

Child Protection Policy

Foresight is fully committed to a zero tolerance approach in its protection of children under the age of 18 years old from all kinds of abuse and pornography in the delivery of all its aid projects. This policy will further strengthen Foresight's capacity for managing and reducing risks of child abuse by persons engaged in delivering aid programs it funds or with which it is associated.

Foresight:

- Recognizes that children have rights as individuals and should be treated with dignity and respect;
- Believes that children have the right to be emotionally and physically safe at all times;
- Takes all reasonable precautions to protect children in its care from harm of every kind;
- Makes all adult members aware of their child protection responsibilities;
- Cooperates with government child protection agencies.

Guiding principles

Foresight's child protection policy is guided by these principles:

- a) Zero tolerance of child abuse:** Child abuse is not tolerated by Foresight, nor is possession of or access to child pornography, Foresight actively manages risks of child abuse associated with delivering aid activities and trains its staff on their obligations. Foresight will not knowingly engage, directly or indirectly, anyone who poses an unacceptable risk to children, nor fund any individual or organization that does not meet Foresight's child protection compliance standards in their operations and activities.
- b) Recognition of children's interests:** Australia is a signatory to the United Nations Convention on the Rights of the Child, and Foresight is committed to upholding the rights and obligations of the convention. Foresight recognizes that some children, such as children with disabilities and children living in areas affected by disasters (natural or conflict based) are particularly vulnerable.
- c) Sharing responsibility for child protection:** To effectively manage risks to children, Foresight requires the active support and cooperation of contractors and NGOs implementing Foresight-funded activities. Partners, contractors and NGOs must meet the terms of this child protection policy and will be held accountable, through contracts and audits, for complying with it. Foresight also encourages awareness of child protection issues among international and whole-of-government partners.
- d) Risk management approach:** While it is not possible to eliminate all risk of child abuse, careful management can reduce the incidence of child abuse associated with aid activities. This policy introduces risk assessments and treatments for a range of recognized risks to children. All Foresight staff and volunteers of the projects ensure that any potential risk

related to child protection will be considered and managed. The Risk assessment process at glance includes:

- a) Risk identification
- b) Risk analysis
- c) Risk evaluation
- d) Risk of treatment
- e) Risk assessments will be done in the initial planning of a project, revisited mid-term or periodically as needed, and then evaluated at the closure of the project.

- **Practices for dealing with children:** Foresight volunteers and employees should understand that there are different forms of child abuse and these include neglect, sexual, physical and emotional abuse. Volunteers and employees need to take all reasonable measures to avoid placing children and young people at risk of harm and/or creating opportunities for allegations or misunderstandings. Special care must be taken when dealing with children. You should:

- a) Have contact with children only when appropriate to do so;
- b) Reassure children with a smile;
- c) Make instructions clear and simple;
- d) Speak slowly using a friendly tone and avoid shouting;
- e) Get down to the child's level where possible;
- f) Always explain why you are asking a child to do something, e.g. "don't run because you may trip and hurt yourself";
- g) Never use physical contact to overcome a child's resistance to a request;
- h) Try to stay within sight of other adults; don't get into a situation where you are alone with a child.

- **Child protection for all paid personnel**

- a) All applicants for any positions will be made aware of the Foresight's Child Protection Policy and screening requirements.
- b) All successful applicants will be required to sign that they have read and fully understand the Child Protection Policy, including the Child Protection Code of Conduct as outlined in Appendix B
- c) All successful applicants for staff positions will not commence employment prior to the successful completion and outcome of a Criminal Record Check and verbal referee checks.
- d) All staff will receive training and briefings appropriate to their position by the Foresight's Manager.
- e) Foresight reserves the right to refuse employment or terminate any person's employment that may pose a risk to children based on criminal history or perceived/actual risk.
- f) If an alleged Policy Breach occurs while in-country, Foresight reserves the right to immediately repatriate the staff member to Australia.
- g) Policy Breaches of the Child Protection Policy will be referred to the Foresight's General Manager and the Board of Directors for review and appropriate sanctions.
- h) Additional screening measures for all personnel working with children will include behavioural-based interview questions.

- **Child protection processes with volunteers and/or visitors**

- a) Volunteers will be made aware of Foresight's Child Protection Policy and screening requirements.

- b) All successful applicants for volunteer positions will be required to submit to a Criminal Records Check before their first deployment, and every 3 years thereafter and to provide two referees for verbal referee check.
- c) All volunteers will be notified of their obligations under the Child Protection Policy as part of the Volunteer Agreement upon registration as a volunteer. Volunteers will also be reminded of their obligations under the Child Protection Policy via e-mail prior to each deployment.
- d) All volunteers and visitors will be required to sign & submit the Foresight Child Protection Code of Conduct, as detailed in Appendix B
- e) Additional screening measures for all personnel working with children will include behavioural-based interview questions.
- f) Foresight reserves the right to terminate any persons volunteer position prior to deployment, if they believe that there may be a risk to children based on criminal history or perceived/actual risk.
- g) If an alleged Policy Breach occurs while in-country, Foresight reserves the right to terminate any persons volunteer position immediately and repatriate the person to their home country, if they believe that there may be a risk to children based on criminal history or perceived/actual risk.
- h) All Australian and international based visitors whom travel as associates of Foresight will be made aware of the Foresight's Child Protection Policy and screening requirements.
- i) All Australian and international based visitors will be required to submit to a Criminal Records Check before travel.
- j) All Australian and international based visitors will be accompanied by Foresight Staff, Project Coordinators or Volunteers at all times, and not left alone or unsupervised while in a project location.
- k) Other visitors such as in-country guests and sponsors will be accompanied by Foresight Staff, Project Coordinators or Volunteers at all times, and not left alone or unsupervised while in a project location.
- l) Foresight reserves the right to terminate any persons access to a project location prior to travel, if they believe that there may be a risk to children based on criminal history or perceived/actual risk.
- m) If an alleged Policy Breach occurs while in-country, Foresight reserves the right to terminate any persons access to the project, if they believe that there may be a risk to children based on criminal history or perceived/actual risk.

