



Policy Number	SAID 13.02.02
Policy Name	Child Protection & Safeguarding
Chapter	Management Systems
Release No.	8 (this replaces all previous releases of this policy)
Release Date	September 2017
Date For Next Review	January 2019

Policy

The Salvation Army International Development Department (SAID) will act in the best interests of children and will take all reasonable steps to ensure their protection from harm. The SAID Office is committed to complying with all Australian laws, local child protection laws and ratified International laws.

This policy reflects the Australian Government's Department of Foreign Affairs and Trade (DFAT) Child Protection Policy (January 2013), DFAT's Establishing Child Protection Risk Context Guidance Note (June 2016), and The Salvation Army Australia Eastern Child Protection Policy Minute CPP 1011. This policy needs to be read in conjunction with SAID's Media Policy 13.02.12, Complaints Handling Policy (13.02.03) and the Safe Salvos Manual (2016).

Scope

This policy, and associated procedures, applies to all employees, Salvation Army (TSA) Officers, volunteers, organisations and persons engaged or involved, either directly or indirectly, in SAID programs, including partners.

Rationale

The Salvation Army International Development (SAID) Department is committed to providing a safe and secure environment for all people in its care and particularly for children.

SAID believe that all children have the right to survival, development, protection and participation.¹

¹ *United Nations Convention on the Rights of the Child* (1989)



SAID believe that the protection of children is a moral, legal and spiritual responsibility.

SAID believes that everyone has a responsibility to support the care and protection of children, maintain vigilance and minimise preventable risk.

SAID will ensure that appropriate standards of conduct are maintained in all programs funded by SAID in relation to its responsibility and care for children and young people at all times and will take corrective action where necessary.

This Child Protection Policy aims to reduce the risk of child abuse occurring and to ensure that concerns are handled professionally; with confidentiality, impartiality, fairness, timeliness and accuracy, ensuring principles of natural justice are applied and all decisions made representing the best interests of the child.

Procedure

SAID will strictly comply with procedures in the following key areas:

1. Recruitment and employment
2. Training
3. Working with partners, contractor and consultants
4. Responding to child abuse, including allegations or suspicions
5. Risk Assessment
6. Code of Conduct

Definitions

Adult: For the purposes of this policy the term ‘adult’ refers to any person aged 18 years and over.

AUE Territorial Child Protection Coordinator: This person is responsible to the Territorial Secretary for Personnel for advice and consultation on matters of child safety and protection.

Safe Salvos: Is the name of The Salvation Army Australia Eastern Territory’s (AUEs) procedures for working with children. It is also the department responsible for providing support and training on child protection issues to Corps and Social Programs within The Salvation Army. The requirements of the Safe Salvos Manual (2016) form part of this policy.

Child/Children: For the purposes of this policy the term ‘child/ren’ is defined in line with The United Nations Convention on the Rights of the Child (UNCRC) definition of a child, which is any person under the age of 18, regardless of whether a nation’s laws recognise adulthood earlier.

Child exploitation or abuse: This term describes any act by a person (whether an adult or another child) which endangers a child’s physical or emotional health or development. It includes non-accidental physical injury, neglect, psychological harm or exploitation of children.



The following are forms of child abuse:

Physical harm: a child has suffered or is at an unacceptable risk of suffering physical trauma or injury of a non-accidental nature due to the actions of another person. This may take the form of slapping, punching, shaking, kicking, burning or grabbing. The administration of illegal or inappropriate drugs and medications may also represent a form of physical abuse. Indicators of physical abuse may include bruises, burns or cuts, where the child offers unlikely explanations or where they fear returning home to their parents. Some evidence of physical harm may also be hidden from view. In such a case, indicators of physical harm may include limping or wincing when undertaking usual activities and physiological indicators would alert people to investigate.

