

CHILD PROTECTION POLICY

Policy number	2.09	Version	2022v6
Responsible Person	International Division Manager	Approval date	03-05-2022

INTRODUCTION

ASHM's Child Protection Policy and Procedure reflects the principles and implementation of the **Department of Foreign Affairs and Trade (DFAT) Child Protection Policy, January 2018** and **Child Protection Guidance Note, February 2018**.

ASHM's Child Protection Policy and Procedure is consistent with the Department of Foreign Affairs and Trade **Minimum Child Protection Standards (Appendix A DFAT Child Protection Policy, January 2018)**

ASHM is committed to promoting and protecting the interest and safety of children. We have zero tolerance for child abuse.

SCOPE

This child protection policy applies to all ASHM personnel which includes:

- Board members, staff, volunteers, interns, contractors, visitors to projects
- ASHM partner's downstream personnel
- Subcontractors engaged by ASHM to perform ASHM project in-country activities.

The scope does not include home-based project activities.

PURPOSE

The purpose of this policy is to:

1. prevent any child abuse occurring within ASHM and its projects.
2. work towards an organisational culture of child safety.
3. ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
4. provide guidance to ASHM personnel as to action that should be taken where they suspect any abuse within or outside of the organisation
5. provide a clear statement to ASHM personnel forbidding any such abuse.

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6. provide assurance that any and all suspected abuse will be reported and fully investigated.

The purpose of this policy is to help eliminate the risk of anyone working for and with ASHM being involved in child abuse.

DEFINITIONS

Child. For the purposes of this policy, a child is defined as any person under the age of 18.

Child abuse is defined as “All forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse”.

Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

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

Emotional abuse refers to a parent or caregiver’s inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence.

Neglect is the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing

Sexual abuse occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification - regardless of the age of majority or age of consent locally. These can be contact or non-contact acts and includes fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography.

Child pornography is defined as “any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes”.

Exploitation - Commercial or other exploitation of a child refers to the use of the child in work or other activities for the benefit of others that are to the detriment of the child’s physical and mental health, education, or moral and social-emotional development. It includes, but is not limited to:

- child labour
- child trafficking

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- child sexual exploitation
- committing or coercing another person to commit an act or acts of abuse against a child
- possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material
- committing or coercing another person to commit an act or acts of grooming or online grooming
- using a minor for profit, labour, sexual gratification, or some other personal or financial advantage

'ASHM personnel' includes all staff, volunteers, interns, contractors, committee members, visitors to projects, ASHM partners' downstream personnel and subcontractors engaged by ASHM to perform ASHM project in-country activities.

POLICY

Policy Principles

Zero tolerance: ASHM has zero tolerance for child abuse. Everyone working for ASHM is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Best interests of child: ASHM is committed to upholding the rights of the child and Australia's obligations under United Nations Convention on the Rights of the Child. In all actions concerning children, the best interests of the child shall be a primary consideration.

Natural justice: All investigations concerning suspicions and allegations of child abuse will be conducted according to the rules of natural justice. In line with this principle, ASHM will ensure that personnel must be fully aware of their responsibilities to protect children and how to report concerns or allegations about child exploitation and abuse.

Procedural fairness: ASHM will apply procedural fairness when making decisions that affect a person's rights or interests. ASHM's partners are expected to adhere to this principle when responding to concerns or allegations of child exploitation and abuse.

Risk assessment approach: Child safety risk assessment is a part of ASHM's overall risk assessment for all projects and partnerships. This assessment will identify risks, and document steps being taken to reduce or remove those risks.

Shared responsibility for child protection: ASHM requires the commitment, support and cooperation of partner organisations and individuals who help to deliver programs to effectively manage risks to children in all of our projects and activities.

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General policy statements

ASHM is always committed to promoting and protecting the best interests of children involved in its programs.

ASHM is committed to preventing a person from working with children if they pose an unacceptable risk to children.