- **Special care must be taken when dealing with children:** Generally, you should avoid touching a child unless it is essential for you to:
 - a) Provide assistance in the event that a child is hurt or injured;
 - b) Reassure or calm a distressed child; or
 - c) Intervene to ensure the safety of a child.

If it is essential for you to touch a child you should:

- a) Only touch "neutral" areas of a child's body such as the arm or shoulder;
- b) Avoid unobserved contact with a child as much as possible; and
- c) If ongoing first aid or reassurance is required seek assistance from another adult.

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

- a) Before photographing or filming a child,

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images
 - Obtain consent from the child and a parent or guardian of the child. As part of this you must explain how the photograph or film will be used
 - b) Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
 - c) Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
 - d) Ensure images are honest representations of the context and the facts
 - e) Ensure file labels do not reveal identifying information about a child when sending images electronically
- **Incident report procedure is outlined in Appendix A**

The child safeguarding incident reporting procedure, as outlined in Appendix A, reflects the following principles:

- Protection of all parties involved in the complaint of concern.
 - Confidentiality (as distinct from secrecy).
 - Expedient reporting.
 - Truthfulness.
 - Fairness.
 - Professionalism.
- **Reporting suspected child abuse:** All concerns or allegations of child abuse must be reported immediately and it is mandatory. Please contact Foresight General Manager, Mr Remy Di Ponio on +61 02/80213632 or email him at remy@foresight.org.au or alternatively Foresight's Chairman Mr Kevin Gardner on +61 02/93827408. Report of abuse are to be made using the specific form on child abuse provided by Foresight.
For further general information on child protection or child abuse contact the Department of Foreign Affairs and Trade (DFAT) on +61 02/61785100 or email childprotection@dfat.gov.au.
 - **This policy will be also available to all body members, staff, volunteers and visitors to projects on the Foresight's website under the "Policies' page.**
 - **Review of this policy**
This policy will be review by the Foresight's Board of Directors on an annual basis.

DOCUMENT CHANGE HISTORY

Revision: 31 July 2018

Appendix A – Child Protection Reporting process

This process must be followed in responding to any report of concern:

Incident	Alleged incident occurs
	
Report	<ol style="list-style-type: none"> 1. Concern or complaint made in writing using the Incident Report Form addressing all relevant facts and given to the Project Coordinator and/or manager. 2. Concern or Complaint can be made by victim, carer, guardian, Foresight staff, volunteer or member of the general public. 3. Concern or complaint must be received within 24 hours of the incident, or as soon as reasonably practical.
	
Investigation	<ol style="list-style-type: none"> 1. Project coordinator and Manager gather information as required. 2. Maintain confidentiality of all parties. 3. Ensure immediate protection of children.
	
Outcome	<p><u>Unconfirmed</u></p> <ul style="list-style-type: none"> • Advise complainant in writing including alternate options for redress • Advise alleged offender in writing (claimant name withheld). • Counsel alleged offender with respect of any unsafe behaviour <p><u>Inconclusive</u></p> <ul style="list-style-type: none"> • Seek legal advice if necessary • Advise alleged offender in writing (claimant name withheld) • Advise complainant in writing including alternate options for redress • Counsel alleged offender with respect of any unsafe behaviour(s) • Set a review period to monitor future behaviour(s) of alleged offender <p><u>Validated</u></p> <ul style="list-style-type: none"> • Refer to Police or Statutory Body in-country • Refer to Police in home state/location of offender • Advise complainant in writing • Impose relevant sanctions

Appendix B – Child Protection Code of Conduct

I have read and understood the Foresight Child Protection Policy. I agree and understand that general obligations apply:

- while I am working for Foresight or engaged in activities funded by Foresight;
- when publicly displaying a connection to Foresight;
- in situations where I am recognised as a representative of Foresight.

I will:

- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate, including giving gifts, alcohol or drugs;
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts. I understand that mistaken belief of the age of the child is not a defence;
- 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 manager's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phone, or video and digital cameras appropriately, and never exploit or harass children or to access child pornography through any medium
- Refrain from physical punishment or discipline of children
- 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 significant risk of injury
- Comply with all relevant legalisation, including labour laws in relation to child labour
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures outlined in the Foresight Child Protection Policy

USE OF CHILDREN'S SOUNDS AND IMAGES FOR WORK RELATED PURPOSES

I further agree that, while working with Foresight or engaged in Foresight activities, and when photographing or filming a child or using children's images for work-related purposes, I 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 and a parent or guardian of the child, and wherever possible together with a verbal briefing about where and 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; and
- ensure the 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 have read and am aware of the Foresight Australia Child Protection Policy and will comply with it.

*I also understand that any breach of the **Code of Conduct** as outlined above may result in disciplinary action including dismissal from employment or membership of Foresight and/or legal action.*



8th August 2018

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(Signature)

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(Date)

Kevin Gardner

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(Print name)