Neglect: the child's basic needs are unmet with the possibility that the child's health and development are affected. This includes physical neglect (e.g.: lack of food and clothing), educational neglect (e.g.: lack of appropriate educational opportunities) and environmental neglect (e.g.: lack of environmental safety). This may take the form of frequent hunger, poor personal hygiene, untreated medical problems or inappropriate clothing. Indicators of neglect may include frequent non-attendance at school, low self-esteem, hoarding of food or poor social relationships.

Psychological harm: the child's social, emotional or intellectual development is impaired or seriously threatened as a direct result of persistent behaviour or attitude toward the child. This may include excessive yelling directed towards the child, statements directed toward the child that they are unwanted, consistent blaming of the child for events or circumstances. Indicators of psychological harm may include poor social relations, low self-esteem, or frequent negative self-talk.

Domestic violence: any abusive behaviour by a person in a relationship to gain and maintain control over their intimate partner or dependants. It can be physical assault, sexual assault or psychological abuse. Living with domestic violence can cause physical and emotional harm to children and young people. Indicators that a child is affected by domestic violence in the home may include clinging to people with whom they feel safe, the child mentioning their home situation, or excessive periods of anxiety.

Child sexual exploitation or abuse: Child sexual abuse is any act or behaviour which exposes a child or young person to, or involves a child or young person in, sexual processes beyond his or her understanding, consent or contrary to accepted community standards. Indicators of child sexual exploitation or abuse may include injuries to the genitals or rectal area (bleeding or bruising), signs of sexually transmitted diseases, regressive behaviour (bed wetting or speech loss), or an over attention by the child to adults of a particular sex. Indicators of child sexual exploitation or abuse may also be more subtle and include such behaviours as a change in interests at school, reduced concentration levels, or the sudden development of acting out behaviour. Where a subtle indicator is identified, the staff member should be more alert to confirming the existence of a suspicion through more distinct indicators.

Sexual grooming behaviours: Actions deliberately undertaken with the aim of gaining trust and friendship of a child or other person in order to prepare them for sexual activity or other exploitation. The behaviours of a perpetrator may include: inappropriate conversations of a sexual nature, comments that express a desire to act in a sexual manner; unwarranted and inappropriate touching; sexual exhibitionism; personal correspondence (including electronic communication such



as emails or text messages) with a child or young person in relation to the adult's sexual feelings for them; exposure of children to sexual behaviours of others, including the display of pornography.

Confidentiality: The victim of the exploitation or abuse is entitled to strict confidentiality. The accused person is also entitled to confidentiality to protect his/her reputation while the assessment and investigative processes are undertaken.

Contextual Harm: This relates to that which would be considered neglect under child exploitation or abuse, however is contextually accepted within the scope of the project/program or the culture and/or country in which it operates. An example of contextual harm includes, but is not limited to, a child in India who is malnourished and is attending a Living Skills project funded through SAID.

Economic exploitation: the use of a child in work or other activities for the benefit of others. This includes, but is not limited to, child labour. It implies the idea of a certain gain or profit through the production, distribution and consumption of goods and services. This material gain or profit benefits a certain economic unit, be it the State, the community or the family.

Employee: This includes all staff employed by TSA, including contractors and consultants hired by TSA Australian Territory (AUN). The term 'Employee' includes TSA Officers, but does not include volunteers.

Laws – Australian and ratified International:

Federal:

Privacy Act 1988 (Cth),
Crimes Act 1900 (Cth) (and all supporting Acts and Regulations),

Australian Capital Territory:

Children and Young People Act 2008
Working with Vulnerable People (Background Checking) Regulation 2011

New South Wales:

Children and Young Peoples (Care & Protection) Act 1998 (NSW)
Children and Young Peoples (Care & Protection) Regulation 2000 (NSW)
Child Protection (Working with Children) Act 2012 (NSW)
Child Protection (Working with Children) Regulation 2013 (NSW)
Ombudsman Child Protection Legislation Amendment Act 2003 (NSW)

Queensland:

Child Protection Act 1999 (Qld)
Family and Child Commission Act 2014 (Qld)
Public Guardian Act 2014 (Qld)

International:

United Nations Convention on the Rights of the Child (1989)

Mandatory reporters: are persons required by law to inform child protection authorities that they have reasonable grounds to suspect that a child is at risk of harm. This policy regards all employees, volunteers, TSA Officers, partners, contractors and consultants to be mandatory reporters of child



exploitation or abuse, or when there is suspicion that a child is at risk of significant harm, particularly in relation to Salvation Army Child Centres, Schools and Programs in Salvation Army Territories that receive funding from SAID.