ASHM is committed to immediate reporting of child exploitation or abuse suspicions or allegations to DFAT where DFAT funds are involved.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

ASHM has zero-tolerance for child abuse. Everyone working for ASHM is responsible for the care and protection of the children within our care and for reporting information about suspected child abuse.

Child protection is a shared responsibility between ASHM, all employees, workers, contractors, associates, and members of the ASHM community.

Wherever necessary, ASHM will consider the opinions of children and use their opinions to develop child protection policies.

ASHM supports and respects all children, staff and volunteers. ASHM is committed to the cultural safety of Aboriginal and Torres Strait Islander children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

ASHM is committed to the protection of children from harm, abuse and exploitation. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child.

Child Protection Code of Conduct

ASHM has developed a Child Protection Code of Conduct to provide clear guidance to personnel and associates about ways to minimise risk to children and make clear the standards of behaviour and practice required of them at all times when they are in contact with children. These behaviours are not intended to interfere with normal family interactions.

All ASHM personnel are required to read and sign the Child Protection Code of Conduct, which is located at the end of this policy.

Reporting

It is mandatory for all those under the Scope of the ASHM Child Protection Policy to confidentially report any witnessed, suspected or alleged incidents of child abuse or any breach of the Child Protection Policy or Child Protection Code of Conduct using the process outlined in the flowchart over-page.

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Children and community members with whom ASHMs works will be provided with information about how to report any child protection concerns about ASHM personnel members and associates.

Disciplinary action

If it is alleged that a member of staff, contractor, visitor to a project or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

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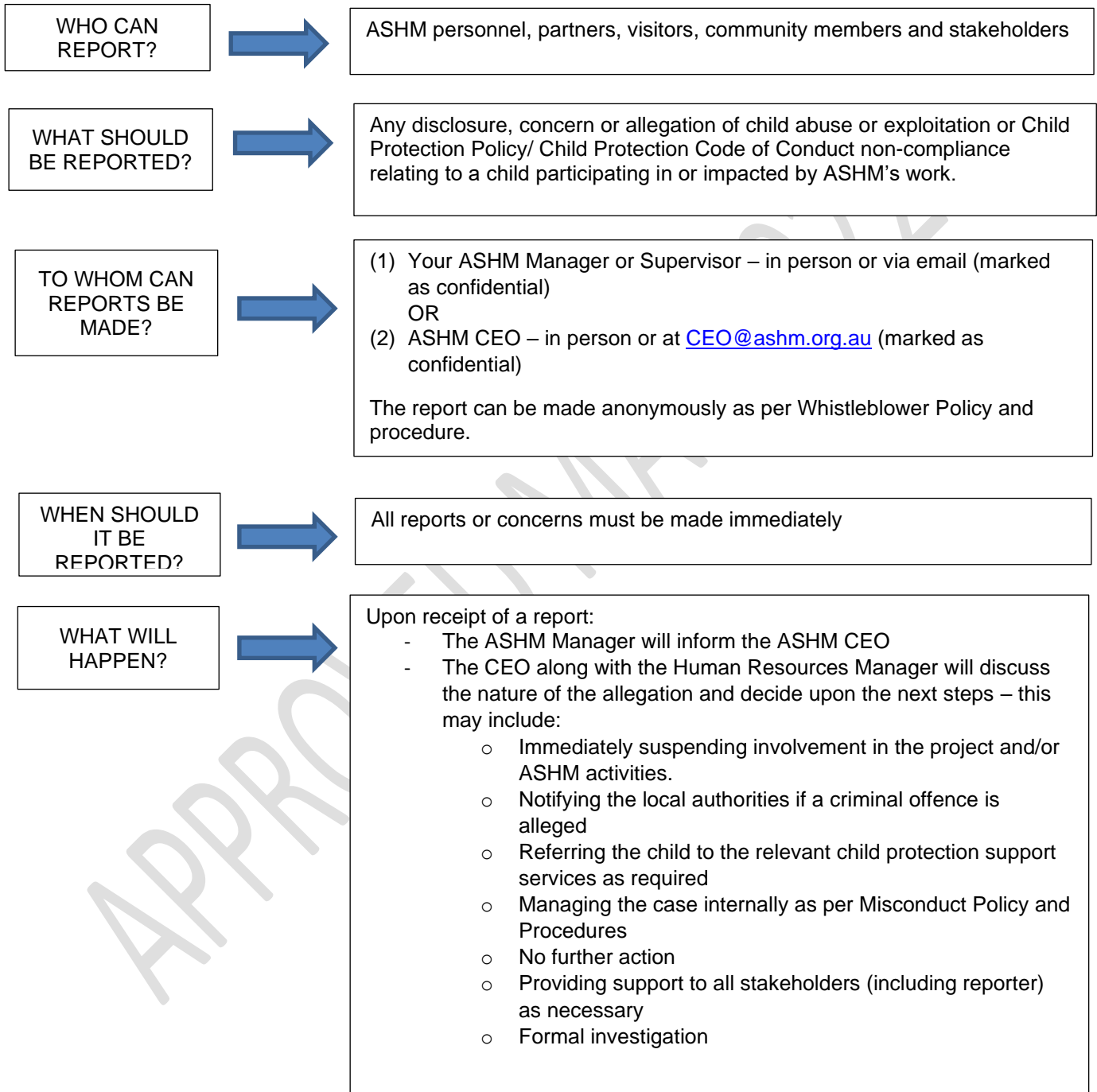
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Flowchart:



