



Safeguarding People Policy

Responsible Officer	Chief Executive Officer		
Contact Officer	Chief Operating Officer		
Superseded Documents	A4U Child Safeguarding Policy		
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Introduction

Australia for UNHCR (A4U) believes all individuals have the right to live free from sexual exploitation and abuse (SEA), including sexual violence, bullying, punishment, retaliation and any abuse of power due to age, nationality, race, sex, gender, sexuality, sexual orientation, culture, ethnicity, indigeneity, language, religious or political belief, socio-economic status, family or criminal background, disability, physical or mental health, displacement, or any other status. SEA are unacceptable breaches of human rights.

This policy statement also formally expresses A4U's absolute and fundamental belief in and commitment to the principle contained in Article 19 of the UN Convention on the Rights of the Child. This states that all children, wherever they may live and whatever may be their circumstances, have the right to be protected, nurtured and to be free from all forms of violence, abuse, neglect, maltreatment and exploitation.

Commitment to safeguarding people

A4U is committed to creating an environment where safeguarding concerns are responded to actively, effectively and confidentially with a victim / survivor-centred approach. This commitment extends to ensuring a safe and productive environment exists, which prevents harm and avoids negative impacts on the health and safety of all people, particularly children, vulnerable people and disadvantaged groups.

A4U has a zero-tolerance approach to sexual exploitation, abuse and harassment of any kind.

A4U takes seriously all concerns and complaints about SEA and child abuse involving employees and related personnel. A4U initiates rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.

A4U's commitment aligns to its Values of Integrity 'we hold ourselves accountable to the highest standards'.

Purpose of the policy

Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. This policy defines A4U's commitment to the protection from SEA of vulnerable adults, involving A4U employees and related personnel. In recognition of the special vulnerability of children, this policy also affirms A4U's commitment to the welfare and protection from sexual exploitation and all forms of abuse of children, involving A4U employees and related personnel.

This policy has been developed as a practical guide to protect the safety and well-being of employees, representatives, partners and visitors, including children, vulnerable and disadvantaged people in A4U's activities and programs. It outlines a range of strategies that are implemented to safeguard people.

As a signatory to the ACFID Code of Conduct, A4U is obliged to have policies and procedures implemented which promote the safety and well-being of everyone accessing its programs, in particular to minimise the risk of abuse of children and vulnerable and disadvantaged people. Despite not working directly with children or vulnerable people, from time-to-time A4U's representatives may have contact with children and vulnerable and disadvantaged people. This policy demonstrates A4U's commitment to protect children and vulnerable and disadvantaged people from harm and abuse and sets out A4U's Safeguarding Code of Conduct (Annexure 1).

This policy is also designed to reflect and align with the UNHCR’s Policy on a Victim-Centred Approach in UNHCR’s response to Sexual Misconduct.¹

Context

Sexual exploitation and abuse represent a grave breach of trust and of the right to safety, security and dignity of others, who are often persons of concern to UNHCR. Sexual harassment undermines the right of personnel to be safe and treated with dignity and respect in the workplace and in connection with work.

Whilst A4U does not work directly with vulnerable or disadvantaged people or children, it recognises that abuse and sexual abuse is a global problem that affects everyone. It has existed since the beginning of time and is deeply rooted in cultural, economic and social practices.

Guiding principles

A4U believes that any form of abuse and exploitation is unacceptable and will not be tolerated.

A4U recognises its duty of care to take all reasonable steps to ensure that adults and children and staff are safe from harm.

Assistance provided to victims must adhere to the principle of “do no harm” and be provided in a manner which seeks to uphold their rights, dignity and well-being. This may entail the implementation of security measures to protect against retaliation, re-victimisation and re-traumatisation.

Assistance and support must be offered to victims of sexual exploitation and abuse or sexual harassment, irrespective of whether the victim initiates or cooperates with an investigation or any other accountability or resolution procedure. Accompaniment for sexual harassment victims is offered through an opt-out model.

Non-discrimination: in the context of this Policy, non-discrimination means that every victim, irrespective of race, skin colour, sexual orientation, gender identity, language, religion, political or other opinion, national or social origin, property, birth, health or other status, or any other characteristic, is entitled to the most appropriate response in accordance with the definition of a victim-centred approach.