Statutory authorities: This term refers to the various appropriate state or territory police or child protection departments. This can also refer to and relevant statutory bodies in the country of the incident.

Youth: Means a Child aged between 12 and 18 years.

1. Recruitment and Employment

Employees & TSA Officers of SAID

All employees working in the SAID Office are required to undergo a Police Criminal Record Check in line with DFAT's Child Protection Policy (CPP²) when they are recruited as well as a Working with Children Check and verbal referee check. Failure to do this or to pass either check will result in non-employments, or, in circumstances of current employment, termination of employment. It is also a requirement that all employees read this policy to understand their responsibilities and to sign the code of conduct as part of their induction. Failure to do this will result in termination of employment.

During the interview behavioural based questions will be asked of candidates when their role involves contact with children or collation of information on children in overseas Territories. The SafeSalvos *External Providers Checklist* will also be completed for all contractors and consultants. All contractors and consultants working for SAID, where their activities may include contact with children, will also be required to;

- Undergo relevant checks;
- Read this policy to understand their responsibilities;
- Sign the code of conduct;

Volunteers

All volunteers working in the SAID Office are required to undergo a Working with Children Check. They are also required to read this policy to understand their responsibilities and to sign the code of conduct as part of their induction. Failure to complete or pass any of these requirements will mean dismissal. Any Volunteer found to be in breach of the Code of Conduct or this Policy during their time as a volunteer will be dismissed.

² When criminal record checks are required under these child protection compliance standards, checks must be conducted for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship. Individuals need to provide their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate should be used, including being sighted by DFAT. DFAT recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. A statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted in lieu.



Non-compliance of SAID staff

Any employee or volunteer found to be in breach of the Code of Conduct or this Policy will face disciplinary action which may result in dismissal and/or their contract being cancelled. During the time that the breach is being investigated the staff member can be suspended from duty or transferred to other duties.

2. Training

All reasonable efforts will be made to ensure all employees and volunteers undergo Safe Salvos training within 3 months of recruitment, or earlier if staff are required to travel overseas. This will be arranged through the Territorial Child Protection Coordinator (TCPC).

Refresher training in SAID Safe Salvos policies and procedures will be conducted for all employees and volunteers every three (3) years as a minimum.

3. Working with Partners

SAID is committed to working with Implementing Territories to strengthen and facilitate an active Child Protection & Safeguarding policy that meets DFAT compliance standards. This could include funding child protection training or policy development in overseas Territories.

SAID staff will take all reasonable steps to work with all implementing partners to ensure child protection policies and procedures are being followed. This will involve discussion with partners during monitoring visits around child protection and the practical application of their policy. It will also involve ensuring all program staff are aware of the policy and understand their responsibilities.

3.1 Non-compliance of Partners

Any Partner found to be in breach of the Code of Conduct or Policy will face disciplinary action which may result in funding, agreements or partnership, in whole or in part, being ceased. During the time that a breach is being investigated the staff member suspected, where applicable, is to be suspended from duty by the Partner or transferred to other duties.

3.2 Review of Project Proposals

3.2.1 As part of the Project Appraisal process for all new project proposals, the SAID Project Coordinator will collaborate with the Partner to complete the Partner Child Safeguarding Risk Assessment Form (Appendix A).

3.2.2 A project proposal will not be approved by the SAID Executive Board unless the Partner Child Safeguarding Risk Assessment Form (Appendix A) has been completed and any Actions identified in the Follow-Up Plan have been addressed or begun to the satisfaction of the SAID Executive Board.