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RELATED POLICIES

- 2.10 External Complaints Policy
- 2.14 Whistleblower Policy
- 2.18 Prevention of Sexual Exploitation, Abuse and Harassment Policy
- 3.03 Risk Management Policy
- 3.11 Privacy Policy
- 4.09 Recruitment Policy
- 4.24 Staff Complaints and Grievance Policy
- 8.01 Promotional Material Policy

AUTHORISATION

ASHM Board

HISTORY

Version	Approved Date	Comments/ Amendments
2018v1	10-03-2018	First version
2018v2	10-04-2018	Reporting to person changed from CFOO to International Division Manager
2019v3	05-08-2019	Added statement to report child protection incidents to DFAT when DFAT funding was involved
2020v4	24-08-2020	Changes were made as per Child Protection Consultant report.
2021v5	N/A	New template
2022v6	03-05-2022	2 years compliance review. Update Personnel definition. Update scope of this policy Update email for reporting

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CHILD PROTECTION PROCEDURE

Procedures number	2.09	Version	2022v6
Responsible person	International Division Manager	Approval date	03-06-2022

RESPONSIBILITIES

The Board of ASHM has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct Agreement are in place.

Everyone working at ASHM is responsible for the care and protection of children and reporting information about child abuse.

The CEO of ASHM is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all ASHM personnel are aware of relevant laws, organisational policies and procedures, and the organisation's Child Protection Code of Conduct Agreement;
- Ensuring that all adults within the ASHM community are aware of their obligation to report any exploitation or abuse of a child in accordance with these policies and procedures;
- Ensuring that all ASHM personnel are aware of their obligation to observe the ASHM Child Protection Code of Conduct Agreement;
- Providing support for ASHM personnel in undertaking their child protection responsibilities.

All managers must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their areas of control and eradicate/minimise any risk to the extent possible;
- Familiarise themselves and their project staff with relevant laws in implementing countries concerning child protection;
- Educate employees about the prevention and detection of child abuse;

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- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities including immediate notification to the ASHM CEO; and
- Consult with the ASHM CEO concerning onward reporting to relevant authorities (such as the police and / or the state-based child protection service). This reporting will be informed by the data recorded in the Assessment of External Child Protection Context and Resources for the relevant project.

