



1. Introduction

The Leprosy Mission Australia (TLMA) believes that all people have the right to be safe and respected, including children and vulnerable adults. TLMA acknowledges the need to protect children, young people, and vulnerable adults and to minimise any risk of harm to them. TLMA accepts our fundamental duties towards all children and vulnerable adults where our operations necessitate contact with, or have an impact on them.

TLMA does not tolerate abuse and exploitation of children and vulnerable adults. Such action is morally and ethically wrong and attracts criminal, civil, and disciplinary sanctions.

The Child and Vulnerable Adult Protection (CAVAP) Policy provides a framework to ensure the protection of children and vulnerable adults engaged with TLMA from exploitation and abuse of all kinds in the delivery of TLMA's programs and services, both within Australia and in the Implementing Countries we support.

The CAVAP Procedure outlines the implementation of this policy by TLMA.

1.1 TLMA's Christian Perspective

TLMA expects the highest standards of professional practice in all our work, particularly in our contact with children and vulnerable adults. As outlined in the Safeguarding Policy, TLMA endeavours to implement Safeguarding practices and strategies in relation to all aspects of our operations.

TLMA believes that:

- God loves all people, including children and vulnerable adults
- children and vulnerable adults have the right to be happy, healthy, safe and secure
- children and vulnerable adults have the right to express themselves
- the welfare of the child or vulnerable adult is paramount
- abuse of a child or vulnerable adult is never acceptable
- the abuse and exploitation of children is an abuse of their rights as set out in the *United Nations Convention of the Rights of the Child*¹
- the abuse and exploitation of an individual with disability is an abuse of their rights as set out in the *United Nations Convention of the Rights of Persons with Disabilities*.²

1.2 Background

The protection of children and vulnerable adults is an issue for all communities. There are many children and vulnerable adults across the world who are subjected to exploitation and abuse, and experience sexual, physical, and psychological violation. Many are forced into exploitative work, involving sexual abuse and/or forced labour.

There are numerous factors that increase a child or vulnerable adult's susceptibility to exploitation and abuse, including family dynamics, violence in the home, disability, displacement, isolation,

¹ United Nations Convention of the Rights of the Child
(<http://www.austlii.edu.au/au/other/dfat/treaties/1991/4.html>)

² United Nations Convention on the Rights of Persons with Disabilities
(http://www.un.org/disabilities/documents/convention/convention_accessible_pdf.pdf)

stigma or discrimination, and living in poverty. During emergency and disaster situations, children and vulnerable adults are more likely to experience exploitation and abuse, partially as a result of being isolated from caregivers.

Exploitation and abuse traumatises children and vulnerable adults, adversely affecting their development and wellbeing. Individuals who are exploited and abused experience a greater likelihood of long-term consequences, including mental health issues, reduced educational outcomes, drug and alcohol abuse, addiction, and increased likelihood of coming into contact with the law. At its core, exploitation and abuse undermines a child's opportunity to grow up safely and a vulnerable adult's opportunity to thrive.

TLMA is committed to our responsibility of ensuring the safety of children and vulnerable adults, including protection from exploitation and abuse in all aspects of our work. As an Australian NGO Cooperation Program (ANCP) accredited NGO, TLMA abides by the child protection guidelines recommended by the Australian Government's Department of Foreign Affairs and Trade (DFAT).

As a Christian NGO based in Victoria, we are also committed to our responsibilities under the Reportable Conduct Scheme³ as administered by the Commission for Children and Young People (CCYP). It is our role, under the Scheme, to ensure our work in Victoria is guided by the Child Safety Standards⁴ set to ensure the protection of children or young people that we may come into contact with in the course of our work. As for TLMA work in other Australian states, our work is guided by State legislation related to contact with children through the course of our activities.⁵

2. Policy Scope

This policy applies to all TLMA workers which includes:

- TLMA staff, including those who work:
 - full time
 - part time
 - casually
 - cross-culturally;
- Individual contractors funded by TLMA, including:
 - consultants
 - researchers
 - students
 - photographers
 - digital ambassadors;
- *Australian Volunteers for International Development* (AVID) program participants working with TLMA-funded projects in Implementing Countries; and
- All "others," including:
 - Volunteers, including fundraisers and interns
 - National Council members
 - visitors to TLMA-funded IC programs and projects
 - TLMA-organised tour group members

³ For further details visit the Commission For Children and Young People website

(<https://ccyp.vic.gov.au/reportable-conduct-scheme/about-the-reportable-conduct-scheme/>)

⁴ For further details visit the CCYP website (<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>)

⁵ For further details see Pre-employment screening: Working With Children Checks and Police Checks, Australian Institute for Family Studies (<https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and>)

- any other individuals or groups working or volunteering for TLMA in a capacity that may involve contact with children.