A4U is committed to an end-to-end, holistic approach: a victim-centred approach and key principles of a victim-centred approach apply to all engagement with victims, organisation-wide, from the moment when A4U is made aware of a sexual misconduct disclosure, report, incident or situation.

A4U is committed to give (back) a measure of control, to the extent feasible: the victim has as much control as feasible over sharing of their personally identifiable information and over any actions in the context of assistance, support, processes and procedures. In limited circumstances, A4U may need to take steps which the victim has not requested, does not agree with or do not meet the victim’s expectations. When this occurs, the reasons for the course of action are explained to the victim as clearly and as early as possible.

¹ UNHCR Policy on a Victim-Centred Approach in UNHCR’s response to Sexual Misconduct: Sexual Exploitation and Abuse and Sexual Harassment UNHCR/HCP/2020/04 <https://www.unhcr.org/5fdb345e7>

A4U is committed to confidentiality and informed consent: the meaning and scope of these concepts are clarified to the victim in the context of relevant processes or actions as early as possible throughout all process steps and preferably before the victim shares details.

A4U will ask and listen: ask questions and listen to the victim without bias or judgement. Show empathy in all interactions with a victim. Make no assumptions of guilt nor of innocence: start from the possibility that what the victim is reporting may have happened.

A4U will keep the victim informed, in a timely and coordinated manner, of the progress and outcomes of actions or processes that concern the victim, throughout any process.

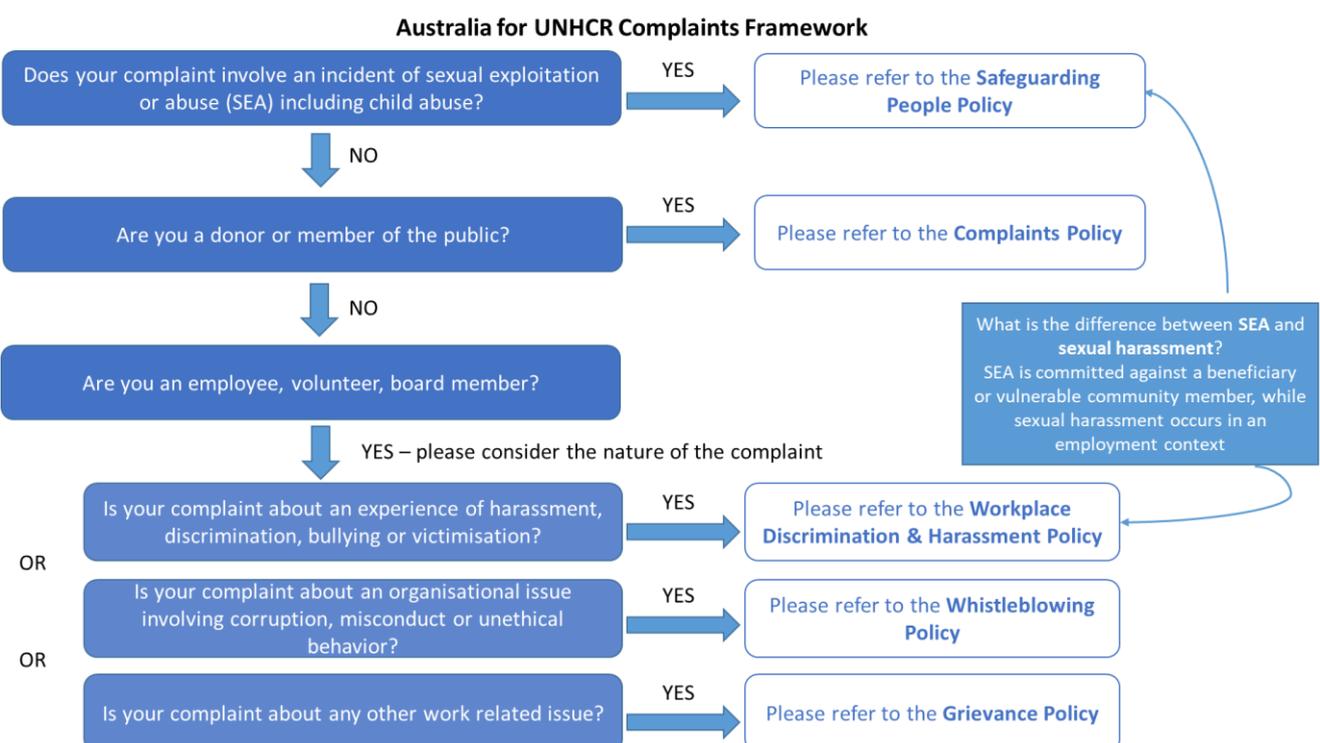
Assistance and support to child victims of SEA must be provided in a manner consistent with the Convention on the Rights of the Child (CRC), in particular the principle of the “best interests of the child”, as per article 3 of the CRC. The child has the right to have her or his best interests assessed and taken into account as a primary consideration in all actions or decisions that concern him or her. In addition, children shall be assured the right to express their views freely in all matters affecting them, their views being given due weight in accordance with the child’s age and level of maturity, as per article 12 of the CRC.

Due process rights of the alleged perpetrator(s) in accountability procedures must be explained to the victim at the earliest time possible, allowing the victim to understand how the alleged perpetrator’s due process rights may affect her/him.

How to apply this policy

A4U’s Safeguarding People Policy is part of a framework to enable the appropriate reporting and investigation of complaints.

Please consider whether this issue involves “sexual exploitation and abuse” when electing to apply this Policy.



Definitions

Sexual Exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes

Sexual abuse - means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions

A child or young person - In line with the United Nations Convention on the Rights of the Child, a child is defined as any person/s under the age of 18.

A4U related personnel – includes A4U staff, Board members, contractors, consultants, volunteers, interns, associates visiting UN Refugee Agency (UNHCR) programs internationally (i.e. media, supporters) and any other individuals or groups that have been brought in contact with children (including their personal information and images) while conducting A4U activities.

Abuse - occurs when an individual or individuals hurts an adult or child, either physically or mentally. Abuse can be intentional or unintentional and includes: Discriminatory Abuse; Emotional / Psychological Abuse; Exploitation (including Transactional Sex); Financial or Material Abuse; Harmful Traditional Practices; Neglect; Organisational Abuse; Physical Abuse; and Sexual Abuse (as further defined in this Policy).

Bullying - means repeated behaviour towards a person or group of people which humiliates, offends, intimidates or threatens the person or group of people and that a reasonable person would have anticipated would victimise, humiliate, undermine or threaten someone. Behaviours that may constitute bullying include (but are not limited to):

- threats, abuse or shouting
- coercion or isolation
- unreasonable work demands

Child Protection - An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.

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.

Emotional abuse - occurs when a victim is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or care giver; to the extent that it affects the child's physical and emotional growth.

Exploitation - means behaviour exploiting victims by seeking out those who are in vulnerable circumstances to use them for the perpetrator's own purpose, activity or gratification. This could be financial, commercial, sexual or related to extremism and terrorism. Exploitation involves a process of grooming; when someone builds an emotional connection with a victim to gain their trust for the purpose of exploitation. The perpetrator may also manipulate the environment, so victims become

What is the difference between sexual exploitation and abuse (SEA) and sexual harassment?

SEA occurs when a position of power is used for sexual purposes against a beneficiary or vulnerable member of the community.

Sexual harassment occurs when differences in power between staff members, are abused (verbally, through touch, use of inappropriate images, etc). For further information: see A4U Workplace Discrimination and Harassment Policy

isolated from those who could help or support them. Those affected may not realise they have been groomed, or that what has happened is abuse.

Harassment is unwanted behaviour, which a reasonable person, having regard to all circumstances, would anticipate as being offensive, humiliating or intimidating, that offends, humiliates or intimidates a person, and targets them on the basis of a characteristic such as gender, race or ethnicity.

Behaviour that may constitute harassment includes (but not limited to):

- telling insulting jokes about particular racial groups
- displaying or sharing racially offensive images
- making derogatory comments or taunts about a person's disability

Harm means any undue psychological or physical infringement of an individual's rights and includes Abuse, Bullying, Exploitation, Harassment, Unlawful Discrimination, Victimisation and Vilification.

Neglect - means the continuing failure to prevent harm that damages or impairs health and/or development by not meeting a person's basic physical and/or psychological needs.

Physical abuse - the use of physical force that results in harm. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.

Safeguarding means actions, policies and procedures that create and maintain protective environments to promote and protect people's health, wellbeing and human rights, and enabling them to live free from Harm including Exploitation and Abuse. A safeguarding approach means minimising the risk of Harm to children and adults arising from our work and activities and includes responding appropriately to any Safeguarding Concerns about children and adults where we work.

Scope

The policy applies to all A4U related personnel, including:

- A4U staff and Board members,
- all contractors, consultants, partners and agents
- volunteers, interns and work experience personnel
- A4U Representatives and Ambassadors
- A4U visitors and guests to UNHCR Programs (i.e. donors, journalists)

The overall goal of this policy is to protect children and adults from abuse of all kinds with whom its representatives may come into contact.

Prevention

A4U is committed to the prevention of SEA and any form of child abuse. This will be achieved through the following actions.

Governance and Risk management

The Board will be accountable for safeguarding at A4U. This will be achieved by:

Risk management: Acknowledging risk is a critical first step in order to identify risks, take action and prevent all forms of abuse occurring. A4U will ensure safeguarding and the risk of child abuse and sexual exploitation occurring through A4U activities is identified, analysed and included in A4U's Risk Register and that this risk is actively monitored. Safeguarding will be included as a standing agenda item in the Leadership & Nominations Committee, and the review of A4U Risk Register through the Finance, Audit and Risk Committee.

Recruitment and HR

Safeguarding and the risk of abuse and sexual exploitation occurring through A4U activities will be managed in accordance with the A4U Safeguarding People Policy.

The Chief Operating Officer and Head of Human Resources will actively promote awareness of this Policy and communicate its approach to staff, Representatives, Partners, visitors to the field and beneficiaries in a way that is accessible and clear in languages and formats they understand.

Implementing A4U Safeguarding recruitment practices as set out in Annexure 2.

Ensure all A4U staff and related personnel:

- a) Sign the A4U Safeguarding Code of Conduct
- b) Complete the ACFID e-learning Code of Conduct module or attend an equivalent in-person briefing; and
- c) Have the required police checks and/or working with children checks, where applicable
- d) have access to and receive training on A4U Policies and Procedures.

Ensure all A4U's casual fundraisers receive training on the Public Fundraising Regulatory Authority (PFRA) standards which states that fundraisers must not intentionally approach a member of the public who appears to be a 'vulnerable person' or amongst other criteria a person under the age of 18.

Adhere to the due diligence process for prospective A4U contractors and consultants, as set out in the A4U Procurement Policy. All contracts with contractors and consultants are signed by the Chief Executive Officer following review by the Chief Operating Officer and Head of Finance.

Travel and missions

A4U will ensure reasonable precautions are taken to protect adults and children if any staff or representatives are likely to come into contact with vulnerable adults and children during program visits.

In relation to visitors to UNHCR sites/programs including, but not limited to, all Donors, Board members, Representatives, Ambassadors and journalists, this will include ensuring that:

- All visits to programs overseas are arranged through A4U
- Visitors are provided with a briefing, from the appropriate A4U staff member, outlining the purpose, objectives, and expectations of the visitor and outcomes of the visit.
- All visitors sign the A4U Safeguarding Code of Conduct prior to their visit.
- Whilst visiting A4U's programs overseas, visitors must be accompanied by an A4U and/or UNHCR staff member at all times. During the visit, a visitor should never spend time with a child unsupervised
- Inappropriate or suspicious behaviour of visitors towards any child or adult must be addressed immediately by the A4U staff member accompanying them at the time. The A4U

or UNHCR staff member accompanying the visitor must seek assistance of their supervisor and follow the guidelines established in this policy for managing and reporting suspected child abuse.

- Implement to processes for the use of images and personal information for promotion and fundraising to ensure the privacy and safeguarding of children (Annexure 3, Communication Guidelines)
- Develop communication guidelines that address Safeguarding, particularly with respect to the use of children's images and personal information.

Reporting

A4U will take all concerns and reports of child abuse and SEA seriously and act on these reports immediately.

It is mandatory for all A4U staff and representatives to report any witnessed, suspected or alleged incidents of abuse and sexual exploitation or any breach of this policy and/or code of conduct.

Any incident, belief or suspicion of sexual or physical abuse or exploitation (past or present) by A4U staff or representatives must be reported immediately to the Chief Operating Officer. The staff member or representative should document the complaint including details such as time, place and witnesses to the incident. If the report relates to conduct of the Chief Operating Officer, then incidents will be reported to the Chief Executive Officer.

Incidents overseas can be reported to the UNHCR Field Office of where the incident occurred.

Within 24 hours or as soon as is reasonably possible of becoming aware of the concern or incident, the incident must be reported to:

Australia for UNHCR – Chief Operating Officer

In person: Level 8, 120 Sussex St Sydney NSW 2000

Mail: Reply Paid 428 Queen Victoria Building NSW 1230

Phone: 1300 361 288 (within Australia) or +61 2 9262 5377 (overseas)

Fax: 02 9262 4345

Email: info@unrefugees.org.au

Online: <http://unrefugees.org.au/contact-us>

UNHCR Inspector General's Office

In person or by post: 94 rue de Montbrillant, CP 2500, 1211 Geneva

Fax: +41 22 739 73 80

Email: inspector@unhcr.org

Online: <http://www.unhcr.org/igo-complaints.html>

Individuals may also elect to make a complaint in accordance with A4U's Whistleblowing policy.

Investigation

The incident and information will be assessed by the Chief Operating Officer in consultation with the Senior Management Group. They will jointly consider the nature of the alleged offence, and decide on the next steps, including any further action needed to ensure the safety and wellbeing of the child or adult and their wishes. Next step action may involve an investigation led by the Head of Human Resources, or an external expert depending on the nature of the safeguarding concern.

All allegations will be handled with confidentiality until all issues are considered and a decision made by the Chief Operating Officer and Senior Management Group. A4U is committed to protecting the rights of adults and children and rights of A4U representatives. All allegations are handled with utmost care and confidentiality to all our stakeholders.

The investigation, may include:

- Reporting to police and or child protection authority when it is suspected or becomes clear that a crime has been committed
- Providing support to all stakeholders (including reporter) as necessary including medical, psychosocial and legal services and other forms of support
- Handling the concern internally if it is not a criminal matter
- Breaches of this Policy and Code of Conduct may result in performance management, disciplinary action or termination of employment.

A4U ensures that all those involved in an alleged or actual incident or case remain safe and have their right to confidentiality upheld (unless A4U is required to share details to law enforcement during criminal proceedings or investigations). In addition, all those involved will not be disadvantaged in their role with A4U for reporting safeguarding concerns. It is unacceptable to victimise any persons involved (survivor, witness, reporter, alleged/actual perpetrator). Victimisation / detrimental action may be regarded as misconduct and may result in disciplinary action or termination of employment.

Working with partners

Programs supported by A4U are principally implemented through UNHCR as requested in the Recognition Agreement between A4U and UNHCR dated 1 January 2017.

UNHCR has in place Child safeguarding measures and Prevention of Sexual Abuse and Exploitation (PSEA) Policy.

UNHCR – PSEA

The UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13) (ST/SGB/2003/13) entered into force in the UN in 2003 and was formally adopted by UNHCR in a 2004 memorandum. Key points include:

- The UN and UNHCR have a zero tolerance policy with regard to sexual exploitation and abuse. It is considered serious misconduct and can have severe consequences.
- Ensure that all newly recruited local staff and members of the affiliate workforce are cleared by the UN Clearcheck database before they are issued a contract or letter of offer
- Make sure that all staff sign the Code of Conduct declaration
- UN personnel are strictly forbidden to engage in sexual activity with children (persons under the age of 18), regardless of the local age of consent or majority.
- Any suspicion of sexual exploitation or abuse should be reported immediately.
- Any act of Sexual Exploitation and Abuse constitutes serious misconduct and allegations should be reported immediately to the Inspector General's Office (IGO), which can be reached directly at inspector@unhcr.org as well as through the SpeakUp! Helpline or through management
- Ensure that an effective anonymous and confidential complaint mechanism exists. The complaint mechanism should be accessible to complainants and they should feel that it is easy and safe to use.

- Train and educate partners about PSEA and hold them to UN/UNHCR standards.
- Systematically integrate the issue of PSEA in information campaigns, trainings and meetings
- Conduct regular dialogues with the community as part of the monitoring strategy.
- Ensure that victims of Sexual Exploitation and Abuse have access without delay to the support they need – to be safe, or to obtain basic material assistance, medical care, psychosocial support, or legal services.

UNHCR – Child Safeguarding

UNHCR's² policy framework and corresponding Child Safeguarding measures are the means of ensuring child safeguarding risks are managed and mitigated.

UNHCR's framework for the Protection of Children:

- recognizes children as rights-holders
- emphasizes children's capacity to participate in their own protection
- focuses on prevention and response to child abuse, neglect, violence and exploitation
- emphasizes the need for stronger partnerships
- takes a broad rights-based approach focusing on ensuring protection for all children of concern rather than focusing more narrowly on specific categories of children
- sets out clear goals which create more predictability and consistency across operations
- sets benchmarks to strengthen performance measurement and monitoring and outlines UNHCR's institutional commitment to the protection of children
- emphasizes engagement with communities and national child safeguarding systems through advocacy, collaboration, and support

Where A4U works with other program partners, due diligence is undertaken, including a review of the partner's policies and procedures to ensure any safeguarding risks are managed and mitigated. All contracts with prospective program partners are signed by the Chief Executive Officer following review by the Chief Operating Officer and Head of Finance.

Responsibilities

Board

The Board is responsible for:

- creating a culture of Safeguarding at A4U;
- providing governance guidance for A4U in relation to Safeguarding (per the Leadership & Nominations Committee advice);
- Monitoring any risks associated with safeguarding and SEA; and
- Approving this Policy.

Chief Executive Officer (CEO)

The CEO is responsible for embedding a Safeguarding culture at A4U.

The CEO will:

- ensure this Policy is upheld and will inform the Board of any concerns relating to conduct and/or Safeguarding that may present risk to A4U, its Staff, Representatives, Partners, beneficiaries, reputation, operations or other activities; and

² UN High Commissioner for Refugees (UNHCR), A Framework for the Protection of Children, 26 June 2012, available at: <http://www.refworld.org/docid/4fe875682.html>

- Ensure progress in relation to conduct and safeguarding activities across A4U is included in standard reporting to The Board.

Chief Operating Officer (COO)

The COO is the Policy Owner and is responsible for:

- leading and overseeing Safeguarding and harm prevention at A4U including co-ordinating training and monitoring compliance;
- ensuring the Policy complies with A4U's obligations under ACFID code and UNHCR, and will update this Policy as required;
- addressing any internal or external questions arising in relation to this Policy and Safeguarding generally and will be or arrange a point of contact for any issue of contention;
- managing any Safeguarding Concern in accordance with the Safeguarding Concern Reporting Process; and
- informing the Chief Executive Officer of any key risk to A4U regarding conduct and/or Safeguarding and will ensure relevant risk and incident registers are kept up to date and assist the Chief Executive Officer prepare reporting

Human Resources

The Head of Human Resources is responsible for:

- Ensuring robust recruitment, induction and training processes are in place to prevent abuse and sexual exploitation and abuse and strengthen knowledge and understanding of Safeguarding among staff.

Managers

Managers will demonstrate a commitment to Safeguarding and will model appropriate behaviours and practices.

- Managers are to communicate this Policy and all related procedures to staff during engagement and as required.
- Managers will engage with their teams in an open, honest and meaningful way to ensure they understand what is expected of them under this Policy.
- Managers will constructively participate in the resolution of conduct and/or Safeguarding Concerns, questions or issues raised by staff.

Policy review

This Policy is intended to be a living document that will be reviewed at minimum every three years. A review will be undertaken earlier according to any significant changes in A4U policies and/or Australian state/federal legislation.

Annexure 1 - Safeguarding Code of Conduct

A4U has zero tolerance for and strongly condemns all forms of Harm to people, including Abuse, Bullying, Exploitation, Harassment, and categorically states that it is unacceptable in any circumstance. We are committed to ensuring a safe environment and culture for those with whom we come in contact during the course of our work, and activities including children, vulnerable adults and all other people.