3.2.3 The outcome of the Partner Child Safeguarding Risk Assessment Form (Appendix A) will be confirmed by the SAID Project Coordinator during all project monitoring and evaluation trips.

3.2.4 Where there have been significant changes to an existing project the Partner Child Safeguarding Risk Assessment Form (Appendix A) is to be completed again prior to the changes proposed for the project being approved.

4. Responding to Allegations/Suspicious of Child Exploitation, Abuse or Policy Non-Compliance

4.1 Scope

- 4.1.1 This procedure will be followed where there is a suspicion or allegation of child exploitation, abuse or policy non-compliance in relation to any TSA program or activity, including, but not limited to, those projects in another TSA Territory that receives funding from SAID.
- 4.1.2 This procedure will be followed by all Employees, volunteers and partners.
- 4.1.3 All Employees, volunteers and partners are considered mandatory reports and must report all actual or alleged/suspected child exploitation or abuse. This responsibility cannot be delegated.
- 4.1.4 The provision of information and reports is to be provided only to the designated individuals as outlined in this procedure. Confidentiality is a paramount principle for the safe and effective handling of all allegations/suspicious of child exploitation, abuse or non-compliance.
- 4.1.5 Where the alleged abuser is an AUN employee or volunteer, the matter may be referred to the Australian State or Federal Police as required by law.

4.2 Allegation / Suspicion raised by Partner

- 4.2.1 All partners, there employees and volunteers, must report all alleged or suspected child exploitation, abuse or policy non-compliance in accordance with the table below:

Level of Risk	Definition	Action
Urgent or immediate Concern	There is suspicion that the harm is being experienced currently.	Complete clauses 4.2.3 – 4.2.7.
High or imminent risk of significant harm	The allegation or suspicion relates to significant harm that may occur within a 48hr timeframe.	Complete clauses 4.2.4 – 4.2.7.
Risk of significant harm	The allegation or suspicion relates to significant harm that may occur, however not within 48hrs.	Complete clauses 4.2.5 – 4.2.7.
Risk of harm	The allegation or suspicion relates to a risk or harm that is not considered significant.	Complete clauses 4.2.6 & 4.2.7.

- 4.2.2 Clause 4.2.1 does not relate to Contextual Harm.



- 4.2.3 The Partner is to notify the Emergency Services relevant to their State/country as soon as possible. This requirement precedes all other reporting requirements.
- 4.2.4 The Partner is to notify the Territorial Leadership relevant to their territory that the allegation/suspicion relates to, within 24 hours, by phone or in writing, before proceeding to clause 4.2.5.
- 4.2.5 The Partner is to notify the SAID Projects Coordinator in Australia as soon as is reasonably practicable, by phone or in writing, before proceeding to clause 4.2.6.
- 4.2.6 The Partner is to complete the *Allegation/Suspicion of Child Abuse Report form*, as soon as is reasonably practicable, and provide this to their Divisional Commander and the SAID Project Coordinator in Australia.
 - 4.2.6.1 The Partner completing the form is not to investigate/question further any person identified in the suspicion/allegation. They are to only record what they have heard, seen, stated or been made aware of.
- 4.2.7 The Partner is to follow all other obligations required either by law in their State/Country, or by their Child Protection Policy.

4.3 Allegation / Suspicion raised by Employee or Volunteer of SAID

- 4.3.1 Clause 4.3 relates to any allegation/suspicion identified by an employee or volunteer, and any allegation/suspicion made known to an employee or volunteer through completion of clause 4.2.
- 4.3.2 Where the employee or volunteer is not the relevant SAID Project Coordinator in Australia, they are to inform said Coordinator of the allegation/suspicion as soon as is reasonably practicable and provide all relevant reports/documentation.
 - 4.3.2.1 Where it has not already been completed, the employee or volunteer is to complete the *Allegation/Suspicion of Child Abuse Report form*.
- 4.3.3 SAID Project Coordinator in Australia is to utilise the NSW Mandatory Reporting Guide. The generated summary form is to be printed and added to the information provided on the *Allegation/Suspicion of Child Abuse Report form*.
- 4.3.4 Where the program/project is funded through DFAT, the SAID Project Coordinator in Australia is to notify DFAT as soon as reasonably practicable of the allegation/suspicion by emailing childprotection@dfat.gov.au
- 4.3.5 The SAID Project Coordinator in Australia is to forward a copy of the completed *Allegation/Suspicion of Child Abuse Report form* to the SAID Director, with a copy to the SAID Executive Board and AUE Territorial Child Protection Coordinator.
 - 4.3.5.1 The SAID Director is to provide a copy of the completed form to the AUN Leadership and International Headquarters (IHQ).