3. Commitment

TLMA acknowledges that it is always unacceptable for a child or vulnerable adult to experience any kind of abuse. TLMA recognises the need to protect children, young people, and vulnerable adults and to minimise their risk of being abused. It aims to ensure that none of its workers, including employed staff, volunteers, or other representatives engage in behaviour that is, or could be misinterpreted by children, vulnerable adults, their families, or other adults as constituting or leading to abuse, neglect or exploitation.

TLMA's objective is to create and maintain protective environments for children and vulnerable adults involved with TLMA's services and programs, both within Australia and in the Implementing Countries we support.

TLMA is setting this standard for all of our workers and it is our collective responsibility to follow this policy in all aspects of our work. In doing so, we are doing everything we can to ensure the safety and wellbeing of the children and vulnerable adults we have contact with through our operations.

3.1 Rationale

There is universal recognition that adults who have a formal role in working with or supporting children or vulnerable adults are in positions of trust and authority. The relationship between a child or vulnerable adult with an adult is one of unequal power. Children, and often vulnerable adults, are dependent on adults for care and protection.

It is a shared and collective responsibility of all adults to prevent exploitation and abuse of children and vulnerable adults. TLMA has adopted this policy in recognition of its responsibilities as an International NGO and as a DFAT funding recipient. TLMA is committed to working with its respective partners to prevent and respond to exploitation and abuse.

Child sex offenders have been known to seek employment or volunteer placements in organisations that work with children in Australia or overseas. They may be attracted to working in low income countries to access vulnerable children or vulnerable adults and to avoid tougher laws. This policy sends a clear message that exploitation and abuse of children and vulnerable adults is not tolerated by TLMA and this type of behaviour attracts disciplinary and commercial sanctions, as well as criminal penalties under Australian domestic and extra-territorial laws.

4. Guiding Principles and Position

(Adapted from DFAT's Child Protection Policy 2018)

This policy is guided by the following principles:

4.1 Zero tolerance of exploitation and abuse of children and vulnerable adults

TLMA's zero tolerance approach includes reducing the risks of exploitation and abuse of children and vulnerable adults associated with delivery aid activities, and by training staff on their obligations. TLMA will not knowingly engage—directly or indirectly—anyone who poses an unacceptable risk to children and/or vulnerable adults. TLMA will not partner with or fund an individual or organisation that does not comply with TLMA's CAVAP ethos in their operations to assist people affected by leprosy or disability.

4.2 Recognition of the best interest of the child or vulnerable adult

Australia is a signatory to the *United Nations Convention on the Rights of the Child* and *Convention on the Rights of Persons with Disabilities*, and TLMA is committed to upholding the rights and obligations under these conventions. In all TLMA actions concerning children and vulnerable adults, the best interests of the child or vulnerable adult is paramount.

TLMA recognises that some children and vulnerable adults, such as those with disability and those living in areas impacted by disasters, are particularly susceptible to harm.

4.3 Sharing responsibility for protection of children and vulnerable adults

TLMA is committed to working in partnership with children, vulnerable adults, their carers and relevant agencies for the promotion of the health and wellbeing of children and vulnerable adults engaged with TLMA programs and services.

To effectively manage risks to children and vulnerable adults, TLMA requires the commitment, support, and cooperation of all TLMA workers including employed staff, volunteers, contractors, partners, and others connected to the organisation.

4.4 A risk management approach

While it is not possible to eliminate all risks of exploitation and abuse, careful management can reduce the risks to children and vulnerable adults that may be associated with TLMA activities.

For all TLMA programs, initial risk assessments will be conducted to identify and manage risk factors for the exploitation and abuse of children and vulnerable adults throughout the duration of the aid activity.

