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THE ORPHANAGE

Beyond the Orphanage  
Child Protection Policy

16<sup>th</sup> May 2016

Version 1.03

### Document Properties

Document Name	BTOF Child Protection Policy
Version & Date	Version 1.03 16 <sup>th</sup> May 2016
Status	Current
Created by	Greg Donoghue, BTOF volunteer
Next review date	16 <sup>th</sup> May 2018
Document Owner	BTOF Board of Directors

### Version History

Date	Version	Details
25 <sup>th</sup> March 2014	0.10	Conceptual framework distributed for comment.
8 <sup>th</sup> July 2014	0.20	Draft version distributed for comment
18 <sup>th</sup> July 2014	0.20	Collaboration with Natalie, Geoff, Greg
19 <sup>th</sup> August, 2014	0.30	Changes from collaboration implemented. 2 <sup>nd</sup> Draft Version distributed for comment
1 <sup>st</sup> December, 2014	0.31	Include reference to Cyber Safety Policy
24 <sup>th</sup> May 2015	0.90	Final draft submitted to CEO, prior to Board ratification
21 <sup>st</sup> August 2015	1.00	Minor errors corrected, Board Approved version released.
4 <sup>th</sup> March 2016	1.01	Amendments following ACFID review, circulated for comment.
16 <sup>th</sup> April 2016	1.02	Minor amendments and corrections following comments.
16 <sup>th</sup> May 2016	1.03	Minor formatting and corrections.

## Chairman's Foreword

There is international recognition that adults who have a formal role in working with or supporting children are in positions of trust and authority. The relationship between an adult and child is not a relationship between equals. Children are dependent on adults to care for and protect them. It is a shared and collective responsibility of all adults to prevent child exploitation and abuse. Beyond the Orphanage foundation has adopted this policy in recognition of its responsibilities as an Australian Government-approved overseas aid agency, and is committed to working with its partners to prevent and respond to child exploitation and abuse.

Since the beginning of time the abuse of children has been deeply rooted in cultural, economic and social practices. Children are abused physically, sexually, emotionally and through neglect. Children are forced to endure the most hazardous forms of child labour including sweatshops and prostitution. In some countries boys are kidnapped and forced into armed conflict as soldiers. In many countries children experience severe corporal punishment in schools. Children living in poverty are more at risk of child abuse and exploitation.

- According to the World Health Organisation (2001) forty million children below the age of 15 suffer from abuse and neglect and require social and health care.
- An estimated 1.2 million children are trafficked every year. (Every Child Counts, New Estimates on Child Labour, International Labour Organisation April, 2002; UNICEF 2007)
- 1 million children enter the commercial child sex trade every year (1995 estimate). The numbers are likely to be higher now. (Sale of Children, Child Prostitution and Child Pornography, United Nations A/50/456, Sept 1995)
- 250 million children are involved in child labour, more than 180 million are working in hazardous situation or conditions. (A Future without Child Labour, International Labour Organisation, 2002)
- 1 in 4 females and 1 in 7 girls will experience some form of sexual abuse in their childhood.

While most child abuse occurs within families and communities, children can also experience abuse and exploitation in organisations which provide them with support and services. Experience has found that physical, emotional abuse and neglect in child-focussed organisations and institutions is less systematic and usually unplanned. It is usually the result of poor conditions, bad work practices and/or negligent management. However, child sexual abuse in organisations is often planned and premeditated. Child sex offenders target organisations working with children in order to gain access to victims. They will seek work in organisations that provide opportunities to make contact with children and an environment where their abuse may go undetected. Child sex offenders will be attracted to organisations with inadequate recruitment practices and supervision. Over the last decade many Western countries have enacted tougher laws against child sex offending and many child-focussed organisations have implemented tighter screening practices for the staff and volunteers. While there are examples of children being sexually abused by foreign offenders there are also numerous examples of local staff and volunteers sexually abusing children in aid and development programs.



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**Geoff Hucker**

Founder, Chairman and Executive Director

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# 1. Purpose of Policy

## 1.1 Objectives

The ultimate goal of this policy framework ('the policy') is to ensure that all children associated with Beyond the Orphanage Foundation (BTOF) are protected from exploitation, abuse or other forms of harm. To achieve this, the policy aims to create and maintain protective environments for all of BTOF's activities, in Australia and overseas.