- 4.3.5.2 Where the Partner is not aware of the allegation/suspicion, the SAID Director is to provide a copy of the completed form to the Territorial Leadership relevant to the territory that the allegation/suspicion relates to.
- 4.3.6 The SAID Project Coordinator in Australia is to use the course of action recommended by the NSW Mandatory Reporting Guide as a guide for whether immediate action is required.
- 4.3.6.1 Where immediate reporting is recommended, the SAID Project Coordinator in Australia is to request the suspicion/allegation be added to the Finance & Risk Sub-Committee (FRC) agenda. They are also to inform the Partner to follow clause 4.2.1.
- 4.3.6.2 Where immediate reporting is not recommended, the SAID Project Coordinator in Australia is to note the indicators/behaviours and any verbal discussions had. If future reports about the same child or young person arise, these may collectively indicate a pattern of behaviour that is reportable. They are also to confirm the Partner has undertaken any obligations required by clause 4.2.1.
- 4.3.7 A full report of the investigation undertaken and proposed resolution is to be provided by the Territorial Leadership that the allegation/suspicion relates to, within three (3) months of the allegation/suspicion being raised.
- 4.3.8 The FRC will recommend to the SAID Executive Board the effect the allegation/suspicion should have on the continuation of the Partner's contract or funding from SAID. The SAID Executive Board will make the final determination on the continuation of any contract or funding.
- 4.3.8.1 Where the allegation is of a serious nature, SAID funding may be suspended during the period of investigation. This decision may be made by the Director of SAID, after consultation with the SAID Executive Board.

5. Responding to Child Exploitation or Abuse Witnessed

5.1 Scope

- 5.1.1 This procedure will be followed where child exploitation or abuse is witnessed in relation to any TSA program or activity, including, but not limited to, those projects in another TSA Territory that receives funding from SAID.
- 5.1.2 This procedure will be followed by all Employees, volunteers and partners.
- 5.1.3 All Employees, volunteers and partners are considered mandatory reports and must report all actual or alleged/suspected child exploitation or abuse. This responsibility cannot be delegated.
- 5.1.4 The provision of information and reports is to be provided only to the designated individuals as outlined in this procedure. Confidentiality is a paramount principle for the safe and effective handling of all allegations/suspicions of child exploitation, abuse or non-compliance.



- 5.1.5 Where the abuser is an AUN employee or volunteer, the matter may be referred to the Australian State or Federal Police as required by law.

5.2 Witnessed by Partner

- 5.2.1 All partners, their employees and volunteers, must report all witnessed child exploitation, or abuse.
- 5.2.2 Clause 5.2.1 does not relate to Contextual Harm.
- 5.2.3 The Partner's staff member is to observe the situation. There is no requirement to intervene or confront the abuser unless it is safe and secure to do so. Where the staff member does intervene, they are to do so only where the best interests of the child are maintained; this includes the emotional experience for the victim.
- 5.2.4 The Partner is to notify the Emergency Services relevant to their State/country as soon as possible. This requirement precedes all other reporting requirements.
- 5.2.5 The Partner is to notify their Territorial Commander of the sexual exploitation and/or abuse witnessed, as soon as is reasonably practicable, by phone or in writing, before proceeding to clause 5.2.6.
- 5.2.6 The Partner is to notify the SAID Project Coordinator in Australia as soon as is reasonably practicable, by phone or in writing, before proceeding to clause 5.2.7.
- 5.2.7 The Partner is to complete the *Allegation/Suspicion of Child Abuse Report form*, as soon as is reasonably practicable, and provide this to the Divisional Commander and the SAID Project Coordinator in Australia.
- 5.2.7.1 The Partner completing the form is not to investigate/question further any person identified. They are to only record what they have heard, seen, stated or been made aware of.
- 5.2.8 The Partner is to follow all other obligations required either by law in their State/Country, or by their Child Protection Policy.