4.5 Procedural fairness

TLMA uses fair and proper procedures when making decisions that affect a person's rights or interests. We expect that our partners will adhere to this same principle when responding to concerns or allegations of exploitation and abuse of a child or vulnerable adult within their own organisations.

5. Roles and Responsibilities

The TLMA Management Team is responsible for:

1. Responding to reports of exploitation and abuse of a child or vulnerable adult, and policy non-compliance in a timely manner.
2. Conducting CAVAP audits and spot checks to monitor the CAVAP systems of contractors and implementing partners.
3. Monitoring internal and external compliance with the policy.
4. Providing CAVAP training for TLMA staff, particularly workers who will be or are currently working directly with children and vulnerable adults as part of their role with TLMA.
5. Reviewing the CAVAP Policy and Procedure at least every five years.

As outlined in the TLMA Safeguarding Policy, the Designated Safeguarding Lead (DSL) is responsible for acting as the first point of contact in receiving and leading a response to Safeguarding issues, including CAVAP concerns. The Deputy DSL will provide assistance to the DSL in responding to these matters. Refer to the TLMA Safeguarding Policy for further details.

All TLMA workers captured in scope of this policy must meet the terms of this policy and will be held accountable, through contracts, audits, and spot checks, for complying with it.

TLMA workers must:

1. Immediately report any concerns or allegations of exploitation and abuse of a child or vulnerable adult, and policy non-compliance, by anyone covered by the policy.
2. Complete compulsory CAVAP training and as part of that, acknowledge their responsibilities by signing TLMA's CAVAP Code of Conduct (See Attachment 2).
3. Comply with the CAVAP Code of Conduct during the course of their employment or engagement with TLMA.
4. If relevant to their work duties, consider CAVAP as part of the initial risk assessment for activities involving children and vulnerable adults, this includes in Implementing Countries and throughout the program management cycle.

6. CAVAP Code of Conduct

All TLMA staff must read this policy and comply with TLMA's CAVAP Code of Conduct (Attachment 2), which sets stringent standards for personal behaviour. TLMA employed staff and other workers that have contact with children and vulnerable adults are expected to sign the Code of Conduct to confirm they have read the documents, understand the required behavioural expectations and will adhere to TLMA's CAVAP requirements.

TLMA expects staff to use common sense and avoid actions or behaviours that could be construed as exploitation and abuse of children and/or vulnerable adults in the course of their association with TLMA.

7. TLMA's expectations of partner organisations and contractors

TLMA has mandatory CAVAP compliance standards to ensure that TLMA partners and contractors understand and act on their obligations for managing risks to children and vulnerable adults.

All Partner organisations and individual contractors are expected to immediately notify TLMA's DSL or Management Team if any TLMA-funded personnel, or TLMA Partner personnel, are accused of, charged with, arrested for, or convicted of criminal offences relating to exploitation and abuse of a child or vulnerable adult.

7.1 Core partners

TLMA requires core Partners, engaged with TLMA-funded projects, to develop and implement a TLMA-compliant CAVAP policy in accordance with the DFAT Compliance Guide (Attachment 3). The policy must apply to all personnel, volunteers, civil society organisations, and subcontractors who are engaged by a core partner to perform any part of an activity that receives TLMA funding. Core Partners must ensure that any program participants and partners comply with the relevant child and vulnerable adults protection standards, including ensuring civil society organisations and subcontractors have a TLMA-compliant CAVAP Policy.

TLMA will not tolerate inappropriate behaviour conducted by Partner personnel towards TLMA beneficiaries, especially children and vulnerable adults.

7.2 Civil society organisations and contractors

Contractor and civil society organisations play an important role in protecting children and vulnerable adults. TLMA-funded contractors and civil society organisations are required to develop and implement TLMA-compliant CAVAP Policies in accordance with the Compliance Guide (Attachment 3), which consists of nine standards that provide a framework for managing and reducing the risks of exploitation and abuse. The organisation's CAVAP policy must apply to all personnel, partners, and subcontractors who are engaged by a contractor or civil society

organisation to perform *any part* of TLMA's functions. Any individual or organisation using TLMA funds to engage another organisation or individual subcontractor must ensure the subcontractor complies with the relevant CAVAP standards.

