



No Roads Expeditions Foundation (Aust) Ltd

ABN 75 611 339 998

CHILD PROTECTION POLICY

No Roads Expeditions Foundation (Aust) Limited

MISSION STATEMENT

To work in a spirit of collaboration and undertake projects in remote areas that improve the lives of disadvantaged people by building community capacity

INTRODUCTION:

No Roads Expeditions Foundation (Aust) Limited (NREFA) is an Australian development organisation implementing programs in Papua New Guinea and other overseas locations aimed at helping to improve the lives and futures of communities. A number of these programs involve interaction with children.

This policy outlines NREFA's policy in committing to protect all children supported by NREF from abuse and exploitation by its staff, volunteers, interns, partners and donors.

NREFA considers the impacts and risks for children in the development and planning of its programs and their implementation.

SCOPE:

This policy applies to the following:

1. All personnel and associates of No Roads Expeditions Foundation (Aust) Ltd:
 - Permanent, part-time and casual staff
 - Individual contractors and consultants
 - Volunteers
 - Board members
 - Partners with a formal / contractual relationship with NREF
 - Interns
 - Work experience students
2. For others engaged by No Roads Expeditions Foundation (Aust) Ltd (known as 'representatives') having contact with children such as:
 - Journalists and media personnel
 - Photographers
 - Donors
 - Supporters
 - Guest presenters
 - Visitors including the spouse / partner or family member of NREFA personnel or associates

The policy does not need to be signed by people engaged by NREF who will have no contact with children. These people must be made aware of the policy and required to sign and adhere to it if their contact with children status changes.

PRINCIPLES:

1. All prospective employees and volunteers shall be made aware of NREFA's commitment to child protection and advised that all appointments are subject to the outcome of a criminal background / working with children check (in accordance with relevant State and Federal/National laws);
2. In the best interest of children, NREFA will not knowingly employ anyone with a conviction for child abuse, paedophilia, or related offences;
3. All prospective employees and board directors will be interviewed to determine suitability;
4. All interviewed applicants will be required to affirm their support of NREFA's commitment to child protection and demonstrate an understanding of its application;
5. Prior to employment (paid or voluntary) or directorship offer being made, appropriate character reference checks of the prospective employee or director shall be conducted. All nominated referees will be asked whether, to their knowledge, there is anything in the prospective appointee's character / past that could be considered inappropriate for someone working with NREFA (and in particular, working with children);
6. Prior to an offer of employment or directorship being made, the successful applicants criminal background / working with children check results shall be considered before the position is formally occupied;
7. During the induction process, all employees, volunteers, interns and directors will be issued with NREFA's Code of Conduct and Child Protection Policy and be required to read and sign.

STATEMENT OF COMMITMENT TO CHILD PROTECTION:

The following guidelines shall be observed and practiced by NREFA's directors, employees, project staff, volunteers, donors, and any other representatives:

- I will promote proper respect and dignity for all children regardless of their race, gender, age, religion or disability, social background and culture;
- I will never act in ways that will shame, humiliate, or perpetrate any form of verbal, emotional, sexual, or physical abuse on a child;
- I will never use inappropriate language, physically strike children, or develop physical or sexual relationships with them;
- I will avoid being alone or travelling alone with a child;
- I will be engaged in children's activities in open or visible places;
- I will not solicit a dating relationship with a NREFA assisted child or youth;
- I recognise that I may face substantial adverse consequences for breach of this code of conduct;
- I am aware that allegations of abuse will be reviewed and, as determined necessary by NREFA, investigated;
- I recognise that, if I violate this code of conduct, I may be subject to applicable local laws and to organisational disciplinary measures.

NREFA also requires that its personnel and representatives adhere to the Code of Conduct when interacting with any child during their employment or engagement.

REPORTING AND PROCESSING OF ALLEGATIONS OF CHILD ABUSE (GUIDELINES):

Where any personnel, associate or representative develops concerns or witnesses an incident regarding child abuse or sexual exploitation she / he must report such concerns to the appropriate board of directors within NREFA or NREFA's partner organisation and local legal authorities, such as the police, where appropriate.