Management should be familiar with the types of abuse that might occur within their areas of responsibility and be alert for any indications of such conduct. They will ensure this by implementing:

- Risk plans identifying activities and measures to reduce or remove the risk to children
- Documentation that risk assessments are reviewed and updated regularly during the life of the activity
- Evidence of adaption to local context (when a different approach to standard risk controls is required)

All ASHM personnel share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the ASHM Child Protection Code of Conduct Agreement and ASHM's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to their manager (or, if their manager is involved in the suspicion, to the ASHM CEO) and fulfil their obligations as mandatory reporters;
- Provide an environment that is supportive of all children's emotional and physical safety.

PROCEDURES

CHILD PROTECTION CODE OF CONDUCT

ASHM's Child Protection Code of Conduct is detailed in the Child Protection Code of Conduct Agreement which is signed and kept on file for all ASHM employees and contractors.

The Child Protection Code of Conduct Agreement stipulates conditions applying to the use of images and personal information. The use of images and personal information for promotion, fundraising and development education are subject to protocols which ensure the privacy and safeguarding of children.

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All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. ASHM has safeguards and practices in place to ensure any personal information is protected.

ASHM protects the privacy of all individuals following ASHM policies, including ASHM's Privacy Policy, Promotional Material Policy and other Communications guidelines. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

RECRUITMENT AND SELECTION

ASHM requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with ASHM.

ASHM undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share ASHM's values and
- commitment to protect children; and
- Prevent a person from working for ASHM if they pose a risk to children.

Incidental Contact with Children Positions and Working With Children Position

For all positions identified to involve contact with children ASHM must:

- undertake 2 verbal reference checks that include child protection questions
- undertake criminal record checks for Australia and statutory declarations for each country the individual has lived for 12 months or longer over the past 5 years, and for the individual's country of citizenship. The results of these checks are for the sole use of ASHM and will remain confidential. In the case of an audit, ACFID may require proof that these have been completed. ASHM will review these checks when personnel have a change in circumstances.
- Request a Working with Children Check from candidates (Australia, UK and NZ) working in in-country projects, having incidental contact with children, having access to child-sensitive data, or having ongoing contact with children by letter, email, phone or social media.
- Information on Australian state and territory WWCCs can be found at: <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks>
- Obtain a statutory declaration where criminal history checks are not available

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- Ask applicants to disclose whether they have been charged with child abuse/exploitation offences
- interview plans that incorporate child protection behavioural-based interview questions

ASHM's Misconduct Policy includes suspension or transfer to other duties of any employee who is under criminal investigation and the dismissal of any employee after an investigation.

ASHM analyses each position and states, in the position description, the level of contact with children depending on the tasks performed. Following DFAT's advice, ASHM will assume that all positions will have incidental contact with children, except for the home-based employees. For the home-based employees and contracts, it is assumed that the employee will not have any contact with children.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy by signing ASHM's Child Protection Code of Conduct Agreement and participating in scheduled child protection policy training and updates.

For guidelines on how to apply all of these recruitment and selection measures please refer to the Recruitment Policy.

REPORTING AND HANDLING CHILD PROTECTION CONCERNS

It is mandatory for all ASHM personnel to report immediately any suspected or alleged case of child exploitation, abuse or policy non-compliance by anyone within the scope of this policy in connection with official duties or business.

Reports may come from a range of sources including current and former staff, contractors, volunteers, clients and suppliers. These people are an important line of defence against child abuse and ASHM recognizes that providing them with adequate protection against retribution can encourage them to come forward with information.

What should be reported?

Any disclosure, concern or allegation from a child, community member, personnel regarding the safety, abuse or exploitation of a child participating in or impacted by ASHM's work (this includes actual, suspected, or risk of abuse or harm to a child). Any observation or concerning behaviour exhibited by a ASHM personnel that breaches the Child Protection Code of Conduct put in place by ASHM

Who to report to?

Any staff member, volunteer, visitor to projects or contractor who has grounds to suspect abusive activity must immediately notify their ASHM Manager.

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ASHM Managers must immediately notify the CEO of such reports. Reports to the CEO should be made in person or at CEO@ashm.org.au

Members of the community can also report, either directly to ASHM project personnel or at CEO@ashm.org.au

If the concern relates to a manager, it should be reported directly to the CEO. In situations where the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

When to report?

