



# Child & Youth Protection Policy

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## INTRODUCTION

### A duty of care

As effective development organisations, non-governmental organisations (**NGOs**) have a duty of care to ensure the safety of children involved in and impacted by their work, both here in Australia and overseas. This can be achieved by building an environment that is safe for children. Being a child safe organisation means proactively implementing child protection measures that safeguard children and building the capacity of all stakeholders, so that they understand what child protection is and are committed to their responsibility for keeping children safe.

A vital element in building and maintaining a child safe organisation is to develop and implement an active and robust Child and Youth Protection Policy and procedures.

As well as minimising risks to children, a Child and Youth Protection Policy serves to protect organisations and their representatives by providing information on child protection and clear guidelines and professional standards for their work with children. A Child and Youth Protection Policy also ensures that allegations of child abuse are investigated and dealt with appropriately. *(ACFID GUIDELINES FOR THE DEVELOPMENT OF A CHILD SAFEGUARDING POLICY, 2018)*

## Organisational identity

**AusCam Freedom Project** (Inc) is an Australian Registered Charity and International Non-Profit (incorporated association) working to protect and empower at risk adolescent girls in Cambodia to prevent human trafficking and exploitation.

### Our Vision

For all girls, everywhere, to be free from trafficking and exploitation.

### Our Mission

We end trafficking and exploitation before it begins by protecting girls, especially those at high risk.

### Our focus

To build resilience in, equip and empower girls and young women so they are protected from, and prevent Online Child Sexual Exploitation (OCSE)

### Our Values

Our organisational culture is essential in defining how we approach our mission, how we behave, and how we interact within the anti-trafficking sector. Our success therefore is defined not only by our ability to protect girls, but by our ability to exemplify our core values known as our “CIRCLE”:

1. **C**ollaboration – we foster positive relationships among all stakeholders
2. **I**nnovation – we encourage creative and critical thinking, develop new solutions, and embrace continuous learning
3. **R**elentlessness – we do what it takes to keep girls safe and improve the quality of opportunities for them
4. **C**ompassion – we only participate in relationships that are respectful and authentic, considering perspectives and experiences of all stakeholders
5. **L**ongevity – we are committed to achieving sustainable long term impact
6. **E**xcellence – we strive to meet the highest standards of good governance, integrity and quality of service

## **Policy overview**

AusCam Freedom Project understands that it has a fundamental duty of care towards protecting children engaged within its programs and activities and is committed to the safety and protection of children and youth from all forms of abuse and exploitation. This Child & Youth Protection Policy (**CYPP / this Policy**) recognises that children and young people can be extremely vulnerable, especially in situations of poverty and/or humanitarian crisis or conflict and need to be protected.

AusCam Freedom Project will use a risk management approach to minimise the likelihood of child abuse and provide clear and practical guidelines for staff and representatives responding to child abuse and managing complaints.

This Policy has been developed to adhere to international standards such as the United Nations Convention on the Rights of the Child as well as the Australian Government’s Child and Youth Protection Policy for the aid program. This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under Cambodian Law. This Policy should be seen as a component of the broader ethical framework and Code of Conduct of AusCam Freedom Project. Disciplinary processes are a means to establish and maintain an ethical, efficient and effective organisation and should not be seen in isolation from the overall goals of the organisation.

## **Statement on commitment to child protection:**

AusCam Freedom Project has a zero tolerance approach to child abuse. We are committed to taking all necessary steps to ensure that all children and young people with whom we work are provided a safe environment at all times.

- ❖ AusCam Freedom Project is committed to the safety and wellbeing of all children and young people. We support the rights of children and youth and will act without hesitation to ensure a safe environment is maintained.
- ❖ AusCam Freedom Project is committed to the protection of children and youth from harm, abuse and exploitation. Children and youth have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child. (UNCRC). AusCam Freedom Project will uphold these rights.
- ❖ AusCam Freedom Project takes its duty of care seriously and will aim at all times to provide the safest possible programs and environments for children and young people. This will be achieved by identifying and managing risks that may lead to harm.

## **AusCam Freedom Project's Commitments**

AusCam Freedom Project is committed to implementing and maintaining child protection measures to the highest standard. These include:

- ❖ In all contracts involving AusCam Freedom Project, all parties agree to abide by the requirements of this Policy;
- ❖ Child protection risks are included in all project and activity risk assessments;
- ❖ Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training and response procedures;
- ❖ Preventative child protection measures are implemented to the highest standard;
- ❖ Comprehensive child-safe recruitment and screening processes are employed;
- ❖ Child protection training is regularly provided to relevant AusCam Freedom Project employees and representatives;
- ❖ A child protection Code of Conduct exists and is understood and signed, wherever applicable, by all AusCam Freedom Project employees and representatives that are bound by it;
- ❖ Clear and current reporting procedures exist and are known by AusCam Freedom Project employees and representatives;

- ❖ National laws and processes and local resources are taken into account within reporting and response mechanisms;
- ❖ No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing;
- ❖ All employment contracts involving AusCam Freedom Project outline that AusCam Freedom Project has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct or this Policy;
- ❖ The highest levels of confidentiality and sensitivity are employed pending an official investigation of an incident.

## **Purpose of this Policy:**

AusCam Freedom Project is obliged to adhere to national, local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where AusCam Freedom Project's programs exist (currently Cambodia) and international laws and conventions in relation to all forms of child abuse and child exploitation, including: child sex tourism, child sex trafficking, child labour and child pornography.

- ❖ This Policy has been developed to provide a practical guide to prevent child abuse in AusCam Freedom Project's programs. It outlines a range of risk management strategies to reduce the risk of children and youth being harmed.
- ❖ This Policy demonstrates AusCam Freedom Project's commitment to protect children and youth from harm and abuse
- ❖ The AusCam Freedom Project aims to educate staff and others about child abuse and promote a child and youth friendly and safe culture where everyone is committed to keeping children and youth safe.
- ❖ The AusCam Freedom Project aims to create an open and aware environment where concerns for the safety and wellbeing of children and youth can be raised and managed in a fair and just manner, which protects the rights of all.
- ❖ Additionally, this Policy provides guidance on how to respond to concerns and allegations of abuse. It provides guidance to staff and others on how to work respectfully and effectively with children and youth.

## **Guiding principles:**

All decisions regarding the welfare and protection of children and youth are made based on the 'Best Interests of the Child Principle'. This principle refers to decisions

considering that children and youth receive maximum benefit possible from services provided and that the positive impacts of any course of action outweigh any negative impacts.