Additionally, the CPP will provide guidance on how to respond to concerns and allegations of child abuse. It provides guidance to staff and others on how to work respectfully and effectively with children. This will provide all stakeholders, including staff and others with a safe working environment.

## 1.2 Policy Review

The policy will be reviewed by the BTOF Board every two years. This bi-annual review must include:

- extensive consultation with all BTOF stakeholders, including children;
- advice from external experts;
- a review of the Risk Register and its management;
- a review of implementation issues.

## 1.3 Availability

The Board will publish the policy as a public document, and make it available to any person requesting it. Further, it will be made available in non-editable form on the BTOF website.

# 2. Rationale

Organisations that work with children in Australia or overseas often attract offenders who seek to exploit and harm children, and BTOF must take all steps to minimise the risk of such exploitation. This policy is aimed at creating protective environments within BTOF that will minimise the risk of such exploitation.

Further, as a signatory to the Australian Council for International Development (ACFID) Code of Conduct, BTOF is obliged to create, maintain and implement policies and procedures which promote the safety and wellbeing of all children accessing its services and programs.

The policy has therefore been developed to provide a practical framework to assist BTOF in achieving these objectives.

# 3. Statement of Commitment

BTOF is committed to the safety and wellbeing of all children, and will take all possible steps to reduce the risks of harm to children involved in its programs.

BTOF recognises and is committed to the United Nations Convention on the Rights of the Child (UNCRC), in particular the principle that children have the right to develop in an environment safe from harm, abuse and exploitation.

# 4. Policy Framework

There are two essential documents in this policy framework. The Child Protection Policy (this document), and a subordinate Child Protection Procedures document. Each of these documents is described in Table 1 below.

Documents	Contains	Change Authority	Review Cycle
Child Protection Policy (this document)	General, mandatory rules about specific practices, systems and conduct.	BTOF Board of Directors.	Reviewed every 2 years.
Child Protection Procedures	Specific procedures about practices, systems and conduct.	Chief Executive of BTOF	As deemed necessary by Chief Executive

*Table 1. Policy Framework Documents*

## 5. Relevant Authorities

This policy draws upon a wide range of legislation and standards, both Australian and international. BTOF is bound by such laws where applicable, and aims – by way of this policy – to be consistent with the following:

### 5.1 Standards and Charters

- ACFID Guidelines for the Development of a Child Protection Policy, July 2008
- United Nations Convention on the Rights of the Child
- Geneva Declaration of the Rights of the Child [www.unhchr.ch/html/menu3/b/25.htm](http://www.unhchr.ch/html/menu3/b/25.htm)
- International Labour Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour

### 5.2 Internal Policies

- BTOF Complaints Policy
- BTOF Data Protection Policy
- BTOF Child Sponsorship Policy
- BTOF Code of Conduct Policy

### 5.3 Australian Legislation

- Commonwealth Criminal Code Act 1995
- Commonwealth Crimes Act 1914

### 5.4 Victorian Legislation

- Children, Youth and Families Act 2005
- Crimes Act 1958

### 5.5 International Legislation

Most countries in which BTOF operates enforce specific legislation relating to child labour, exploitation and abuse. All BTOF personnel – including board members, staff and volunteers – are required to abide by all such local legislation.

Where local legislation is silent on any issue, the applicable Australian (State or Commonwealth) legislation will apply.

Where local legislation conflicts with applicable Australian legislation, the Chief Executive Officer will use discretion to determine which law has precedence scope.

## 5.6 Application

The policy applies to the following:

- Members of the BTOF Board of Directors;
- BTOF Staff members, whether full-time, part-time or otherwise engaged by BTOF;
- contractors, researchers, photographers or other organisations providing services to BTOF;
- BTOF volunteers;
- All carers and guardians involved in BTOF programs;
- Child sponsors and visitors;
- All persons associated with agencies with which BTOF operates in partnership.

## 5.7 Association

BTOF will not fund any program run by any organisation which does not agree, in writing, to comply with this Policy framework.

Where BTOF becomes aware of any non-compliance of this policy by an organisation to which BTOF is currently providing funding, the Chief Executive Officer will take immediate appropriate steps to ensure compliance. In the event that compliance is not achieved, the Chief Executive Officer will exercise discretion in suspending the funding of that organisation.