7.3. Individual contractors

Individual contractors for TLMA who are in contact with children and vulnerable adults are required to sign TLMA's CAVAP Code of Conduct (Attachment 2), and to ensure they comply with this during their employment. Individual contractors must obtain a criminal record check before they are contracted. Those using TLMA funds to engage an organisation or individual subcontractor must ensure the organisation or individual subcontractor complies with the relevant CAVAP standards.

7.4 Volunteers

TLMA's CAVAP Policy, developed in accordance with the Compliance Guide (Attachment 3), applies to all volunteers who are engaged by TLMA, both within Australia and overseas, to perform or participate in any part of TLMA's activities. Volunteers must comply with the relevant CAVAP standards and those who are in contact with children and/or vulnerable adults are required to sign TLMA's CAVAP Code of Conduct (Attachment 2), and may be required to submit a Working With Children Check application. Volunteers must ensure they comply with the CAVAP Code of Conduct during their volunteering period with TLMA.

8. Accountability

TLMA is obliged to investigate Safeguarding issues, including allegations of harm relating to children or vulnerable adults, where TLMA workers are alleged to be involved or if the issues relate to a program risk. Refer to the CAVAP and Safeguarding Procedures for details.

TLMA may be required to report matters dealt with under this policy and the CAVAP Procedure to authorities and other organisations including -

- Local authorities in Australia and/or the Implementing Country, such as police
- Australian Federal Police (AFP)
- the Australian Council for International Development (ACFID)
- the Australian Charities and Not-for-profits Commission (ACNC)
- the Queensland Government's Blue Card Services
- the Victorian Commission for Children and Young People (CCYP)
- the Tasmanian Government's Consumer, Building and Occupational Services
- the Department of Foreign Affairs and Trade (DFAT)
- South Australia's Department of Human Services
- New South Wales' Office of the Children's Guardian
- The Leprosy Mission Global Fellowship
- The Government of Western Australia's Working with Children Check.

9. Contacts

TLMA Designated Safeguarding Lead (DSL)	Name: Nerida Collard Email: neridac@leprosymission.org.au Post: Mark as "Confidential" Nerida Collard PO Box 293 Box Hill, Victoria 3128 Phone: 03 9890 0837
TLMA Deputy DSL	TBA
Country Lead / Chief Executive Officer	Name: Sheldon Rankin Email: sheldonr@leprosymission.org.au Post: Mark as "Confidential" Sheldon Rankin PO Box 293 Box Hill, Victoria 3128 Phone: 03 9890 0835
TLMA Board Safeguarding Lead	Name: Colin Martin Email: farmercol@hotmail.com
Safecall	Phone: 1800 312 928 Online: www.safecall.co.uk/report
TLM Global Fellowship DSO	Name: Jannine Ebenso Email: DSO@leprosymission.org

10. Relevant Legislation & Standards

- **Commonwealth**
 - *Australian Charities and Not-for-profits Commission Act 2012*
 - *Australian Charities and Not for profits Commission Amendment (2018 Measures No. 2) Regulations 2018*
 - *Crimes Act 1914 (Part IAD)*
 - *Criminal Code Act 1995*
 - ACFID Code of Conduct
 - ACNC Governance Standards and External Conduct Standards
 - DFAT's Child Protection Policy 2017
- **State (VIC)**
 - *Charter of Human Rights and Responsibilities Act 2006*
 - *Children Legislation Amendment (Reportable Conduct) Act 2017*
 - *Working with Children Act 2005*
- **International**
 - Convention on the Rights of the Child
 - Convention on the Rights of Persons with Disabilities
 - Convention on the Elimination of All Forms of Discrimination Against Women
 - Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour
 - Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography
 - Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict
 - Optional Protocol to the Convention on the Rights of Persons with Disabilities

11.Related documents

TLMA:

- Child and Vulnerable Adult Protection Procedure
- Safeguarding Policy and Procedure
- Human Rights Policy
- Whistleblower Policy and Procedure.

TLM's wider safeguarding and protection measures are implemented through the following policies and procedures:

- Safeguarding Policy and Procedure
- Safety and Security Policy
- Whistleblowing Policy

12.Review

This policy will be reviewed every five years, or as required. Lessons learnt will be incorporated into subsequent versions.