Reports must be made immediately.

In turn, if DFAT funds are involved then ASHM must immediately report the case to DFAT at childwelfare@dfat.gov.au Handling Child Protection Concerns

All concerns and complaints must be treated seriously, confidentially and in a timely manner. Each report must be investigated on a case by case basis and responses should reflect the nature of the allegation.

The rights and welfare of the child are of prime importance. Every effort must be made to protect the rights and safety of the child throughout the handling of the report.

People who report suspected child abuse to ASHM will be protected from any retribution, as described in ASHM's Whistleblower

Upon receipt of a report the CEO along with the Human Resources Manager will discuss the nature of the allegation and decide upon the next steps – this may include:

1. Initial discussion with the staff member concerned
2. Investigation by the CEO
3. Determination to dismiss complaint or to affirm a breach of the Child Protection Code of Conduct
4. Determination to issue a warning, transfer to other duties or to dismiss the Employee
5. 5) Where the breach of the Child Protection Code of Conduct involves possible criminal involvement in child abuse, the CEO will report to either or both the local Australian and Federal police and child protection statutory services (depending where the offence took place). If the appropriate child protection service or the police decides to conduct an investigation of this report, all ASHM personnel must co-operate fully with the investigation.
6. As necessary, referrals for the child /and their family for ongoing protection and support, during and after the CP reporting and/or investigation may be made to the following:

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- Emergency and/or ongoing medical treatment and support
- Counseling services
- Agencies/resources for safe placement of child

Whether or not the authorities decide to conduct an investigation, the CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation. All ASHM personnel must co-operate fully with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Any such investigation will ensure that all parties will be treated fairly and be conducted according to the rules of natural justice.

Confidentiality

The CEO will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation. This will only be done on a need-to-know basis.

ASHM will advise anyone who makes a child protection report of ASHM's requirements under the Privacy Act such as keeping the information to a minimum and ensuring those staff with a genuine 'need-to-know' are the only ones informed.

Disciplinary action

If it is alleged that a member of ASHM personnel may have committed an offence or have breached the organisation's policies or its Child Protection Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the ASHM's policies or Child Protection Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with ASHM. The findings of the investigation will also be reported to any external body as required. Lower level, non-criminal breaches that do not have a negative impact on children will be dealt with as per the ASHM External Complaints policy

Disciplinary action will be taken against any personnel found to:

- Have failed to report a child protection concern
- Have intentionally made a false allegation

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Documented Reporting Procedure

Upon receipt of a report:

- The ASHM Manager will inform the ASHM CEO
- The CEO along with the Human Resources Manager will discuss the nature of the allegation and decide upon the next steps – these may include:
 - Immediately suspending involvement in the project and/or ASHM activities.
 - Notifying relevant local authorities if a criminal offence is alleged
 - Referring the child to the relevant child protection support services as required
 - Managing the case internally as per the People and Performance Management Supervision and Review Policy and Procedure.
 - No further action
 - Providing support to all stakeholders (including reporter) as necessary

WORKING WITH PARTNERS TO KEEP CHILDREN SAFE

ASHM's child protection policy applies to

- all personnel,
- partner's downstream personnel, and
- subcontractors that are engaged by ASHM to perform any part of ASHM project activities.

When ASHM is the managing partner in international context it will ensure that downstream partner organisations or individual subcontractors receive training in the relevant minimum child protection standards.

ASHM is committed to building our partners' capacities in child protection practices.

Before engaging with partners, ASHM will conduct due diligence assessments, that includes their working with children practices and child safeguarding to ensure that they meet the minimum standards.

All ASHM international downstream partners must sign the ASHM ACFID Code of Conduct Agreement, as well ASHM's Child Protection Code of Conduct Agreement.

ASHM undertakes its partner's CP policy and procedure checks against DFAT minimum standards.

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Working with government partners

ASHM acknowledges that where an implementing partner is a government department of the partner country, ASHM is unable to require that they have or develop their own Child Protection Policy. However, ASHM commits to actively working with these partners to ensure that child safeguarding standards are included, where possible, in partnership agreements, MOU's and at program activity level.

ASHM will actively monitor the implementation of agreed child safeguarding measures and obligations with our field- based partners on an ongoing basis.

ASHM field- based partners share the responsibility for identifying, reducing and monitoring child safeguarding risks to children benefitting from and in contact with ASHM funded programs.

Individuals

An individual contractor is not required to have a child protection policy. However, they will be required to sign the ASHM Child Protection Code of Conduct Agreement that applies and builds on, where appropriate, DFAT's Child Protection Professional Behaviours, and provide evidence of their commitment to child protection. A current criminal record check will also be sourced for individuals working with children in ASHM projects.

CHILD PROTECTION RISK ASSESSMENT

Program risk assessment and monitoring

ASHM will ensure that child safety is a part of its overall risk management approach. ASHM will undertake a risk assessment to reduce the risk of any child being harmed as result of operations or activities funded by ASHM. Initially, this assessment will be described in the Assessment of External Child Protection Context and Resources completed for each international project.

All programs and projects that have contact with children are then required to complete a child safeguarding risk assessment, assessing and identifying all potential child safeguarding risks within the program/project before commencement of any activities. The risk assessment must include actions and recommendations that are to be put in place to minimise or remove any risks to children and these (and any emerging risks) must be actively monitored throughout the activity/program cycle.

Organisational risk management

Child protection is a standing item on the agenda of the ASHM Board. ASHM has a Finance Risk Management and Audit Committee (FRMA) to identify and manage risks at ASHM. Child protection is a standing item for this committee. Regular reports are made to this Committee on child protection by the CFOO.

TRAINING AND AWARENESS RAISING OF CHILD PROTECTION

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Child protection forms part of the ASHM induction process. In addition, ASHM will conduct child protection training each year for ASHM personnel and downstream partners, to ensure that personnel are:

- fully aware of the requirements of this policy;
- fully aware of their responsibilities and obligations to protect children;
- fully aware of how to report concerns or allegations about child exploitation and abuse.

Child protection is a standing item on the agenda of the ASHM Board. Members of the ASHM Board and the Finance, Risk and Audit Committee receive awareness training on ASHM's Child Protection Policy and responsibilities.

USE OF VISUAL IMAGES AND PERSONAL INFORMATION OF CHILDREN

ASHM is committed to keeping children safe when collecting and using their images and personal information. The Guidelines on Taking and Using Visual Images of Children are detailed in the ASHM Child Protection Code of Conduct Agreement.

POLICY REVIEW

Every two years, and following every reportable incident, a review of this policy shall be conducted to assess whether ASHM's child protection policies or procedures require modification to better protect the children under ASHM's care.

ASHM undertakes child protection policy assessments against DFAT's nine minimum standards and whenever ACFID/DFAT Child Protection policies are updated.

RELATED DOCUMENTS AND FORMS

Child Protection Code of Conduct Agreement

DFAT Child Protection Guidance Note Recruitment and Screening, January 2017

<https://www.dfat.gov.au/sites/default/files/Recruitment%20and%20Screening.pdf>

DFAT Child Protection Guidance Note Reporting and Notifications February 2018

<https://www.dfat.gov.au/sites/default/files/child-protection-notification-guidance-note.pdf>

EXTERNAL CHILD PROTECTION CONTEXT AND RESOURCES MAPPING TOOL - Annex

AUTHORISATION

ASHM CEO

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CHILD PROTECTION CODE OF CONDUCT AGREEMENT

This agreement is to be completed in accordance with the ASHM Child Protection Policy.