# 6. Guiding Principles

BTOF policies and practices are strongly guided by the following principles. Where legislation or policy is silent on any issue, these principles must be applied in all BTOF programs and activities.

## 6.1 Best Interests of the Child.

Australia is a signatory to the United Nations Convention on the Rights of the Child. Accordingly, the best interests of the child will be a primary consideration in all BTOF programs, policies and activities.

## 6.2 Zero Tolerance of Child Abuse

BTOF maintains a zero tolerance policy of child exploitation and abuse. Any action or behaviour which is reasonably deemed as child exploitation or abuse will, where applicable, be reported to the appropriate authority. BTOF will co-operate fully with any authority in applying criminal, civil or disciplinary actions against any person or organisation contravening this policy.

## 6.3 Risk Management Principles

All BTOF programs and activities will be managed according to the best possible risk management principles, as outlined in ISO 31000:2009 – Risk Management.

## 6.4 Procedural Fairness

When responding to any possible breaches of this policy, BTOF will apply fair and reasonable principles to all person and organisations involved.

## 6.5 Child Protection Awareness

BTOF will take proactive steps to ensure that all BTOF stakeholders are made aware of their responsibilities regarding Child Protection issues, and will provide appropriate

training to ensure the best interests of the child remain paramount in all BTOF activities and programs.

## 6.6 Non-discrimination

BTOF will not discriminate against anyone in its programs on the basis of their age, gender, gender identity, marital status, sexual orientation or preference, nationality, religious or political beliefs, place of residence, or family background.

# 7. Child Protection Policies

## 7.1 Child Protection Awareness Training

### 7.1.1 Training is Mandatory

Child Protection Awareness Training is mandatory for all BTOF directors, employees, contractors, carers and volunteers.

### 7.1.2 Frequency

An introductory training session is mandatory for all BTOF personnel, regardless of their role within the organisation.

A bi-annual refresher training session is mandatory for those BTOF personnel who have, or are likely to have, direct contact with BTOF children.

### 7.1.3 Partner Agreements

There is international recognition that adults who have a formal role in working with or supporting children are in positions of trust and authority. The relationship between an adult and child is not a relationship between equals. Children are dependent on adults to care for and protect them. It is a shared and collective responsibility of all adults to prevent child exploitation and abuse.

Beyond the Orphanage foundation has adopted this policy in recognition of its responsibilities as an Australian Government-approved overseas aid agency, and is committed to working with its partners to prevent and respond to child exploitation and abuse

Section 7.1.1 above also applies to personnel of BTOF's partner organisations. Any person in that organisation has, or is likely to have, direct contact with BTOF children, must undergo Child Protection Awareness Training according to the conditions of BTOF Policy and Procedure documents.

All partner organisations must agree in writing to comply with this mandatory training requirement, and to produce evidence of that compliance when requested by BTOF.

### 7.1.4 Responsibilities

The Chief Executive Officer will create and maintain a documented schedule outlining the mandatory training requirements for all BTOF personnel. This schedule will mandate the minimum annual training requirements for each category of BTOF personnel, and will be included in the Child Protection Procedures document.

### 7.1.5 Coverage

The Chief Executive Officer will, on the best advice available, determine the appropriate level and duration of the Child Protection Awareness Training. Such training must, as a minimum, cover the following topics:

- Legal issues;
- BTOF Child Protection Policy and procedures;
- Reporting – mandatory and discretionary;
- Reporting procedures;
- Children’s rights;
- Identifying abuse, abusers and victims;
- Responding to disclosures;
- Dynamics of abuse, its causes and correlations.

## 7.2 Risk Management Policy

### 7.2.1 International Standards

The Board is responsible for ensuring that all BTOF activities, programs and policies must be managed according to the risk management principles outlined in ISO 31000:2009 – Risk Management. These principles must be applied iteratively and regularly, with the express aim of minimising the risk of harm to children.

### 7.2.2 Procedural documents

The Chief Executive Officer is responsible for ensuring that an adequately detailed Risk Management Procedure is created, maintained and implemented. These procedures are to be included in the BTOF Child Protection Procedures document.

### 7.2.3 Risk Register

The procedural documents must contain reference to a Risk Register process, wherein all identified risks are documented, and their management recorded.

## 7.3 Abuse Reporting

### 7.3.1 Zero Tolerance Policy

BTOF maintains a policy of zero-tolerance for any form of personal abuse, including but not limited to child abuse (physical, sexual, emotional or psychological) or peer-abuse (including bullying), employee abuse (bullying, intimidation, threatening), or workplace harassment. The mitigation of the risk of abuse, and the minimisation of the harm it causes, strongly depends on early detection and investigation.

### 7.3.2 Reporting is Compulsory

Any BTOF director, employee, contractor, carer or volunteer who becomes aware of any incident in which:

- (i) a child has been harmed, exploited or abused;
- (ii) a child has been exposed to an unacceptable risk of harm, exploitation or abuse;
- (iii) a child discloses that he or she has been harmed, exploited or abused;
- (iv) any person discloses that he or she has harmed, exploited or abused a child, or has otherwise breached BTOF Child Protection policy;
- (v) any person discloses that he or she has witnessed a child being harmed, exploited or abused, or where the BTOF Child Protection policy has otherwise been breached.

must, at the earliest available opportunity, invoke and follow the Child Abuse Incident Procedure, as published in the BTOF Child Protection Procedures document.

### 7.3.3 Documented Child Abuse Procedures

In addition to Risk Register procedures mandated above, the BTOF Executive Chairman is responsible for ensuring that a fully detailed Child Abuse Incident procedure is created, maintained and published in the BTOF Child Protection Procedure document.

### 7.3.4 Response to Reports

#### **General**

Where practicable, all reports will be treated seriously, handled professionally and in confidence. Natural justice must be applied at all stages of BTOF's response to reports. Further, all responses and decisions shall be made in the best interests of the child.

#### **Confidentiality**

Where possible, the confidentiality of the reporter should be protected, such that negative effects on the child, their family, the alleged offender, the reporter and BTOF are minimised.

#### **Privacy**

All information provided to BTOF relating to a Child Abuse Incident will be managed in strict accordance with local and Australian privacy legislation and protocols.

#### **Children's Disclosures**

Considerable harm has been caused to abused children when their initial disclosures are dismissed or disbelieved by people in authority. Therefore, it is explicit BTOF policy that BTOF personnel must, unless there is compelling evidence to the contrary, assume that a child's disclosure of abuse is genuine and truthful. Such disclosures must therefore be taken seriously and actioned according to this Policy, and investigated thoroughly.

### 7.3.5 Failure to notify

Any BTOF director, employee, contractor, carer or volunteer who becomes aware of any incident as outlined in 7.3.3 above, and who fails or refuses to follow the Child Abuse Incident Procedure, will be subject to BTOF Disciplinary proceedings. Where an individual or organisation fails to follow to this procedure, and that individual or organisation is subject to a formal contract with BTOF, that failure will constitute grounds for the cancellation of that contract without prejudice.

### 7.3.6 Peer-abuse

The above procedures must apply in situations where the abuse has been committed by one child on another child. However in such circumstances, where appropriate and where the safety and rights of the child can still be assured, BTOF will respond with a therapeutic and/or educational approach rather than a punitive one.

### 7.3.7 Incident Involving BTOF personnel

BTOF has internal procedures for handling reports related to child exploitation and abuse and notifies relevant law enforcement agencies as appropriate. These procedures outline obligations and responsibilities for reporting on and managing concerns about inappropriate behaviour.

### 7.3.8 Scope

All BTOF stakeholders, including Board members, employees, contractors, volunteers, and any person who has direct involvement with children under the auspices of BTOF, must agree in writing to be bound by the BTOF Code of Conduct.

The BTOF Board is responsible for ensuring that an adequately detailed Code of Conduct document is created, maintained and included in the BTOF Child Protection Procedures document. The current version of this Code of Conduct is appended to this Child Protection Policy.

### 7.3.9 Publication

The BTOF Executive Chairman will make the Code of Conduct available to any person requesting it, and will publish it on the BTOF public website.

#### 7.3.10 Content

The Code of Conduct must be consistent, where possible, with the ACFID Code of Conduct.

#### 7.3.11 Breaches

The BTOF Board is responsible for responding to any potential breaches of the Code of Conduct. The Board will have the right to terminate the services of any staff member, volunteer, contractor or other person found to have breached the code, subject to applicable employment legislation and procedural fairness principles.

## 7.4 Partner organisations

### 7.4.1 Minimum requirements

BTOF will only partner with organisations that:

- i. Have agreed in writing to BTOF policies and procedures;
- ii. Have implemented policies and procedures which do not contradict BTOF policies and procedures;
- iii. Possess current authority to operate as a local organisation, including all appropriate licences and permits;
- iv. Regularly conduct internal reviews to ensure their own compliance to BTOF policies; and
- v. Routinely conduct formal assessments of risks to children in all activities and projects.

### 7.4.2 Capacity Building

BTOF will, where practicable, provide any necessary assistance to partner organisations to build their child protection capacity.

## 7.5 Contracts and Audits

All contracts struck between BTOF and any other organisation must:

- (i) Include agreement to all relevant BTOF policy documents, including but not limited to this Child Protection Policy; and
- (ii) Mandate 2-yearly audits of that organisation's adherence to BTOF policies, procedures and contractual requirements. These audits will be conducted by a suitably-qualified person or organisation agreed to by the BTOF CEO.

## 7.6 Child Sponsorship Policy

### 7.6.1 Communication

All children are assigned a pseudonym to protect their identity. Only the pseudonyms are to be used in external communications, including website material, newsletters, public reports, reports to donors, and all contact with sponsors. Sponsors must not contact their sponsored child directly. All contact must be directed to an appropriate BTOF officeholder.

### 7.6.2 Gifts

Sponsors are not routinely encouraged to provide personal gifts for sponsored children or their families. However, on request, appropriately chosen personal gifts can be delivered to sponsored children after they have been examined and/or approved by the CEO of BTOF and/or the local Program Director.

### 7.6.3 Photographs

- (i) Sponsors will receive photographs of their sponsored child, which can be displayed at the sponsor's home or personal work-space.
- (ii) The child's photographs must not be made public in any other format, particularly on the internet, via email or on social media sites.

### 7.6.4 Visitation

- (i) Sponsors wishing to visit their sponsored child must, in the first instance, apply in writing to BTOF.
- (ii) All persons visiting a sponsored child must produce evidence of a recent Criminal history check which would not preclude having access to children.
- (iii) All visits of sponsored children must only occur in the presence of a BTOF staff member, and must never take place in the child's home.

### 7.6.5 Adoption

- (i) All BTOF stakeholders shall make every effort to ensure that BTOF children are aware that sponsorship does not lead to adoption.
- (ii) Any discussion regarding adoption must only be conducted by or in the presence of the child's case manager, in strict accordance with that child's case plan.

## 7.7 Use of children's images

BTOF will conform to the ACFIC Code of Conduct in relation to the use of children's images. Where BTOF uses a child's photograph:

- (i) The child must always be portrayed in a dignified and respectful manner;
- (ii) The child must never be portrayed in vulnerable or submissive manner;
- (iii) The child must be adequately clothed;
- (iv) The child must never be photographed in any way which could be reasonably construed as sexually explicit, or sexually suggestive;
- (v) Key figures in images will be informed of what the image is being used for and, if possible, their permission obtained;
- (vi) Origins of any images used will be known and any necessary permissions, including copyright releases, will be held;
- (vii) Care will be taken to ensure that the identification of or use of images of local people will not endanger the people they portray.

- (viii) Information which could identify the child must not be used in the publication of the image(s);
- (ix) The Child should be portrayed as part of their community;
- (x) All local and cultural traditions and laws should be taken into consideration;
- (xi) The images must be an honest representation of the facts and context of the content; and
- (xii) All images must be stored in a secure location and password-protected where applicable. Access to such images must be limited to authorised persons, and that access must be logged.

## 7.8 Employment

### 7.8.1 Job Promotion

All BTOF advertisements for job vacancies will include promotion of BTOF's child-safe practices.

### 7.8.2 Child Protection

All Board members, employees, contractors and volunteers will be provided with a hardcopy of the Child Protection Policy (this document) and Child Protection Procedures document, and must certify in writing their agreement to be bound by those documents.

### 7.8.3 Risk Management

All BTOF positions must be rated for their inherent risk to children. Those positions involving direct contact with children will attract the highest risk rating, and applicants for those positions must be screened at the highest available level.

### 7.8.4 Job Descriptions

Detailed Job Descriptions must be created and maintained for every BTOF position. This description must make explicit the degree to which the position-holder will be in direct contact with children.

### 7.8.5 Reference checks

All prospective BTOF Board members, employees, contractors and volunteers must provide at least three relevant referees, including their most recent employer, who can attest to the candidate's suitability for the role. The Chief Executive Officer is responsible for ensuring that these references are fully validated, including where appropriate, verbal validation with the person providing the reference.

### 7.8.6 Police checks

All prospective BTOF Board members, employees, contractors and volunteers must produce evidence of a relevant Criminal History check. Any person with a relevant criminal conviction in any jurisdiction will not be eligible for employment or voluntary services with BTOF.

### 7.8.7 Probationary Period

All new BTOF employees will be subject to a three-month probationary period.

### 7.8.8 Performance Reviews

Adherence to this policy, along with compliance with general child protection issues, must be evaluated in each employee's performance review.

### 7.8.9 Code of conduct

All new BTOF employees must obtain a hardcopy of the BTOF Code of Conduct as published in the BTOF Child Protection Procedures document. BTOF Chief Executive is responsible for ensuring that each employee confirms in writing that they have received, and agree to be bound by, those documents.

### 7.8.10 Behavioural Interviews

All interviews of prospective partners, employees and volunteers must include behavioural questions relating to child protection.

## 7.9 Involvement of Children in BTOF activities

BTOF will provide children and young people broad-ranging opportunities to contribute to issues including:

- (i) Case plans;
- (ii) BTOF staff;
- (iii) BTOF activities and services;
- (iv) The development of BTOF policy and procedural documents, including the BTOF Code of Conduct and Child Abuse Reporting procedures.

## 7.10 Child Abuse and Child Protection education

All children involved in BTOF programs, and their families, will be regularly informed on BTOF Child Protection Policy and Procedures, and will be provided adequate opportunities to inform BTOF of any concerns relating to BTOF staff or activities.

BTOF will also ensure that these children and their families are provided with relevant information and education aimed at creating child-safe environments.

## 7.11 Online Safety Policy

The Chief Executive Officer is responsible for the creation and implementation of a specific Online Safety Procedure document. This document will mandate international best practices for the use of BTOF computers on the internet, and must be accessible to all persons using BTOF computers.

All BTOF stakeholders are required to agree in writing to abide by this Online Safety Procedure, and all contracts struck with individuals or other organisations will require acceptance of and agreement to this procedure.

## 7.12 Translation into Local Languages

BTOF partners programs are required to translate this CPP into their primary native language.

## 8. Definitions

The following terms as used in The Policy are defined in Table 2 below.

Term	Definition
BTOF	Beyond the Orphanage Foundation
Bullying	Bullying is the inappropriate use of power by an individual or group against another person. It includes physical abuse, verbal abuse such as insults, taunts, teasing and ridiculing, and psychological abuse such as intimidation and ostracism.
Child Abuse	Includes neglect, and physical, emotional or sexual abuse of a child or young person. <b>Physical</b> abuse includes injury or threats of injury, such as slapping, punching, shaking, kicking, burning, shoving or grabbing, often – but not necessarily – resulting in bruises, cuts burns or fractures. <b>Emotional</b> abuse includes name-calling, put-downs, emotional withdrawal such that it affects the child’s physical or emotional development. <b>Sexual</b> abuse includes non-consensual sexual penetration, inappropriate sexual touching, and exposure to pornography. <b>Neglect</b> is refusal or failure to provide a 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.
Child and Young Person	A person defined as a child or young person by the legislation relevant to their country of residence. In the absence of any such definition, any person under the age of 18 years.
Child Protection	The systems, processes and activities aimed at preventing or minimising the risk of child abuse.
CPP	Child Protection Policy
Domestic Violence	Violence which occurs within family and domestic situations, usually between persons who are related to each other.
The Policy	Beyond the Orphanage Foundation Child Protection Policy and Child Protection Procedures documents.