- ❖ AusCam Freedom Project believes that any form of child abuse and exploitation is unacceptable and will not be tolerated.
- ❖ The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the convention is that children and youth have their own indivisible rights.
- ❖ AusCam Freedom Project believes that all children and youth have a right to be safe at all times, and we have an obligation to provide safe and protective services and environments.
- ❖ AusCam Freedom Project recognises its duty of care to take all reasonable steps to ensure that children are safe from harm.
- ❖ AusCam Freedom Project takes proactive steps to create child and youth safe and friendly programs.
- ❖ Adherence to this Policy is a mandatory requirement for all staff, including staff located outside of Cambodia, Volunteers, Sponsors/Visitors and contacted advisors/Consultants.
- ❖ AusCam Freedom Project will ensure that all staff and relevant stakeholders are made aware of this Policy and their responsibilities.

## **Context:**

While most child abuse occurs within families and communities, children 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-focused organisations and institutions are less systematic and usually unplanned. It is usually the result of poor conditions, bad work practices and 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 children. They seek work in organisations that provide opportunities to make contact with children and an environment where their abuse may go undetected. Child sex offenders are attracted to organisations with inadequate child safeguarding policies and procedures and may seek to work overseas in developing countries and development programs where child protection laws and law enforcement is weak and where children and their families are vulnerable to exploitation

## **Definitions:** (ACFID GUIDELINES FOR THE DEVELOPMENT OF A CHILD SAFEGUARDING POLICY, 2018)

### Bullying:

Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).

Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury. Verbal bullying includes taunts, threats and ridicules. Psychological bullying includes physical intimidation and ostracism

### Child Abuse:

Abuse happens to male and female children and youth of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and domestic violence.

Both boys and girls can be victims of abuse, and abuse can be inflicted on children and youth by both men and women, as well as by young people themselves. In some cases, professionals and other adults working with children and youth in a position of trust also abuse children.

### Child Protection:

Is the term used to describe the responsibilities and activities undertaken to prevent or stop children and youth being abused or maltreated.

### Child Safeguarding:

Actions, policies and procedures that create and maintain protective environments for children including to protect them from exploitation and abuse of all kinds

### Child Sex Tourism:

ECPAT International defines child-sex tourism as: *"... The commercial sexual exploitation of children by men and women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone under 18 years of age."* (ECPAT International, 2006)

## Child & Young Person:

A Child And Young Person Is generally regarded to be any person under the age of 18 years. However in the context of AusCam Freedom Project, the term young person or youth describes anyone under the age of 25 years.

## Duty of care:

Duty of care is a common law concept that refers to the responsibility of the organisation to provide children and youth with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.

## Emotional Abuse:

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

## 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, and child sexual exploitation, including online.

## Exposure to Domestic Violence:

Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimization of one person by another by physical, sexual or emotional means within intimate relationships.

## Grooming:

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

## Neglect:

Neglect is the persistent failure or the deliberate denial to provide the child or young person with clean water, food, shelter, sanitation or supervision or care to the extent that the child or young person's health and development are placed at risk.

## Particularly Vulnerable Children And Young People:



Child abuse takes place not only within the family environment, but also outside the family, including institutions, at work, on the streets, in war zones and emergencies.

#### Physical Abuse:

This occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

#### Sexual Abuse:

This 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 maturity or age of consent locally. These can be contact or non-contact acts, including threats and exposure to pornography.

### **Scope of the Policy:**

This policy applies to all Personnel and Associates.

'Personnel' refers to: full time, part time, international and national and also those engaged on short term contracts such as: consultants and contractors (including researchers, photographers etc.)

'Others/Associates' refers to: visitors to our programs (including media), volunteers, board members, interns, supporters (donors, sponsors, advocates, ambassadors), trustees, members, staff in partnership agencies, and any other individuals or groups that have been brought in contact with children (including their personal information and images) while working with/supporting.

### **Child Protection Risk Management:**

- ❖ AusCam Freedom Project recognizes that there are a number of potential risks to children and young people in the delivery of our programs to the vulnerable and disadvantaged. In recognizing these risks, AusCam Freedom Project proactively assesses and manages these risks to children and young people in our programs (and the communities in which we work) to reduce risk of harm. This is achieved by examining each program and its potential impact on children and young people.
- ❖ Risk management is an ongoing part of every activity and AusCam Freedom Project conducts a risk assessment on every new and emerging program and project.
- ❖ Staff and associates (as relevant) are trained in child safeguarding and risk assessment. They are expected to be continually aware of potential risks to

children as well as to be actively minimising opportunities and situations where children and youth can be harmed.

- ❖ AusCam Freedom Project uses age appropriate and child friendly methods to involve children and youth in helping us to identify potential risks to their safety when they are participating in or affected by our work.
- ❖ A child abuse incident reporting sheet has been developed and staff are aware of its existence.
- ❖ Child safeguarding is included in our organisational risk register which is monitored by our Board of Directors and Senior Management Team.

### **Code of Conduct for working with Children & Young people:**

- ❖ Staff members and others are responsible for maintaining a professional role with children and young people, which means establishing and maintaining clear professional boundaries that serve to protect children, staff and the organization by providing clear behavioural guidelines and expectations. All staff should conduct themselves in a manner consistent with their role as an AusCam Freedom Project representative and a positive role model to children.
- ❖ AusCam Freedom Project has developed this Child Protection Code of Conduct to protect children & youth, staff and the organisation by providing clear behavioural guidelines and expectations, they are: **(Refer Appendix 3)**

#### **I will:**

- ✓ Treat all children and young people in our program with respect.
- ✓ Conduct myself in a manner that is consistent with the values of AusCam Freedom Project.
- ✓ Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- ✓ Respect all children and young people and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture, economic status or criminal background.
- ✓ Encourage open communication between all children, young people, staff and volunteers and have children and young people participate in the decisions that affect them.
- ✓ Immediately report any concerns of child abuse or breach of the Child & Youth Protection Policy or this Code of Conduct according to the guidelines outlined in the Child & Youth Protection Policy.
- ✓ Consult with the Child Protection Advisor /Child Protection Officer or other relevant staff if I have any questions regarding child protection and how it relates to my work/relationship with
- ✓ At all times be transparent in my actions and whereabouts.

- ✓ Take responsibility for ensuring I am accountable and do not place myself in positions that there is a risk of allegations being made.
- ✓ Self-assess my behaviours, actions, language and relationships with children and young people.
- ✓ Immediately disclose all charges, convictions and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with AusCam Freedom Project.

### **I Will not:**

- ✓ Engage in behavior that is intended to shame, humiliate, belittle or degrade children and young people.
- ✓ Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- ✓ Do things of a personal nature that a child or young person can do for him/herself, such as assistance with toileting or changing clothes.
- ✓ Take children to their own home/hotel or sleep in the same room or bed as a child.
- ✓ Stay in a closed room with the child.
- ✓ Smack, hit or physically assault children or young people.
- ✓ Develop sexual relationships with children or young people or develop relationships that may be deemed exploitative or abusive.
- ✓ Act in a way that shows unfair and differential treatment of children and young people.
- ✓ Photograph or video a child or young person without their consent and/or their parents/guardians.
- ✓ Hold, kiss, cuddle or touch a child or young person in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Use AusCam Freedom Project's computers, mobile phones, video or digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children and young people. Photos of clients may not be placed on personal social media pages (ie. Facebook) without the direct permission from AusCam Freedom Project's Management.