I commit to abiding by the standards set out in this Code of Conduct which requires me to act as follows:

- Treat all people with respect
- Not use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Encourage open communication between all adults and children, young people, parents/guardians, A4U representatives and have children and young people participate in the decisions that affect them.
- Uphold a culture that supports Safeguarding of children and adults and the provision of a safe and inclusive workplace, and fundraising activities where all are treated with dignity, courtesy and respect.
- Be respectful of people's rights, background, culture and beliefs and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture or economic status.
- Take all reasonable steps to protect children and adults from Harm.
- Ensure my response to any Safeguarding Concern is victim/survivor-centred.
- In addition, ensure that in any dealing with children during the course of my work or visit, I:
 - Do not hit, mistreat or cause other Harm to children.
 - Refrain from any sexual act or behaviour towards children, including using sexually suggestive language and paying for sexual services or acts.
 - Wherever possible, ensure that another adult is present when working near children.
 - Refrain from inappropriate physical contact or provocative behaviour with children including not to hold, kiss, cuddle or touch a child in an inappropriate or culturally insensitive way.
 - Do not develop relationships with children that may be deemed exploitative or abusive.
 - Avoid acting in ways that shame, humiliate, degrade or otherwise perpetrate any form of psychological harm against a child including the use of language that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
 - Refrain from sleeping in the same room or bed as a child and do not invite unaccompanied children into my home/hotel or other private location, unless they are at immediate risk of injury or in physical danger.
 - Refrain from developing relationships with children that could be deemed exploitative or abusive in any way (including using or supporting the use of child labour such as hiring children for domestic labour).
 - Refrain from providing children with, or exposing them to, alcohol, tobacco or illegal drugs.
 - not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts, as defined under Criminal Code Act 1995

- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- refrain from offering or receiving gifts to or from individual children and young people
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass exploitation material through any medium
- immediately report concerns or allegations of exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- disclose immediately all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with A4U that relate to exploitation and abuse.

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

- obtain informed consent from the child and parent or guardian of the child and explain how the photograph or film will be used
- assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- photograph children with a guardian where possible
- present the subject in a dignified, respectful manner, portraying them as equal partners in the development process. Children should be adequately clothed and not depicted as vulnerable or submissive or in poses that are sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions limit identifying information about a child to first name, age and region or city, when sending images electronically or publishing images in any form (for example do not include surnames, school or village).

I understand that the onus is on me, as a person associated with A4U, to use common sense and avoid actions or behaviours that could be construed as sexual exploitation and abuse.

Signed:

Date:

Annexure 2 – Recruitment and Selection

During standard recruitment

- a) Job advertisements will include reference to A4U's Safeguarding People Policy and Code of Conduct, stating that all candidates will be required to comply.
- b) A minimum of two written reference checks will be required for preferred candidates. Where relevant to the role, these will include specific questions about suitability for contact with children and vulnerable people.
- c) Candidate will be required to disclose any and all allegations, charges, convictions and other outcomes of any offence which relates to harm, specifically noting child abuse and exploitation.
- d) Selected employees are required to sign the letter of engagement which represents the acceptance of the terms and conditions of the employment contract and agrees to have read and comply with A4U Policies and Procedures (including Safeguarding People Policy), ACFID Code of Conduct and that he/she will comply with the lawful directions of A4U.

Additional requirements for recruitment related to roles identified as those who may come into contact with children, A4U's Recruitment screening processes are to also include;

- a) Criminal record checks before engagement (statutory declarations of local legal equivalent where criminal record checks are unavailable or unreliable)
- b) Candidates will be appropriately qualified and experienced and screened through behavioural-based questions during the job interview.

Volunteers and Interns

- a) A minimum of two written reference checks will be required. Where relevant to the role, these will include specific questions about suitability for contact with children and vulnerable people.
- b) A4U volunteers sign the Volunteer Agreement prior to commencing.
- c) A4U interns sign the Intern Agreement prior to commencing

Annexure 3 - Communication and use of children's images guidelines

A4U is committed to portraying children in a positive manner in all its marketing and communication materials.

The following principals related to child safeguarding are reflected in A4U's fundraising and marketing materials.

- A4U provides an accurate context for any child's story or image ensuring the child's dignity and best interest are taken into consideration when using images and reporting on children.
- A child will always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner. Children will be adequately clothed and not in poses that could be seen as sexually suggestive.
- A4U will not knowingly publish a story or image which might put the child, siblings or peers at risk even when identities are changed, obscured or not used.

To ensure adherence to these principals, A4U has in place the Executive Sign off Form process which is escalated through the Senior Management Group. All external communications require the authorisation of the Chief Executive Officer.

When photographing or filming a child for work related purposes, representatives must:

- before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- before photographing or filming a child, obtain informed consent from the child or a parent or guardian of the child. An explanation of how the photograph or film will be used should be provided.
- 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 do not reveal identifying information about a child when sending images electronically.