5.3 Witnessed by Employee or Volunteer

- 5.3.1 Clause 5.3 relates to any sexual exploitation or abuse witnessed by an employee or volunteer, and any report made known to an employee or volunteer through completion of clause 5.2.
- 5.3.2 Where the employee or volunteer is not the SAID Project Coordinator in Australia, they are to inform said Coordinator of what was witnessed as soon as is reasonably practicable and provide all relevant reports/documentation.
- 5.3.2.1 Where it has not already been completed, the employee or volunteer is to complete the *Allegation/Suspicion of Child Abuse Report form*.



- 5.3.3 The SAID Project Coordinator in Australia is to utilise the NSW Mandatory Reporting Guide. The generated summary form is to be printed and added to the information provided on the *Allegation/Suspicion of Child Abuse Report form*.
- 5.3.4 Where the program/project is funded through DFAT, the SAID Project Coordinator in Australia is to notify DFAT as soon as reasonably practicable of the sexual exploitation or abuse witnessed, by emailing childprotection@dfat.gov.au
- 5.3.5 The SAID Project Coordinator in Australia is to forward a copy of the completed Allegation/Suspicion of Child Abuse Report form to the SAID Director, with a copy to the SAID Board and AUE Territorial Child Protection Coordinator.
- 5.3.5.1 The SAID Director is to provide a copy of the completed form to the AUN Leadership and IHQ.
- 5.3.5.2 Where the Partner is not aware of the witnessed incident, the SAID Director is to provide a copy of the completed form to the Territorial Leadership relevant to the territory that incident relates to.
- 5.3.6 The SAID Project Coordinator in Australia is to use the course of action recommended by the NSW Mandatory Reporting Guide as a guide for whether immediate action is required.
- 5.3.6.1 Where immediate reporting is recommended, the SAID Project Coordinator in Australia is to request the event be added to the Finance & Risk Sub-Committee (FRC) agenda. They are also to inform the Partner to follow any requirements identified in clause 5.2.
- 5.3.6.2 Where immediate reporting is not recommended, the SAID Project Coordinator in Australia is to note the event and any verbal discussions had. If future reports about the same child or young person arise, these may collectively indicate a pattern of behaviour that is reportable. They are also to confirm the Partner has undertaken any obligations required by clause 5.2.
- 5.3.7 A full report of the investigation undertaken and proposed resolution is to be provided by the Territorial Leadership that the incident relates to, within three (3) months of the witnessed incident being raised.
- 5.3.8 The FRC will recommend to the SAID Executive Board the effect the event should have on the continuation of the Partner's contract or funding from SAID. The SAID Executive Board will make the final determination on the continuation of any contract or funding.
- 5.3.8.1 Where the allegation is of a serious nature, SAID funding may be suspended during the period of investigation. This decision may be made by the Director of SAID, after consultation with the SAID Executive Board.

5. Support for Victims & Family Members



The disclosure of child abuse is a difficult and emotional experience for victims. TSA will seek to respond to reports of abuse or disclosure in ways that affirm and support the victims and family members, and ensure that the best interests of the child is an important consideration.