I..... *please insert name, engaged by the Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine, agree that while implementing ASHM activities, 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*
- *not personally engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (including Part IIIA of the Australian Crimes Act 1914 (Cwlth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws*

wherever possible, ensure that another adult is present when working in the proximity of children

- *not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger*
- *not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible*
- *use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes' below)*
- *refrain from physical punishment or discipline of children (excluding my own 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*
- *refrain from using, promoting or allowing the use of alcohol or drugs in the presence of children refrain from giving gifts to children as part of my work with ASHM*
- *be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse*
- *comply with all relevant Australian and local legislation, including labour laws, in relation to child labour*
- *immediately disclose all charges, convictions and other outcomes of an offence which occurred before or occurs during my association with ASHM that relate to child exploitation and abuse immediately report concerns or allegations of child abuse in accordance with appropriate procedures.*

When using children's images for work related purposes, I must:

- *before producing an image of a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images*
- *before making an image of a child, obtain consent from the child or a parent or guardian of the child. As part of this I must explain how the image will be used*
- *ensure all images 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.*

I understand that the onus is on me, as a person engaged by ASHM, to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing ASHM activities.

Signed:

Date:

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ABN 48 264 545 457 CFN 17788



EXTERNAL CHILD PROTECTION CONTEXT AND RESOURCES MAPPING TOOL

This tool should be used to guide and document the CP mapping process. The aim is to identify the local CP context, including arrangements and resources for the protection of children, lodging a concern and the investigation, including criminal investigation, of child protection concerns/allegations.

Details to be recorded should include:

1. Summary

- 1.1. Summary and brief analysis of main protection risks and issues facing children locally inc. details of commonplace/culturally accepted practices that may be harmful (e.g. FGM, child labour)
- 1.2. Local attitudes towards child abuse (e.g. possibility of reprisals towards victim, perpetrator, reporter and witnesses and what forms they might take etc)

2. Statutory Child Protection – Government Ministries etc.

- 2.1. Details of any government bodies or agencies with statutory authority for the protection of children – include names and contact details of Senior Officers
- 2.2. Brief assessment of the effectiveness of protection resources
- 2.3. Summary of legislation governing welfare/protection of children
- 2.4. Brief analysis of implementation/enforcement of legislation as far as this is known

3. Criminal Investigation/Prosecution – Police and Judiciary

- 3.1. Local police position on investigation of criminal assault against children and likelihood of prosecution of such offences
- 3.2. Legal age of consent in country and legislation covering this
- 3.3. Name and contact details of Senior Police Officer spoken to regarding above

4. Other Agencies – Health Services, NGOs, Interagency Forums

- 4.1. Details of health and other services that may be accessed as part of victim response
- 4.2. Names and contact details of NGO's, other agencies, other relevant bodies and professional networks, including any local joint arrangements for dealing with child protection issues

5. Community

- 5.1. Details of informal/community based justice and protection mechanisms and how these function

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Project/ location		Contact details	
Mapping completed by		Date	

1. Child protection Risk and issues

Definition of a child		
Legislation covering age:	Sexual consent	
	Marriage	
	Criminal responsibility	
	Other:	
	Policies and legislation protection children (e.g. international conventions, UNICEF)	

2. Child protection risk and issues

List of main protection risks	Is a cultural accepted practice?	Local attitude towards the protection issue?	Legislation governing this type of issue	Police position on this issue? Implementation and enforcement	Any other provision for this issue?	Gaps identified in the provisions?
Sexual abuse						
Corporal punishment						
Child Labour						
Fraternalization						
Trafficking						
Early marriage						
Other						

3. Child protection network

Is the police investigation recommended for criminal issues? Justify		Provide name, location and contact details for contacting the police	
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Ministries, agencies and community base organisation within the country with authority for the protection of children	Type of service/agency	Location	Can this agency be contacted in the event of an issue? If yes, please give contact details of the Senior Officer/s who may be contacted.	Other
1)				
2)				
3)				
4)				

Based on information gathered above you may list here a summary of the key contacts for each type of Child Protection (CP) Issue

	Agency name	CP function	Staff member and position	Contact details
External reporting of abuse				
Responding				
Emergency Medical treatment of abuse				
Ongoing protection and child support throughout the investigation				
Other				