### **Communication and use of child images:**

When photographing or filming a child, young person or their family or using children's images for work-related purposes:

- ❖ Ensure that information or images about children and young people are never used in a way that places them at risk, or compromises their safety or dignity.
- ❖ Informed consent must always be sought and documented for the use of a child or young person's story or image. When asking for consent, details will

be given as to how, where and for how long the story, information and /or image will be used. We will provide examples of how the story/information and/or image will be used. We will explain how we cannot control the use of images once they are loaded onto the internet and that they can be viewed by anyone with internet access at any time.

- ❖ At all times portray children and young people in any photographs, presentations, or case studies in a respectful, appropriate and consensual way. Names will not be disclosed without the consent of the client or her parent/s or legal guardian/s and only if appropriate and necessary.
- ❖ A child and young person will always be portrayed in a respectful manner and not in a vulnerable or submissive manner. Generally this means we do not promote pity or portray hopeless situations when it is also truthful to show the hope, dignity and courage of those we photograph.
- ❖ Children and young people will not be portrayed in a way that could be seen as sexually suggestive.
- ❖ We do not use any images or videos that are exploitative of the child. More specifically we will not use photos of inflated suffering. •
- ❖ We use accurate names and locations for all stories unless an individual's name or location should be changed or remain undisclosed in order to protect them.
- ❖ Images will always be an honest representation of the context and the facts.
- ❖ Children and young people will not be portrayed as weak, isolated and vulnerable. Images of children and young people will portray them as resilient human beings and as partners in our work.
- ❖ All images and information about children and young people will be stored safely and will only be accessed by authorised personnel.

## **Storytelling:**

AusCam Freedom Project is a signatory to [Ethical Storytelling](#).

We pledge to:

- ❖ Tell others' stories the way we want our story told.
- ❖ Always put people first.
- ❖ Explain to constituents the purpose of the story, where it will be used and answer any questions they might have before photographing, filming or recording.
- ❖ Find an able translator if we speak different languages.
- ❖ Ask the constituent if they wish to be named or identified and act according to their wishes.
- ❖ Use all images and messages with the full understanding, participation and permission of the constituent or the constituent's legal guardian.

- ❖ Uphold the dignity of our constituents through empowering imagery and messages that motivate engagement and inspire hope.
- ❖ Truthfully represent a situation or story to educate our audiences of the realities, complexities and nuances of the issues we advocate for.
- ❖ Not use images, footage or words that sensationalize or stereotype a person or a situation.
- ❖ Ask for feedback from our constituents and incorporate this feedback into the final story.
- ❖ Abide by international law, standards and protocols related to vulnerable persons, including the United Nations Convention on the Rights of the Child (CRC).
- ❖ Listen to our constituents' voices and respect their decisions, story and journey.
- ❖ Hold a posture of humility and learning, recognizing that failures can be our biggest educators.
- ❖ Seek advice if we question whether a particular story, message or image is not in alignment with ethical storytelling practices.
- ❖ Not tell the story, despite the resources invested, when the story cannot be told with the integrity of this pledge.
- ❖ Take ownership of our responsibility to uphold integrity in our storytelling and messaging.
- ❖ As a community of nonprofit practitioners and storytellers we commit to learning from the past and integrating a new standard of storytelling as we journey together into the future.

### **Recruitment and reference checking:**

AusCam Freedom Project will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

All job advertisements for AusCam Freedom Project will include the following message:

***“AusCam Freedom Project is a child safe organisation and will ask all applicants to undergo our child safe recruitment procedures and sign our Child and Youth Protection Policy. All staff and volunteers must sign and agree to conform to the Child and Youth Protection Policy and Code of Conduct as a condition of employment/engagement with the organisation.”***

In addition:

- ❖ All new AusCam Freedom Project personnel are required to provide an appropriate current police check (criminal record check). They must include

police checks for overseas countries if they have worked or lived overseas for any period longer than one year in the last ten years.

- ❖ A minimum of two verbal referee checks will be required for all preferred candidates in positions that have contact with children. This would include short- and long-term positions, volunteers on placement and consultants. The candidate's most recent employer/supervisor must be one of these referees. AusCam Freedom Project will verify the identity of the referee and make direct contact with each of these referees. AusCam Freedom Project reserves the right to request additional references.
- ❖ Referees will be asked about the applicant's suitability for the role to work with children and/or to have regular unsupervised contact with children. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
- ❖ New personnel, including volunteers, consultants, Advisors and board members will be required to provide written disclosure regarding whether they have been charged with child exploitation offenses in the past. **(Refer Appendix 1)**
- ❖ All staff will be required to provide proof of identity including birth certificate, passport, drivers licence and relevant qualifications. Original documents are required.
- ❖ All Employment contracts involving AusCam Freedom Project outline that AusCam Freedom Project has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct.
- ❖ All positions will be subject to a probationary period depending on the length of the contract.
- ❖ The interview process for candidates at AusCam Freedom Project should include behaviour based interview questions that relate directly to working with children to probe the applicant's attitude, experience and approach to working with children relevant to the post applied for. Where appropriate, questions may be taken from the list below: for example:
  - ✓ Have you worked/volunteered with children or youth in a similar position before? What did you like about it? What did you find difficult?
  - ✓ How have you handled children or young people who did not want to participate in an activity?

- ✓ Do you mind being supervised?
- ✓ What motivates you/why do you want to work with children/youth in this program?

## Reporting and incident response:

### Reporting Child Abuse

Any suspicion or disclosure of child abuse must be immediately reported to the *Cambodian Child Protection Officer (Programme Director) – Sokleap Ngorn for suspected abuse in Cambodia. For any suspicion or disclosure of child abuse in Australia or* In the case that the designated CPO is involved in the abuse, then the matter will be referred to *Nigel Goddard (Executive Director)* for further discussion to determine the best person to follow up with the investigation. Contact details are provided at the end of the policy.

All incidents will be reported and managed in accordance with the AusCam Freedom Project's Child Protection Incident Reporting and response Procedure. **(Refer to Appendix 4).**

### Guidelines to responding to Child Abuse Allegations

- ❖ AusCam Freedom Project takes all allegations of child abuse by AusCam Freedom Project personnel seriously;
- ❖ All allegations will be thoroughly investigated; and
- ❖ Where an incident has been reported the following procedures will be followed:
- ❖ AusCam Freedom Project Staff who in the course of their daily work in the field with clients should notify the Child Protection Officer immediately if they receive a notification of any child abuse incident

### For non-critical incident allegations

A non-critical allegation of child abuse is one which does not pose immediate risk to a child supposing the allegation was true. These incidents may well be critical in nature but the time frame for responding is not as immediate; an example is accessing child pornography.

1. The incident will be documented by completing the Child Protection reporting sheet and investigated in accordance with the AusCam Freedom Project Incident Reporting and Response Procedure; **(Refer to Appendix 4)**
2. the incident will be investigated with full respect for the privacy of the accused and the alleged victim and information will be dispersed on a

- “need to know” basis with the primary concern being the rights and welfare of the people involved;
3. the accused person will be given an opportunity to express their views/opinions/version of facts;
  4. the views of the alleged child victim will be considered in light of the documented evidence that children rarely lie about abuse; and
  5. where the incident is reasonably proven to have occurred, appropriate disciplinary measures will be taken, including, but not limited to:
    - Warning; and/or
    - Suspension; and/or
    - Dismissal.

The disciplinary measure will depend on the nature and severity of the offence and will be at the discretion of the relevant Manager and will be fully documented and reported to AusCam Freedom Project’s Executive Director.

#### For critical allegations

A critical allegation is an allegation whereby there may be an immediate risk to the welfare of a child should the allegation be found true – an example is inappropriate sexual activity.

1. Where the allegation involves a violation of either the laws of the country in which the incident occurs (Cambodia) or the laws of Australia, the incident will immediately be reported to appropriate authorities and the person will be suspended from employment pending an investigation;
2. All efforts will be taken to ensure the confidentiality and rights of the accused person and information related to the incident will only be shared on a “need to know basis”;
3. If the incident involves a breach of the Code of Conduct (but is not a violation of national laws), the accused person may be suspended pending an investigation; The suspension will be with pay if the accused person is found to be not guilty, if they are found guilty, the suspension period pay may be deducted from their final settlement of salary and benefits.
4. where a breach of the Code of Conduct is found to have occurred, all circumstances will be considered and the appropriate action will be taken;
5. where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused person is upheld;
6. Where allegations amount to a violation of laws, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim.
7. Where appropriate in investigations, AusCam Freedom Project will consider and take into account legal advice as well as advice from any responsible authorities.



8. False and malicious allegations are unacceptable and the perpetrator will be subject to appropriate action.
9. Failure of an AusCam Freedom Project representative to report suspected child abuse will render them liable to criminal sanction and/or termination of employment.

## **Education on child abuse and the Child and Youth Protection Policy:**

AusCam Freedom Project is committed to educating staff and others in the Child and Youth Protection Policy, in how to reduce risks and create child and youth friendly spaces and environments. We will provide age appropriate and child safe practices which keep children and young people safe in the organization and in their own community, and provide information about child protection to the children and young people and communities in which we work. This information will include reporting procedures if they have concerns about an AusCam Freedom Project member of staff or other representative in the organization. This information provision may also include self-protective behaviours, grooming, safe social media and other workshops as requested by the community and beneficiaries or as identified by the CPP Officer.

All staff, volunteers and Interns will be expected to attend an annual Child Protection Training and/or refresher course to be conducted yearly by the **Child Protection Officer** or an external accredited Child Protection Organisation. (Friends International) The training or refresher will be conducted between September and December each year.

Topics to be covered in the training include:

- ❖ Definitions of Abuse
- ❖ Indicators of abuse
- ❖ The Nature of Abuse
- ❖ Risk Management Approach
- ❖ Roles and Responsibilities
- ❖ Child Protection and Case Practice (safety assessment & safety planning)
- ❖ Risk Factors and Protective Factors
- ❖ Worker safety
- ❖ Local Resources & Consideration
- ❖ Managing Disclosure & Response
- ❖ Crisis Management Implications & Communication

All new AusCam Freedom Project personnel will receive:

- ❖ A Child and Youth Protection Policy induction by their Manager and/or Human Resources Department or CPP Officer. The induction should include a discussion regarding the responsibility of AusCam Freedom Project and the individual, to build and maintain a child-safe organization, and appropriate behaviour when interacting with children or child-sensitive material.
- ❖ A copy of AusCam Freedom Project's Child and Youth Protection Policy and associated procedures.

### **Working with Partners:**

AusCam Freedom Project ensures that any partner is a child safe organisation by including partners in the scope of our Child & Youth Protection Policy. AusCam Freedom Project's Child & Youth Protection Policy and Code of Conduct will be included in all partnership agreements and contracts

AusCam Freedom Project determines a partners' status as a child safe organisation by including child safeguarding in our partner appraisal process and commits to strengthening our partners ability to protect the children and young people in our programs by investing in targeted capacity building, training and awareness raising on child safeguarding. This includes socialising the expectations extended to partners with regards to implementation of child safeguarding behaviours.

### **Reviewing the Child and Youth Protection Policy:**

AusCam Freedom Project Leadership Team will undertake a yearly organisation-wide Child Safe Risk Assessment on all activities that have contact with children and youth, impact on children and youth, working with children and youth and/or children and youth's sensitive information.

AusCam Freedom Project Child and Youth Protection Policy will be reviewed every three years by the Board of Directors and Leadership Team, and staff will be consulted in this process.

## Document Control Information

Child & Youth Protection Policy	
Policy Holder	Executive Director - Nigel Goddard
Master Copy	Board of Directors Policies - Online G-Suite File
Date created	15/3/2012
Date last reviewed	05/7/2023
Signed off by Executive Director	
Approved by Board	
Date next Review	5/7/2025

## Versions

Date	Version	Revision Description	Reviewed / Updated by
15/2/2012	1	Developed	Julie Dowse Founder/Country Director
8/6/2017	2	Reviewed and updated in accordance to DFAT guidelines and recommendations for Child and Youth Protection Policy	Julie Dowse International Program Director





## Appendix 1: Statutory Declaration of Criminal Record Form

Applicant's Name:		Position:	
Have you ever been charged or convicted of any offence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			
<p><b>Please note:</b> if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of <b>all</b> convictions or criminal offences and cautions, or pending prosecutions.</p>			
Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/children under 18 years of age?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			
Have you received any formal reprimands, final warnings, or cautions from the police?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			
Is there any other information which may be relevant to your application e.g. pending prosecutions		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:			
Signature:		Date:	



## Appendix 2: Confidentiality Agreement

All information regarding the identity and personal information of donors, project staff, and associated partners, including other NGO partners, overseas project locations and financial information is considered by AusCam Freedom Project to be **Confidential**.

I undertake that:

1. I recognise AusCam Freedom Project needs to retain and maintain significant amounts of data and information, personal and organizational, relating to itself and other parties and I also recognise its obligation to maintain the confidentiality of such information.
2. During and after my involvement with AusCam Freedom Project, I may become privy to information relating, for example, to AusCam Freedom Project's finance, personnel, projects, plans or problems. I undertake to keep AusCam Freedom Project's information, disclosed to me or discovered by me, in strictest confidence and will not disclose or use it, beyond what is normal and necessary in the conduct of my relationship with AusCam Freedom Project, without AusCam Freedom Project's agreement.
3. In the event that I become aware of Third Party information, relating to the involvement or engagement of other organizations or individuals with AusCam Freedom Project, I undertake to maintain the confidentiality of that information and will not make, or seek to make, any use of such material without specific permission from AusCam Freedom Project.