1. The corps officer or centre manager will ensure that pastoral support is provided to the victim and his/her family and also to the alleged offender and his/her family.
2. If it is not appropriate for the corps officer or centre manager to provide the pastoral support, the division will arrange for others to be involved especially where both the alleged victim and offender are in the same congregation.
3. The child and family should be offered professional counselling subject to whether the alleged offending occurred outside of TSA or by a TSA worker.
4. As the assessment investigation proceeds, the Divisional Commander or his/her appointed representative will keep all parties informed in writing of steps being taken.
5. The civil standard of 'proof on the balance of probabilities' will be used by The Salvation Army in making a decision with respect of the allegation/s of abuse and action to be taken.
6. Where the alleged abuser is an employee or volunteer of TSA, the Divisional Commander will liaise with Salvos Legal, to arrive at a decision as to how to manage the alleged abuser. Orders and Regulations will be applied.
7. The Divisional Commander will consider the value of meeting with the congregation or with corps leaders (or centre manager and staff) to explain the decisions taken and to foster a healing process. A healing facilitator may be engaged through the Secretary for Personnel to facilitate this process.

Minutes or written accounts must be taken in respect of any interaction, meeting or conversation regarding the individuals. (This is similar to the case records kept in social work and health agencies). The alleged abuser should be informed about this process and given assurances that the records will be kept in a safe and secure place.

6. Support for TSA Employees and volunteers Against Whom an Allegation is Made

While maintaining an impartial stance, The Salvation Army acknowledges the considerable distress that can be experienced by persons facing allegations of child abuse and neglect. The following information is included to assist those in such situations.

The TSA worker will be:

1. Made aware of the allegations made against him/her and be advised that a response is not required at this stage.
2. Entitled to have a support person present during any interviews with The Salvation Army appointed persons. Fellow TSA Workers are excluded from this support role.
3. Informed of the ongoing investigatory procedures, and of his/her right to contact their state child protection authority and the police, if applicable.
4. Encouraged to contact support services such as the Employee Assistance Program (EAP), if applicable.
5. Advised about his/her employment/working status during the period of investigation.



6. Informed of the outcome of the investigation itself.
7. Informed of the substance of the final report sent to the NSW Ombudsman (if applicable).
8. Made aware of his/her right to include a dissenting statement in the final report to the NSW Ombudsman (if applicable).
9. Following an allegation made about a TSA Worker, it may be advantageous for other workplace colleagues, who have felt implicated in the allegation, to attend a formalised debriefing session arranged via the Divisional Commander.

7. Risk Assessment

Child Protection is contained within SAID's Risk Framework Register. SAID has additional controls in place to reduce the risk of Child abuse in programs funded by SAID.

1. Acquire Child Protection Policies from Partners. Work with those Territories that do not have suitable policies to strengthen and implement an active policy that meets DFAT compliance standards. This could include funding child protection training or policy development in overseas Territories.
2. Assessment of Partner Capacity in effective child protection policy and procedures in place through Partner Capacity, Compliance, Risk Assessment and completion of the Partner Child Safeguarding Risk Assessment Form (Appendix A).
3. Conduct assessment on how child protection policy will be applied for each program, in particular when programs list children as the main beneficiaries, to ensure that there is adequate child protection compliance in place. Identify any possible child protection issues or activities that may put children at risk
4. Monitor these risks throughout the program
5. Any documentation or reports received regarding witnessed or alleged/suspicion of sexual exploitation or abuse will be stored securely with the AUE Territorial Child Protection Coordinator and securely in the SAID Office.
6. SAID safeguards children in fundraising and communications, as detailed in the SAID Media Policy 13.02.12
7. A minimum of 2 Adult workers are required on-site for all Programs working with Children. A ratio of 1:5 is required for Programs aimed at pre-school aged Children, 1:8 for Children aged Kindergarten to year 6 school and 1:10 for Youth.
8. Staff are not to be alone (one-on-one) with a Child. One Staff is permitted with a group of Children as long as there are other Adults on-site.



8. Code of Conduct

I, [.....], acknowledge that I have read and understand The Salvation Army International Development's (SAID's) Child Protection Policy, and agree that in the course of my association with SAID, I must:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with SAID that relate to child exploitation and abuse.

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

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
- 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
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with SAID, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Name:

Signature:



Date: