAT

This form shall be used to inform DFAT of any child abuse or suspected child abuse. Before using the form, expand the four pages to permit legible entries.

 Australian Government Department of Foreign Affairs and Trade	
Child Incident Notification (CIN)	
Case Number (To be allocated by EES: Year\CIN No.)	
Where this document is not completed by EES, it is to be provided to the Employee Conduct and Ethics Section at childwelfare@dfat.gov.au as soon as possible.	
EES will assess the notification and direct it to the proper area of inquiry and investigation within the Department. The person reporting and/or sender of the document may be contacted if further information is required.	
1. If this report was received initially by CPC or Consular Operations, please complete the following. (All others go to Section 2)	
Circle: CPC or Consops	Date received and case number:
Name:	Cable No. (if applicable):
Position:	Email date: (Print and attach)
2. Name(s) of person reporting and contact details	
Name:	Telephone:
Position:	Email:
3. Reporting Post or Agency	
Post or Agency:	Country:
4. Type of Allegation	
Please circle most appropriate description of alleged incident: Sexual Abuse/Sexual Misconduct Physical Abuse Psychological Abuse Neglect Other	Further details if known (Date/location/when report was received): Other relevant details: (For example implements used, vulnerability, or disability factors):
5. Details of Person(s) against whom the allegation has been made	
Family Name:	
Given Name:	
Sex:	
Date of birth:	
Nationality:	
Contact details:	
Employer/Program:	
(Please circle most appropriate descriptor. You can circle more than one)	DFAT Employee including LES Australian Citizen or Permanent Resident NGO Employee Contractor including sub-contractor Volunteer
Position: (If applicable)	
6. Details of Victim(s)	
Family Name:	
Given Name:	
Sex:	
Date of birth:	
Nationality:	
Contact details:	
Age of child at time of alleged incident:	
Have any injuries been observed or reported? (If more space is needed, please utilise Section 8)	

CEU use only		
Case Number (Year\CIN No.)		
Recorded on CINEES database:	Date:	
Received via (Post/Agency/original source)		
Responsible Section (Circle):	Employee Conduct & Ethics Child Protection Compliance Section Consular Operations	Responsible Section Case No.
Referral to responsible section	Date:	
EES advised of case outcome/closure	Date:	
EES database updated and cross referenced with Section case No.		

7. Further Details	
Is the victim still in danger of abuse or neglect?	
Are local police or other local authority aware of the incident/allegation?	
What other authorities have been informed?	
Has the AFP at post (where relevant) been advised or consulted? If so, what is their response or proposed action?	
8. Any other pertinent information for initial assessment	