Revision History

Version	Date	Author	Summary
3.0	27/6/2017	Nerida Collard	New draft created for next revisions
3.1	14/11/2018	Shelley-Ann D'Arcy	Updated following policy review and according to TLMI Safeguarding Policy, ACNC amended regulations and changes to the ACFID Code of Conduct.
3.2	2/1/2019	Shelley-Ann D'Arcy	Amendments following feedback from TLMA Management group regarding Safeguarding policy and procedure
3.3	22/01/2019	Shelley-Ann D'Arcy	Amendments following feedback from Tim Collison, Nerida Collard and April Holmes
3.4	7/2/2019	Shelley-Ann D'Arcy	Amendments following feedback from HRG Committee and clarification of roles by TL Global Fellowship DSO Jannine Ebenso

Document Approval History

Version	Date	Approved by
1.0	11/08/2008	TLMA Board
2.0	16/08/2013	TLMA Board
2.3	26/06/2017	TLMA Board
3.4	4/03/2019	TLMA Board

Attachments

1. Key Definitions and Concepts
2. TLMA Child and Vulnerable Adult Protection Code of Conduct
3. DFAT Compliance Guide – Minimum Child Protection Standards⁶

⁶ Available in DFAT Child Protection Policy, January 2018, p10-15 (<https://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>)

Attachment 1: Key Definitions and Concepts

Abuse	Any behaviour or action designed to control, intimidate, threaten or injure another person. This includes against a child or vulnerable adult. It is commonly a misuse of power which uses the bonds of intimacy, trust and dependency to make the victim/survivor vulnerable. Abuse can present in many forms including emotional, physical, psychological, financial, sexual, spiritual and verbal. ⁷
Beneficiary	An individual in receipt of programs, services and assistance from TLMA. In most cases, this is a person located in one of the six countries we have programs operating in and may be affected by leprosy and/or disability.
Child	Any person under the age of 18 years.
Child protection	A term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated. ⁸
Contact with Children	Is working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.
Customer/s	An individual, or group, providing donations or purchasing goods or services (e.g. visiting TLMA-funded IC programs and projects) from TLMA in support of people affected by leprosy.
Designated Safeguarding Lead (DSL)	A person specifically designated and trained to receive Safeguarding, CAVAP and Whistleblowing concerns and complaints. The DSL will ensure appropriate supports are implemented to assist individuals impacted by Safeguarding issues. For further information regarding the DSL's role and responsibilities, refer to pages 4 and 5 of this policy.
Exploitation	Means one or more of the following: <ul style="list-style-type: none"> • Committing or coercing another person to commit an act or acts of abuse against another person, including child or vulnerable adult • Using a person, including a child or vulnerable person, for profit, labour, sexual gratification, or other personal or financial advantage without the persons legal or formal consent • Possessing, controlling, producing, distributing, obtaining or transmitting exploitation material of another person, including child/ren or vulnerable adult/s

⁷ Adapted from "What is Abuse?", Herizon House (<https://www.herizonhouse.com/about/what-is-abuse/>)

⁸ ACFID Guidelines for the development of a Child Safeguarding Policy, November 2018 (https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID%20Code%20of%20Conduct%20Guidelines%20for%20the%20Development%20of%20a%20Child%20Safeguarding%20Policy_Nov%202018.pdf)