I have read, understood and undertake to comply with the above requirements.

SIGNED by: ..... Dated: .....

IN THE PRESENCE OF: .....  
(AusCam Freedom Project Management Representative)



## Appendix 3: Child Protection Code of Conduct

Personnel and Associates are responsible for maintaining a professional role with children and young people, which means establishing and maintaining clear professional boundaries that serve to protect children, staff and the organization by providing clear behavioural guidelines and expectations. All personnel and associates should conduct themselves in a manner consistent with their role as an AusCam Freedom Project representative and a positive role model to children.

AusCam Freedom Project has developed this Child Protection Code of Conduct to protect children, staff and the organisation by providing clear behavioural guidelines and expectations.

I, \_\_\_\_\_, engaged by AusCam Freedom Project

in the capacity of \_\_\_\_\_, Agree that while involved with AusCam Freedom Project in any manner and at any time;

### I will:

- ✓ Treat all children and young people in our program with respect.
- ✓ Conduct myself in a manner that is consistent with the values of AusCam Freedom Project.
- ✓ Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- ✓ Respect all children and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture, economic status or criminal background.
- ✓ Encourage open communication between all children, young people, staff and volunteers and have children and young people participate in the decisions that affect them.
- ✓ Immediately report any concerns of child abuse or breach of the Child & Youth Protection Policy or this Code of Conduct according to the guidelines outlined in the Child & Youth Protection Policy.
- ✓ Consult with the Child Protection Advisor /Child Protection Officer or other relevant staff if I have any questions regarding child protection and how it relates to my work/relationship with
- ✓ At all times be transparent in my actions and whereabouts.
- ✓ Take responsibility for ensuring I am accountable and do not place myself in positions that there is a risk of allegations being made.

- ✓ Self-assess my behaviours, actions, language and relationships with children and young people.
- ✓ Immediately disclose all charges, convictions and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with AusCam Freedom Project.

**I Will not:**

- ✓ Engage in behavior that is intended to shame, humiliate, belittle or degrade children and young people.
- ✓ Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- ✓ Do things of a personal nature that a child or young person can do for him/herself, such as assistance with toileting or changing clothes.
- ✓ Take children to their own home/hotel or sleep in the same room or bed as a child.
- ✓ Smack, hit or physically assault children or young people.
- ✓ Develop sexual relationships with children or young people or develop relationships that may be deemed exploitative or abusive.
- ✓ Act in a way that shows unfair and differential treatment of children and young people.
- ✓ Photograph or video a child or young person without their consent and/or their parents/guardians.
- ✓ Hold, kiss, cuddle or touch a child or young person in an inappropriate, unnecessary or culturally insensitive way.
- ✓ Use AusCam Freedom Project's computers, mobile phones, video or digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children and young people. Photos of clients may not be placed on personal social media pages (ie. Facebook) without the direct permission from AusCam Freedom Project's Management.

**Communication and use of images:**

When photographing or filming a child or young person (including their families)

- ✓ I will ensure that information or images are never used in a way that places children at risk, or compromises their safety or dignity.
- ✓ I will at all times portray children and young people in any photographs, presentations, or case studies in a respectful, appropriate and consensual way. Names will not be disclosed without the consent of the client or her parent/s or legal guardian/s and only if appropriate and necessary.
- ✓ A child and young person should always be portrayed in a respectful manner and not in a vulnerable or submissive manner. Children & youth will not be portrayed in a way that could be seen as sexually suggestive.
- ✓ Wherever possible, a child, young person and their family will be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- ✓ Images should be an honest representation of the context and the facts.



- ✓ In using AusCam Freedom Project's related information on social media, I acknowledge the need to protect the privacy of AusCam Freedom Project's related individuals.
- ✓ I will ensure file labels do not reveal identifying information about a child/young person when sending images electronically.
- ✓ I will not use images for public (including blog) or commercial purposes without AusCam Freedom Project's express permission.
- ✓ If I wish to write about AusCam Freedom Project for publication, lecture about its activities or impact or engage in similar such activities, I will seek specific agreement from AusCam Freedom Project, which will normally be provided in writing by an authorized member of AusCam Freedom Project Management. Disclosure required by law remains unrestricted.

SIGNED by: ..... Dated: .....

IN THE PRESENCE OF: .....  
(AusCam Freedom Project Management Representative)

Witness Signature: .....



## Appendix 4: Child Protection Incident Reporting Sheet

Please fill out as many sections as possible with as much detail as you can. This form is confidential.

Location:
Your name:
Your position:
Child's name:
Age/date of birth:
Child's address (if known):
Name of Parents/guardians/carers and addresses (if known):
Date and time of incident:
Member of staff involved in incident (if any):
Place where incident occurred:
Your observations:
Details of Concern/ Suspicion/ Incident: Describe what happened: time, dates, names of person(s) involved, behaviour or physical signs observed, any other details:

Details of any conversation with the child/young person:	
Action taken so far (if any):	
External agencies contacted (date and time)	
Police Yes/no	If yes – which station: Name and contact number: Details of advice received:
Social services Yes/no	If yes – which one: Name and contact number: Details of advice received:
<b>AusCam Freedom Project's</b> child protection officer or child focal point person/manager:	Name and contact number: Details of advice received:
Local authority:	If yes – which authority: Name and contact number: Details of advice received:
Other:	Which organisation: Name and contact number: Details of advice received:
Signature: Print name: Date:	

## **Appendix 5: Sample Employment contract outlining child protection responsibilities & disciplinary measures should the child protection code of conduct be breached**

Job Title:	<b>Social Worker</b>
Direct Report	Social Work Manager
Indirect Report	Country Director (Cambodia)
Direct Relationship	Operation and Finance Director (Cambodia) Social Worker Team Education Team Training and Mentorship Team Operation and Finance Team M&E Coordinator
Position Location:	Phnom Penh, Cambodia House #920, Street 26BT Thnot Chrom II, Sangkat Boeung Tompun II, Khan Mean Chey
Last updated:	July 2020

**Position Summary:** A member of the Social Work team, reporting to the Social Work Manager, the Social Worker will drive the excellence in AusCam’s social work service delivery to at-risk girls. This involves identifying at-risk adolescent girls, assessing and mitigating their risk factors, and ensuring high quality case management is continuously provided to them. The Social Worker will be the frontline contact with the target at-risk girls and ensure they are accessed to the right support available in Shine Centre Program or external sources; enabling them to succeed in study and life.

The position focusses main areas:

- Identify and mitigate key risk factors concerning school drop-out, violence, exploitation, and trafficking of girls;
- Oversee planning and implementing quality case management services for beneficiaries’ girls and their families;
- Support in operating the Freedom Line project;
- Support in program planning and monitoring the progress.

## Organisational Identity

**AusCam Freedom Project** is an Australian Registered Charity and International Non Profit working to protect and empower at risk adolescent girls in Cambodia to prevent human trafficking and exploitation.

### Our Vision

For all girls, everywhere, to be free from trafficking and exploitation.

### Our Mission

We end trafficking before it begins by protecting girls at high risk.

### Our Values

Our organisational culture is essential in defining how we approach our mission, how we behave, and how we interact within the anti-trafficking sector. Our success therefore is defined not only by our ability to protect girls, but by our ability to exemplify our core values known as our **“CIRCLE”**

- ❖ **C**ollaboration – we foster positive relationships among all stakeholders
- ❖ **I**nnovation – we encourage creative and critical thinking, develop new solutions, and embrace continuous learning
- ❖ **R**elentlessness – we do what it takes to keep girls safe and improve the quality of opportunities for them
- ❖ **C**ompassion – we only participate in relationships that are respectful and authentic, considering perspectives and experiences of all stakeholders
- ❖ **L**ongevity – we are committed to achieving sustainable long term impact
- ❖ **E**xcellence – we strive to meet the highest standards of good governance, integrity and quality of service

### **Key position responsibilities:**

*Direct responsibility of effective Case Management for client girls and families;*

- Identify at-risk girls, through partner schools/Freedom Line/Community Outreach/NGOs Referral; to enrol them into the SHINE Centre Program;
- Assist in developing a framework/tools to effectively assess and mitigate clients' risks factors;
- Conduct assessment concisely with potential at-risk girls, using Risks Management Framework, to ensure key risk factors in their families are identified;
- Tailor a proper case management plan for each client girl aiming at mitigating their existed risk factors, in accordance with AusCam's programme focuses;
- Conduct regular following up with client girls and families, ensuring emerging risk factors are spotted and responded in a timely manner;
- Identify mental health issues in client girls and develop a care-plan according to their needs;
- Provide counseling for scholarship girls in times of transition, heightened stress, critical changes, crises; or coordinate referral to specialised services;
- Ensure high quality care for highly at-risk cases;
- Provide social relief and income stability supports to clients aiming at combating devastating situation leading to school drop out of girls;
- Coordinate with other stakeholders to ensure at-risk girls are accessed to support they needed;
- Prepare, maintain, and update the information and profiles of each client girl and family;
- Support in running the Freedom Line;
- Assist in organizing donors and sponsor visits accordingly;
- Update the annual communication between girls and their sponsor, at least twice a year during Khmer New Year and Christmas;
- Correspondence between sponsored girls and their supporters;
- Support the implementation of the SHINE Centre Program;
- Responsible for project logistic and administrative;
- Other tasks required by SWM/CD.

*Reporting, planning, monitoring and evaluation (M&E), Logframe & Budget Development*

- Assist in collecting data to evaluate the program's individual outcomes;
- Assist in the process of monitoring and evaluation of project outcomes;
- Prepare, maintain, and update profile of each AusCam Girls and sponsorship girls in OSCaR case management software;
- Record all incoming calls from the Freedom line;
- Provide monthly, quarterly, and annual reports to SWM.
- *Be the ultimate team-player and brilliant ambassador of AusCam Freedom Project*
- Be an ambassador for AusCam at the partner school/NGO partners to actively support the client girls;

- Participate in staff meetings, program reflection, case conference, training as approved by the CD/SWM;
- Support other members of the SHINE Centre Program;
- Collaborate with other NGOs to refer client girls for professional support when necessary (Psychological and Health support...).

### **Key Selection Criteria:**

- Bachelor Degree in Social Work, Sociology, Psychology or Counseling;
- Min. 1yr experience in Social Work with an NGO is preferable;
- Understanding of the principles of Case Management;
- Computer Literate with ability to learn new software quickly;
- Excellent Khmer skills, good command of written English;
- knowledge of the root causes of trafficking and exploitation and the impact on young women and families;
- Ability to identify root causes of problems and develop methods to address them;
- Team player with excellent time management and ability to work independently;
- Resonates with AFP's Mission and Core Values.

### **Working Conditions:**

Period of Employment:

Full-Time 40 Hours Per Week

Term of Contract: Undetermined Duration Contract

Commencement Date: July 1st, 2020

Appraisal evaluation date: May/June 2021

A Salary Package consisting of:

- \$ XXXX Gross Per Month
- Other Benefits as outlined in the Staff Human Resources Manual.

### **Required notice by the Employee:**

Should the employee choose to terminate his/her employment with AusCam Freedom Project at any point during this annual contract, it is required that the employee provides written notice at least one (1) month prior to the termination date.

### **Termination of Employment:**

AusCam Freedom Project applies seniority payments as per Prakas 443 to all employees given an Undetermined Duration Contract. AusCam Freedom Project reserves the right to effect immediate employment termination in situations where there is 'just cause' such as but not limited to issues of security compliance, intentional disobedience, dishonesty, fraud, embezzlement, forgery, conflict of interest, including the acceptance of bribes or commissions in any form, or use of drugs and alcohol that interferes with your job performance. AusCam also is able to terminate your employment subject to ongoing below expected levels of

performance of duties, to gross neglect of duty, and in the failure to perform duties as outlined in the job description. Upon termination of your employment, you agree to return to AusCam Freedom Project in a timely manner all property, records, keys and intangibles belonging to the organization. Should AusCam Freedom Project choose to terminate the employee before the Seniority Payment dates of June and December, the employee won't receive the seniority pay.

**Confidentiality of Information:**

As AusCam Freedom Project holds confidentiality of high value, you will be required to sign our Confidentiality Agreement upon commencement of your contract. During the course of employment, you will be exposed to confidential information specific to the operation of AusCam Freedom Project and our partner agencies in Cambodia and Australia. You must only use such information in the proper way, for the carrying out of your duties and in the interests of our organization and partner agencies. You should also use your best endeavours to prevent the unauthorized use or disclosure of such information by third parties. You are required to demonstrate discretion and respect in all situations. You are required to read, agree, adhere and sign our Confidentiality Agreement Policy.

**Alignment to AusCam Freedom Project Values:**

It is imperative that all staff members recognize that our core values underpin our organisation. This agreement shall be governed in accordance with the existing laws of Cambodia. In the case of controversy, claims or disputes arising from the agreement both parties agree to try in good faith to achieve reconciliation.

**Child Protection:**

As we work closely with at- risk- young women, you are required to read, agree, adhere to and sign our Child and Youth Protection Policy. AusCam Freedom Project will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children. The Child and Youth Protection Policy attached and the associated forms form part of this Job Description.

***Appendix 1. Statutory Declaration & Criminal record Form***

***Appendix 2. Confidentiality Agreement***

***Appendix 3. Code of Conduct***

All Employment contracts involving AusCam Freedom Project outline that AusCam Freedom Project has the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct.

The employee's signature below is to acknowledge understanding and acceptance of the terms and conditions of employment outlined in this employment contract.



XXXXXXXXXX \_\_\_\_\_  
Social Worker  
Date:

Nigel Goddard \_\_\_\_\_  
Executive Director  
Date:

Related Documents: (attached)

1. Staff Human Resources manual
2. Evaluation Form
3. Appraisal Form
4. College Feedback
5. Statutory Declaration & Criminal Record Form - (Acceptable from the last year contract)
6. Confidentiality & Photography Agreement - (Acceptable from the last year contract)
7. Code of Conduct - (Acceptable from the last year contract)



## Appendix 6: Child Protection Risk Register

Conducting a child protection risk assessment:

Child protection risk management is child abuse prevention. We need to identify potential risks and ways our beneficiaries can be harmed in our organisation. Only by identifying risks can we develop strategies to minimise and prevent child abuse.

Risk means the potential for something to go wrong. Risk management means identifying the potential for an accident or incident to occur and taking steps to reduce or mitigate the possibility of it occurring. A risk assessment which examines the risk to children and young people in all programs and activities is a vital and important step in the development of our Child & Youth Protection Policy. The risk assessment process involves mapping out the type of contact AusCam Freedom Project has with children and young people, what child protection measures are already in place and identifying where there are gaps and actual or potential risks to children and young people and then identifying how these will be managed. Strategies should then be developed to reduce or remove these risks.

Definitions:

**Risk:**

A situation involving exposure to danger

**Risk Assessment:**

A systematic process of evaluating the possible risks that may be linked to an activity or task

**Risk Management:**

The risk assessment along with the documentation of procedures to avoid or minimise the impact of the

Questions we should ask to identify risks:

- In which activities do we have contact with children or young people or access to their personal information or images?
- What are the practical details of the activity/ program? (what, where, when, who etc)
- What level of contact with or involvement of children and young people is there? (RISK)
- How does our work impact children and young people?
- What are the potential risks to children in this activity/program? What could go wrong? (RISK)
- Which measures/strategies are already in place that safeguard children and young people in this activity/program? (LIKELIHOOD & IMPACT)
- What is the likelihood of something going wrong/ a child or young person being harmed? (LIKELIHOOD)
- What would the consequences for the child/young person be? (IMPACT)
- How would we rank that risk? High, Medium or Low?

A risk ranking table can be used to assess the level of risk

		Impact		
		L	M	H
Likelihood	H	M	H	H
	M	L	M	H
	L	L	L	M

Think about:

- Our organisational culture
- The nature of our activities

- Our work with partners
- How change agents and campaign groups might raise awareness and operate when in online or situations not supervised by AusCam staff
- How change agents may confront authority figures or be seen as a challenge to the status quo if they engage in advocacy
- How associates are involved in our activities
- Our ICT systems and online activity
- Our marketing, communications and fundraising activities
- Our recruitment processes of all stakeholders

High risk factors can include:

Working with children and young people who are;

- Abandoned, orphaned
- Living with disabilities
- Already victims of abuse and exploitation
- Living without a carer
- Displaced

Staff and associates (volunteers, consultants, Board etc) who:

- Have not been screened carefully e.g. Through interviews, police checks and reference checks
- Have not been trained in child protection
- Are not supervised adequately
- Are not trained in positive discipline strategies

Locations which are:

- Isolated
- Overcrowded
- Secluded or inaccessible
- Home-based

Activities which involve:

- One-to-one contact
- Physical contact
- Personal hygiene tasks
- Swimming/bathing
- Staffing by volunteers
- Overnight stays
- Online interaction
- Children/young people of different ages
- Children/young people challenging social, cultural norms (think about gender, role of children, taboo issues)
- Visiting children/young people's communities and homes
- Children/young people attending events

Supervision which:

- Is non-existent or informal, such as where visitors can attend a field program unsupervised
- Involves staff working alone

Organisational systems and process:

- No Child protection focal point appointed to receive complaints
- No monitoring of child protection implementation in place
- No management buy-in for Child Protection implementation
- No systems to safeguard children and young people's personal information, images
- Child & Youth Protection policy not included in organisational risk register

Local risk factors:

Local risk factors also need to be considered, particularly in vulnerable communities and locations. High risks to children include: child sex tourism, child sex trafficking, child labour, limited understanding of child rights, harmful traditional practices etc. Awareness of local risks and issues affecting children will enhance the risk assessment process and guide child protection strategies.

Risk assessment					Risk management			
Step 1: Who is at risk? (Think about the factors which put them at risk)	Step 2: What are the risks?	Step 3: What are the control measures currently in place?	Step 4: Risk Calculation			Stage 5: What are the agreed additional controls/actions to be put in place to mitigate the risk?	By whom	When
			Likelihood	Impact	Risk level			
<b>Children</b>								
Engaging children in events/workshop/activities	Children might be discriminated against, intimidated or hurt by peers or other children and might not know their rights to protection.  children might be intimidated if they are advocating for changes to authority figures	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>Educate all children about code of conduct and good team work and good behaviors</li> <li>Create ground rules that include non-discrimination behaviors, participatory behaviors, and mutual respect</li> <li>Show them respect and provide them with a reporting mechanism.</li> <li>dry run and coaching for children who are presenting, leading or active within events</li> </ul>	Child Protection Officer  Project Staff	Event Workshop Trainings
Transporting the children to join training/activities with AusCam on private taxi	Children might have accident or health issues, e.g. headache, diarrhea, car sickness, have their period	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>theFirst aid box with updated materials is in place</li> <li>Responsible adults are trained on First Aid</li> <li>Refer the child to nearest hospital in the case of emergency</li> </ul>	Child Protection Officer  Project staff	Event Workshop Trainings

						<ul style="list-style-type: none"> <li>• Conduct pre-assessment with all children's health to</li> <li>• understand their health situation</li> </ul>		
	Children can be abducted or involved in an unexpected traffic accident or might fall sick (car sick).					<ul style="list-style-type: none"> <li>• Responsible adult needs to clearly communicate with each girls to inform about location and time of picking up, taxi driver name, appearance or other identifying information</li> <li>• A staff or trusted adult must accompany children under 18.</li> <li>• Prepare partnership agreement with private taxi drivers/company with specific terms abiding to Child and Youth Protection Policy</li> <li>• Remind all staff to prepare contacts for emergency such as ambulance or related authorities</li> <li>• Check in with girls about their health conditions or allergy in relation to traveling.</li> <li>• Prepare ointment and necessary medicines</li> </ul>		Event Workshop Trainings
Children sometimes walk home or ride their bicycles after leaving from activities late with AusCam	Child may be abducted or lured to a sexual abuse	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>• Staff who organize the activity must know clearly about the girls' means of transportation and arrange for safe transportation as necessary.</li> <li>• Staff to give girls a contact number or Freedom Line</li> </ul>	Project staff  Director of Programs	Event Workshop Trainings