*Table 2. Terms and Definitions*

## 9. Child Protection Code of Conduct Acknowledgement

I, .....[insert name]..... acknowledge and affirm that:

1. I have received my own personal hard-copy of the BTOF Child Protection Policy and Child Protection Procedures documents;
2. I have read and understood the BTOF Child Protection Policy and Child Protection Procedures documents;
3. I agree to be bound by the BTOF Child Protection Policy and Child Protection Procedures documents;
4. Further, I hereby undertake to treat all children with respect regardless of race, colour, gender, language, religion, not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
5. I will not engage in any sexual activity with any child;
6. I will not engage in any sexual activity with any adult clients of BTOF.
7. Where applicable, I will ensure that another adult is present while I am working with or near children;
8. I will never invite unaccompanied children into my home, unless doing so is absolutely and immediately necessary to protect their safety and wellbeing;
9. I will not use any form of physical punishment on any child;
10. I will not hire children for domestic or other services;
11. I will comply with all relevant Australian and local legislation, including labour laws in relation to child labour;
12. I will immediately report incident where BTOF policy or procedures have been breached.
13. I agree with, and will follow, the guiding principles outlined in the BTOF Child Protection Policy, and will always use reasonable common sense to ensure the safety and welfare of children and their families.
14. Conduct myself in a manner consistent with BTOF's values and Child Protection Policy;
15. Treat all children with respect regardless of their race, colour, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability or other status;
16. Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, intended to humiliate or culturally inappropriate;

17. Not engage children in any form of sexual activity or acts, including paying for sexual services or acts;
18. Ensure, whenever possible, that I am not placed in a position where I am alone with a child or children by having another adult present when working in the proximity of children;
19. Not sleep close to an unsupervised child or children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (this does not include my own children or in cases when I am acting as a guardian);
20. Not visit a child's home alone or invite unaccompanied children into my home or accommodation, unless they are at immediate risk of injury or harm;
21. Follow relevant local, state and national law pertaining to working with children, including those in relation to child labour;
22. Not physically punish children;
23. Refrain from disciplining children excluding my own;
24. Report any suspicion, allegation or witness of child abuse or other breaches of the BTOF Child Protection Policy and Code of Conduct by BTOF Representatives as per the reporting procedures outlined in the Child Protection Procedures document;
25. Keep confidential all information that I am party to regarding child protection cases, only disclosing or discussing information with those responsible for investigating incidents or other parties as designated by them and according to reporting procedures;
26. Disclose any child related convictions or investigations that I am subject to outside my role as a BTOF representative;
27. Not seek to make contact or spend time with any child that I come into contact with in my role as a BTOF representative outside of the designated activities set for performing my role as a BTOF representative;
28. Not hold, kiss, cuddle, fondle or touch children in an inappropriate way;
29. Not do things of a personal nature that a child can do for themselves e.g. Toileting, bathing, dressing excluding my own;
30. Avoid inappropriate physical contact with a child such as engaging in rough physical games;
31. Act professionally towards children I interact with in my capacity as a BTOF representative, whilst at the same time showing genuine care and compassion;
32. Not abuse my position to withhold professional assistance, or give preferential treatment, gifts or payment of any kind to a child, or another person in relation to a child in order to solicit any form of advantage or sexual favour from a child;
33. Refrain from hiring 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 risk of injury;
34. Comply with the BTOF Child Protection Policy relating to the use of children's images by ensuring that:
  - a. Before photographing or filming a child I obtain informed consent from the child and their guardian or parent, ensuring that they understand how the images will be used;
  - b. I have assessed and endeavour to comply with local traditions or restrictions for the reproduction of images;
  - c. Images of children depict them in a dignified and respectful manner, taking care that the way they are dressed and their body position is appropriate, and does not represent them in a vulnerable or submissive manner.
  - d. Images and associated information collected is strictly relevant to the work of BTOF in that community.

- 35. Only use BTOF systems and equipment appropriately. I will not use computers, mobile phones, video and digital cameras to exploit or harass children or to access child pornography through any medium.
- 36. Not condone or participate in any child related activity which is illegal, unsafe or abusive.

I have read this BTOF Child Protection Policy and Code of Conduct and agree to conduct myself in strict accordance with it. I understand that it is my personal responsibility to abide by these requirements at all times.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Witness (Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_