

### Annex 3: Child Safeguarding Code of Conduct

I \_\_\_\_\_ (insert name) acknowledge that I have read and understood the *Child safeguarding Policy* and agree to abide by it and the following expectations in my work with ChildFund Australia.

#### I WILL:

- 1. Treat all children fairly, with respect and dignity, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status; and**
  - Encourage open communication between all children, young people, parents, staff, and have children and young people participate in the decisions that affect them.
- 2. Uphold the integrity of ChildFund Australia by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard; and**
  - Always care for and protect the rights of children;
  - Act in a manner that ensures that children's best interests are a priority;
  - Read and take action to understand and ensure others understand the *Child Safeguarding Policy* and related procedures;
  - Should I have questions or not understand, ask for clarification;
  - Conduct myself in a manner that is consistent with the values of ChildFund;
  - Disclose to my employer, or decline any gifts that may be perceived to impact integrity;
  - Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before, or occurs during my association with ChildFund that relate to child exploitation or abuse.
- 3. Endeavour to keep children safe through child safe practices; and**
  - Maintain and promote a safe environment for children to participate in ChildFund's activities;
  - Provide a welcoming, inclusive and safe environment for all children, young people, and their families and carers;
  - Wherever possible, ensure that another adult is present when working in the proximity of children;
  - At all times be transparent in my actions and whereabouts;
  - Respect cultural differences, but where cultural or traditional practices cause significant harm to children, I will follow the incident reporting procedure to make my concerns known;
  - Take responsibility for ensuring I am accountable and not place myself in a position where there is a risk of allegations being made;
  - Self-assess my behaviours, actions, language and relationships with children;
  - Undertake NOT to hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- 4. Prevent, oppose and combat all exploitation and abuse of children; and**
  - Undertake NOT to abuse the power and influence that I have by virtue of my position over the life and well-being of a child;

- Undertake not to abuse my position by giving 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 favour from a child
- Speak up when I observe concerning behaviours of colleagues;
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with the incident reporting procedure;
- Report any concerns of child abuse according to the prescribed ChildFund procedures;
- Use computers, mobile phones, video cameras, cameras or social media appropriately;
- Never exploit or harass children or access child exploitation material through any medium;
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour;
- Undertake NOT to use language or engage in behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or intended to shame, humiliate, belittle or degrade children;
- Undertake NOT to seek to make contact and spend time with any child or young person outside program activities;
- Undertake NOT to request any service or favour from a child in return for protection or assistance; to never engage in any exploitative relationships with a child, including sexual, emotional, financial or employment related relationships;
- Undertake NOT to hire children for domestic or other labour which is inappropriate given their age or developmental stage and interferes with their time available for education and recreational activities or which places them at significant risk of injury;
- Undertake NOT to invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Undertake NOT to sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my line manager's permission, and ensure that the parent or another adult is present;
- Undertake NOT to use physical discipline or punishment with other people's children.
- I will not work under the influence of alcohol, use or be in position of illegal substance on ChildFund premises, vehicles or accommodation. Nor will I supply, sell, provide, support or encourage the use of drugs and alcohol to children.

**5. Safeguard and make responsible use of the information and resources to which I have access by reason of my relationship with ChildFund Australia; and**

- Exercise due care in all matters of ChildFund Australia business and not share any confidential information about a child or other work-related matters;
- Protect, manage and use ChildFund Australia's human, financial and material resources appropriately. Undertake NOT to use ChildFund Australia's resources to exploit or harass children or access child pornography.

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 and explain how the photograph or film will be used;
- Ensure photographs, films, videos, DVDs and online materials 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, metadata or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form;
- Understand that the onus is on me, as a person associated with ChildFund, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

**6. Refrain from any involvement in criminal or unethical activities, activities that contravene human and child rights or activities that compromise the image and interests of ChildFund Australia; and**

- Undertake NOT to support nor take part in any form of illegal, exploitative or abusive activities, including child labour, child pornography, the trafficking of human beings and illegal commodities;
- Undertake NOT to engage children under the age of 18 in any form of sexual activity or acts, including paying for sexual services or acts;
  - For Australian staff, this is regardless of the local age of consent. Ignorance or mistaken belief of the child’s age is not a defence.
  - For Country Office staff, disclosure of such relationships, where age of consent is lower than 18 years, must be made to the Country Director.
- Failure to report such a relationship may lead to disciplinary action

A breach of the *Staff Code of Conduct* or the *ChildFund Australia Child Safeguarding Policy and Procedures* constitutes grounds for disciplinary action, and may lead to dismissal from employment or service, and result in legal proceedings. A breach of any of the ‘Core Principles’ in the Code of Conduct is regarded as gross misconduct and will result in dismissal.

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Name

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Position

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Signed

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Date