						<p>number so they can report quickly if needed.</p> <ul style="list-style-type: none"> <li>• Staff must check with girls if they have safely arrived home on occasions that they had to leave late from AusCam events.</li> <li>• promote ways children can travel home together</li> <li>• Educate children about self-defense techniques.</li> </ul>		
Engage the girls in online classes, mentoring, or events	<p>The girls can be harmed online.</p> <p>The girls shared their contact (phone number) to the group chat that can expose them to further risks</p>	<p>Staff assessment (Follow up, freedom line call, chat)</p> <p>Girls reporting</p>				<ul style="list-style-type: none"> <li>• Develop and implement a clear standard of behaviours for online class or session for staff.</li> <li>• Train the girls about how to use online in safe way (Set privacy, security and other setting)</li> <li>• Check the girls and peer mentors about the available schedule and place that they can join use safely</li> <li>• Ask the girls to share contacted to peer mentors to prevent drop the contact to the big group</li> <li>• Educate children how to deal with cyberbullying</li> </ul>		Online event/training/workshop
Children are able to use the internet a lot on their smartphone and it can connect them to potential online traffickers.	Children might end up being groomed for OCSE	<p>Staff assessment (Follow up, freedom line call, chat)</p> <p>Girls reporting</p>				<ul style="list-style-type: none"> <li>• Develop and implement a clear standard of behaviours for online class or session for staff.</li> <li>• Train the girls about how to use online in safe way (Set privacy, security and other setting)</li> </ul>	<p>Project staff</p> <p>Social workers</p>	



						<ul style="list-style-type: none"> <li>• Check the girls and peer mentors about the available schedule and place that they can join safely</li> <li>• Educate children how to deal with cyberbullying</li> </ul>		
Mentoring session conduct by staff or peer mentors with girls	The girls and peer mentors could make the private appointment that cause risk of Exploitation, rape, and violence	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>•</li> <li>• Staff must clearly understand Child and Youth Protection Policy and adhere to best practice.</li> <li>• 1:1 session with client shall happen inside office with space that can be seen by other staff</li> <li>• 1:1 session outside AusCam office shall be done at where's open and safe for both staff and clients</li> <li>•</li> </ul>	Girl Club Mentor child protection officer  Peer mentors	Counselling and mentoring sessions
Change agents who are implementing awareness raising, campaign or advocacy initiatives unsupervised by AusCam staff	Online statements construed as challenging the peace, of challenging the royal family or being political create risk of legal action.  Online posting causes response by trolls, cyber bullies or others who respond in an abusive manner  Implementation of events causes confrontation or conflict with those who have different	coaching and mentoring support for change agents				<ul style="list-style-type: none"> <li>• Co-create with change agents, and educate all change agents about an online and campaigns code of conduct</li> <li>• create online resources (ideally with influencers and our change agents) to guide the safe planning and implementation of campaigns - online and offline</li> <li>• ensure all change agents know the hotline and chatbot details and can access help when needed</li> <li>• Educate change agents how to deal with cyberbullying and trolling</li> </ul>		

	views, with potential for physical, verbal or emotionally abusive response					<ul style="list-style-type: none"> <li>• create a communication system/activity calendar or log so that all campaigns and activities are tracked</li> <li>• Have legal support contact in place to ensure rapid referral and support in an emergency</li> </ul>		
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Staff								
Supervising a large group of children/	<p>Responsible adult may resort to violence/physical force, abusive, shaming, humiliating or other harmful discipline methods to control group</p> <p>Client may wander off on their own/get lost or run away</p> <p>Uncomfortable to meet counselor</p>	<p>Staff observation and assessment</p> <p>Girl reporting</p>				<ul style="list-style-type: none"> <li>• Educate responsible adults in positive discipline strategies</li> <li>• Split large groups into more manageable sizes</li> <li>• Educate children about their rights and acceptable disciplinary methods</li> <li>• Work with children to brainstorm and then implement methods of discipline that are not abusive</li> <li>• Have a child friendly reporting system, eg. a letterbox that children can put suggestions/complaints into (either in words or in the form of a drawing).</li> <li>• Offer clients to get service from an external counselor if they feel more comfortable.</li> </ul>	<p>Child protection officer</p> <p>Project staff</p>	<p>Counseling and mentoring sessions</p>
Environment during conducting activities with children	Covid 19 infection					<ul style="list-style-type: none"> <li>• Develop and implement a clear standard of behaviors for online class or session for staff.</li> <li>• Train the girls about how to use online in safe way (Set</li> </ul>		

						privacy, security and other setting) <ul style="list-style-type: none"> <li>• Check the girls and peer mentors about the available schedule and place that they can join us safely</li> <li>• Ask the girls to share contact to peer mentors to prevent drop the contact to the big group</li> <li>• Educate children how to deal with cyberbullying</li> </ul>		
<b>Donors, partner organisations and other sectors</b>								
Visitors/members of the public may be attending our community centre or schools where children are present	Child may be left in a room on their own	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>• Ensure staff supervision at all times when visitor-client meetings are held.</li> <li>• Ask visitors to sign to abide by the Child and Youth Protection Policy</li> <li>• Educate staff about potential risks to children on the premises and their responsibilities for care and reporting</li> </ul>		
Placement to jobs, internships and vocational training	The girls' private information will be shared with our partner or job placement officer.  Abusive or exploitative employers or colleagues.	Staff assessment (Follow up, freedom line call, chat)  Girls reporting				<ul style="list-style-type: none"> <li>• Get girls' consent before sharing their information with partners or prospective employers.</li> <li>• Alert the girls to be aware (Don't share if they don't require) when they need to share importance and private information to the company or working place</li> <li>• Provide mentoring related how to see about the safe job and how to save</li> </ul>	Training and Mentorship Manager  Career Development Facilitator	Employment referral support and follow up sessions

						<p>themselves while they need help</p> <ul style="list-style-type: none"> <li>• Provide the training related to labor law and how to find support if they need help</li> </ul>		
Children featured in Case stories and on social media	Unethical display of girls' photos or stories can affect their dignity and safety of the children	Photography guideline, communication guideline				<ul style="list-style-type: none"> <li>• Photography and media guidelines must be developed and further updated.</li> <li>• Train all staff about the guidelines so they can properly contribute to develop safe contents related to children.</li> <li>• Communication team will ensure all communication materials align with AusCam guidelines before being released.</li> </ul>	Comm. Coordinator	