	<ul style="list-style-type: none"> • Committing or coercing another person to commit an act or acts of grooming or online grooming⁹ <p>Australia is party to seven core international human rights treaties. The International Covenant on Civil and Political Rights (ICCPR) outlines the right to protection from exploitation, violence and abuse. The ICCPR and Convention on the Elimination of All Forms of Racial Discrimination (CERD) require that incitement to discrimination, hostility or violence through the advocacy of national, racial or religious hatred be prohibited by law.</p> <p>The Convention on the Rights of the Child (CRC) and the Optional Protocol to the CRC on the Sale of Children, Child Prostitution and Child Pornography also require countries to take measures to prevent and suppress the abduction, sale of or traffic in children, to combat the illicit transfer and non-return of children overseas, to protect children from economic exploitation, to protect children from the illicit use of narcotic drugs and to protect children from all forms of sexual exploitation and sexual abuse.</p> <p>The CRC and the Optional Protocol to the CRC on the Sale of Children, Child Prostitution and Child Pornography and Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) require countries to take measures to prevent and suppress the traffic in and exploitation of prostitution of women.</p> <p>The Convention on the Rights of Persons with Disabilities (CRPD) requires that positive measures be taken to prevent exploitation, violence and abuse of people with disabilities.¹⁰</p>
Grooming	Behaviour used to procure a child or vulnerable adult for sexual activity. For example, building a relationship of trust with the child, vulnerable adult or their family, providing gifts to the child or vulnerable adult to build that trust, and then seeking to sexualise that relationship (usually by encouraging romantic feelings or exposing the child or vulnerable adult to sexual concepts through pornographic material). ¹¹
Harm	Any detrimental effect of a significant nature on a person’s physical, psychological or emotional wellbeing.
Safeguarding	What organisations do to keep people, including workers and beneficiaries, safe. This may include actions, policies and procedures that create and maintain protective environments. ¹²

⁹ Adapted from DFAT Child Protection Policy, January 2018, p22 (<https://dfat.gov.au/international-relations/themes/child-protection/Documents/child-protection-policy.pdf>)

¹⁰ Protection from exploitation, violence and abuse, Australian Attorney-General’s Department (<https://www.ag.gov.au/RightsAndProtections/HumanRights/Human-rights-scrutiny/PublicSectorGuidanceSheets/Pages/Protectionfromexploitationviolenceandabuse.aspx#1what>)

¹¹ Definition from Oxfam Australia Child Safeguarding Toolkit, December 2017, p6.

¹² Adapted from ACFID General Definitions (<https://acfid.asn.au/content/general-definitions>)

Neglect	<p>The failure, usually by a parent or caregiver, to provide a child or vulnerable person (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.¹³ For example, providing the child or vulnerable with food, shelter or required medical treatment that is accessible.</p> <p>In this context, TLMA considers neglect to be a form of abuse where the responsible person is a TLMA worker within scope of this policy, and is in a position to provide necessary care for another person who is unable to obtain this type of care for themselves. For example, a TLMA worker willingly failing to provide a child or vulnerable adult with leprosy access to medical care.</p>
NGO	Non-government Organisation
Partner	An individual or organisation executing a project, program or undertaking work in the name of TLMA or The Leprosy Mission. The Partner group is required to sign and adhere to Partnership Agreement with TLMA.
Vulnerable adult	An individual aged 18 years or over who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, impairment, trauma or disability or any other reason. ¹⁴
Working with Children	Means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works. ¹⁵

¹³ Definition from DFAT Child Protection Policy (<https://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx>)

¹⁴ Definition adapted from Commonwealth Department of Social Services (<https://www.dss.gov.au/about-the-department/doing-business-with-dss/vulnerable-persons-police-checks-and-criminal-offences>)

¹⁵ Definition from DFAT Child Protection Policy

Attachment 2: TLMA Child and Vulnerable Adult Protection (CAVAP) Code of Conduct

I, _____ [insert name], acknowledge that I have read and understand TLMA's CAVAP Policy and agree that in the course of my association with TLMA whilst fulfilling my role with TLMA, I must:

- > treat children and vulnerable adults with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- > not use language or behaviour towards children or vulnerable adults that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- > not engage children under the age of 18 or vulnerable adults in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- > not provide, administer or encourage the use of illegal drugs or alcohol by children and vulnerable adults
- > wherever possible, ensure that another appropriate adult is present when working in the proximity of children and vulnerable adults
- > not invite unaccompanied children or vulnerable adults into private residences or locations or provide transportation to unaccompanied children or vulnerable adults, unless they are at immediate risk of injury or in physical danger
- > not sleep close to unsupervised children or vulnerable adults unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to my own children or relative in my care considered to be a vulnerable adult)
- > use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or vulnerable adults or access exploitation material, including pornography related to children and/or vulnerable adults, through any medium
- > not use physical punishment on children or vulnerable adults
- > not hire children or vulnerable adults for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- > comply with all relevant Australian and local legislation, including labour laws in relation to child labour or employment of vulnerable adults
- > immediately report concerns or allegations of exploitation and abuse of children and/or vulnerable adults and CAVAP policy non-compliance in accordance with appropriate procedures
- > immediately disclose all charges, convictions and other outcomes of an offence that relates to exploitation or abuse of children or vulnerable adults, including those under traditional law, which occurred before or occurs during association with TLMA

- > not develop any 'special' relationships with children or vulnerable adults that could be seen as favouritism (for example, the offering or provision of gifts or special treatment for specific children or vulnerable adults)
- > not seek to make contact with or spend time with any child or vulnerable adult associated with TLMA, outside of TLMA-related activities or programs (noting that this does not apply to my own children or any relative in my care considered to be a vulnerable adult)
- > be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitation and abuse of children and/or vulnerable adults

When photographing or filming any child or adult or using their images for work-related purposes, I must:

- > take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or adult
- > obtain informed consent from the child or adult and their parent or guardian, where applicable, before photographing or filming the child or adult. As part of this I must explain how the photograph or film will be used
- > ensure photographs, films, videos and DVDs present children and adults in a dignified and respectful manner and not in a vulnerable or submissive manner. Children and adults 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, meta data or text descriptions do not reveal identifying information about a child or adult when sending images electronically or publishing images in any form.

I understand that the onus is on me, as a person associated with TLMA, to use common sense and avoid actions or behaviours that could be construed as exploitation and abuse of a child or adult.

Signed: _____

Date: _____

Attachment 3: DFAT Minimum Child Protection Standards

Requirement	Minimum standard	Minimum standard – evidence	Why is this required?	What is the risk without it?
Having a Child Protection Policy and reporting procedure in place	<p>1. Partners The organisation has a child protection policy that applies to all personnel, partner’s downstream personnel and subcontractors that are engaged by the organisation to perform any part of a DFAT funded activity.</p> <p>The managing partner must ensure the downstream organisation or individual subcontractor complies with the minimum child protection standards.</p>	<ul style="list-style-type: none"> - Child protection policy in place - Personnel aware of the organisation’s child protection policy (e.g. through internal communication and training) - Documented plan for ensuring downstream DFAT funded partners are meeting the minimum standards - Initial risk assessment of organisation and activities to inform policy development 	A child protection policy provides clear guidance and demonstrates how the organisation, across its operations, will ensure that children are protected from child exploitation and abuse in the delivery of DFAT administered/ funded programs.	<p>An organisation is unaware of the risks to children within their organisation and the activities they manage and/or implement.</p> <p>Having a sub-contractor sign up to a code of conduct as the only control does not provide sufficient contractual effect to address child protection issues.</p>
	<p>Individuals An individual contractor is not required to have a child protection policy. However, they will be required to sign a code of conduct that applies and builds on where appropriate DFAT’s Child Protection Professional Behaviours and provide evidence of their commitment to child protection.</p>	<p>Individuals</p> <ul style="list-style-type: none"> - Attend child protection training - Sign Code of Conduct - Commitment to child protection - Current Criminal Record Check 		
	<p>2. The organisation’s child protection policy includes a documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy non-compliance, including available sanctions for breaches.</p>	<ul style="list-style-type: none"> - Organisation’s guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance - Documentary evidence that personnel can raise concerns about a child’s safety or wellbeing or unacceptable 	<p>An effective child protection policy requires a report handling procedure.</p> <p>One of the biggest hurdles to personnel reporting child exploitation and abuse is that there is no formal system in place to do so, or that personnel or community</p>	<p>Personnel are unaware how to report concerning behaviour.</p> <p>Community members are unaware how to report concerning behaviour.</p>

		<p>behaviour by personnel</p> <ul style="list-style-type: none"> - Documentary evidence outlining the organisation's details of available sanctions - Documentary evidence that policy and reporting information is publically available and accessible to community members 	<p>members are not aware of a formal system to report concerns or allegations.</p> <p>Reporting systems must respect the rights of both the alleged victim and the alleged offender.</p>	
	<p>3. The organisation provides child protection training for personnel, including downstream partners.</p>	<ul style="list-style-type: none"> - Training attendance records - Training agendas and timeframes for training - Materials used in training 	<p>Personnel must be fully aware of their responsibilities to protect children and how to report concerns or allegations about child exploitation and abuse.</p>	<p>Personnel are unaware of behaviour that would arouse concern.</p> <p>Personnel are unaware of how to build child protection practices into their work.</p> <p>Personnel do not know how to report concerning behaviour.</p>
	<p>4. The organisation's child protection policy includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children.</p>	<ul style="list-style-type: none"> - Referenced in relevant documentation, including policies, contracts and human resource guidelines 	<p>The organisation, as an employer, must have clear grounds to determine whether a person is the most appropriate to work with children.</p>	<p>A lack of leadership and governance and the right culture undermine personnel efforts to implement a child protection environment.</p>
	<p>5. The organisation's child protection policy is subject to regular review, at least every five years or earlier if needed.</p>	<ul style="list-style-type: none"> - Policy is subject to regular review in accordance to the policy commitment, or at least every five years 	<p>Contexts change, particularly in the development sector. There must be a commitment to review and update the policy as required.</p>	<p>Lessons learned from previous incidents are not taken into account, increasing the likelihood that those risks will be repeated.</p>
<p>Undertaking assessment and management of risk</p>	<p>6. The organisation undertakes a risk assessment to reduce the risk of any child being harmed as a result of operations or activities funded by</p>	<ul style="list-style-type: none"> - Risk plan identifying activities and measures to reduce or remove the risk to children - Documentation that risk assessments are reviewed and 	<p>Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with</p>	<p>Risks to children are missed during activity design and implementation.</p>

	DFAT. The assessment must identify risks, and document steps being taken to reduce or remove these risks.	<ul style="list-style-type: none"> updated regularly during the life of the activity - Evidence of adaption to local context (when a different approach to standard risk controls is required) 	disability or in an emergency situation involve higher risks.	
Recruitment and screening, and employment practices in place	<p>7. The organisation's employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation.</p>	<ul style="list-style-type: none"> - Employment contracts for personnel/consultants contain appropriate provisions 	Robust recruitment, screening and employment practices reinforce the importance of the organisation's child protection policy to personnel.	Personnel that pose unacceptable risks to children are unable to be removed (suspended, transferred or terminated) without a criminal conviction.
	<p>8. Contact with children positions</p> <p>The organisation has robust recruitment screening processes for all personnel in contact with children. These recruitment procedures include:</p> <ul style="list-style-type: none"> - criminal record checks before engagement - verbal referee checks <p>Working with children positions</p> <p>Additional screening measures (such as interview plans that incorporate behavioural-based interview questions) must be used when candidates are applying for positions that involve working with children.</p>	<ul style="list-style-type: none"> - Documented criminal record checks for personnel in contact with children - Documented verbal referee checks - Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response - Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children - Review checks when personnel have a change in circumstances - In limited circumstances it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and 	<p>Child-safe recruitment and screening processes are essential to enable an organisation to choose the most appropriate person for a position that involves contact with children.</p> <p>Recruitment and selection can prevent access to children by those with a known history of harming children.</p> <p>Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.</p>	<p>Your organisation may be targeted by adults who wish to harm children (due to weak recruitment and screening practices).</p> <p>A person who poses an unacceptable risk of harm to children (as indicated by their background) is unknowingly appointed to a position within the organisation.</p>

		<p>disclosing any charges and spent convictions related to child exploitation, may be accepted instead</p> <ul style="list-style-type: none"> - Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship 		
	<p>9. The organisation has a child protection code of conduct that meets and – builds on (where appropriate) – the minimum standard set by DFAT (see Attachment B – DFAT's Child Protection –Professional Behaviours).</p>	<ul style="list-style-type: none"> - A risk based child protection code of conduct based on DFAT's Child Protection – Professional Behaviours - Signed codes of conduct or a register documenting details of personnel who have signed the code of conduct, or inclusion in employment contracts - Signed image consent forms/ verbal consent file notes 	<p>A code of conduct makes clear the organisation's standards for acceptable and unacceptable behaviour in relation to children, including use of images and must be signed by all personnel.</p> <p>It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children.</p> <p>It also provides employers with a sound basis on which to conduct disciplinary action.</p>	<p>Lack of clear, well-advertised rules allows concerning behaviour to go unchallenged.</p> <p>Identification of a child and/or their whereabouts.</p>