NREFA will follow country specific processes and protocols for reporting and addressing allegations of child and young person related offences.

RESPONSE TO ALLEGATION OF ABUSE

Any employee, volunteer, director, donor, or project partner who becomes aware of possible abuse of a child, or who strongly suspects that abuse or exploitation has occurred, must report the information immediately to the Chair (or to a director of the board if the Chair is suspected of alleged abuse).

In response to an alleged child abuse situation, NREFA will:

1. Receive the allegation
2. Commence investigation of the allegation immediately
3. Notify the subject of the complaint and allow them the opportunity to state his or her perspective of the incident(s). An alleged perpetrator of child abuse will be suspended from their normal duties pending outcomes of the investigation
4. Gather and study background material and documentary evidence
5. Interview complainant
6. Interview victims if different from above
7. Interview witnesses if they exist
8. Conduct a second interview with the subject of the complaint
9. Write an investigation report
10. Conclude investigation with recommendations
11. The findings of the investigation and recommendation will be reviewed for appropriate disciplinary action by the Chair and appropriate members of the board of directors
12. Advise all parties of relevant aspects of action to be taken
13. Deal with the investigation in a timely manner from its commencement and as considered appropriate by the Board of Directors and advice from relevant authorities

After appropriate investigation, any employee who has been found to have either been involved in the abuse of a child, or who was aware of such a situation but did not report it, will be subject to appropriate discipline, including possible termination of employment. Appropriate government authorities must be notified.

MEASURES FOR BREACH OF POLICY:

The following measures can be applied for any personnel, associate or representative who breaches the Child Protection Policy and / or Code of Conduct:

- Meeting to discuss breach and opportunity for person to provide their account / understanding of the situation
- Performance management
- Further education on the Child Protection Policy and Code of Conduct
- Formal warning and monitoring
- Transfer to other duties
- Suspension pending investigation
- Internal investigation

- Report to Police
- Dismissal

These measures will apply alongside any criminal investigation where relevant.

CHILD SAFE RECRUITMENT AND SCREENING:

Recruitment and screening of personnel and associates must reflect NREFA's commitment to protect children by ensuring checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and young people and attract the safest people who share NREFA's values.

This policy commits NREFA to preventing a person from working with children if they pose an unacceptable risk to children.

All employment contracts must contain provisions for dismissal, suspension or transfer to other duties for any personnel who breach the Child Protection Policy and Code of Conduct.

NREFA has a robust recruitment and screening process for all personnel and associates. These include:

- a) Personnel and Associates. For all:
 - Criminal history check prior to engagement
 - Two verbal reference checks - including question relating to the applicant's general conduct. One reference must be from the person's current or most recent employer
 - Sign the Child Protection Policy and Code of Conduct prior to engagement
- b) Additional procedures for those working with children:
 - A Working with Children Check
 - Targeted / behavioural based interview questions used to determine attitudes, motivations, and values regarding children and young people and working with them
 - Reference check to include questions regarding any concerns about candidate's conduct when working or interacting with children and young people

RISK ASSESSMENTS

NREFA personnel will undertake a child protection risk assessment on all programs, projects, activities and personnel that have contact with children. The assessment should identify risks, classify any high-risk activities, and document steps being taken to reduce or remove these risks.

Child Protection Risk Assessments should be undertaken at the program design and proposal stage and at all reporting intervals.

PARTNERS AND RESPONSIBILITIES

For the purpose of the policy, partners are defined as those with whom contracts (MoU's) / formal relationships are held for implementing projects. These may include but are not limited to:

- Academic and research institutions
- International Non-Government Organisations (NGOs)
- Local Non-Government Organisations (NGOs) and Community Based Organisations

- Government bodies (National, Provincial or Local)
- Churches and other interfaith groups
- Partners and subcontractors who are engaged by NREFA to perform any part of a NREFA led activity

NREFA must ensure the partner complies with relevant child protection standards, including NREFA's Child Protection Policy.

For contractors or civil society organisations that partner with NREFA, they must have:

- Their own Australian Aid compliant child protection policy in place, or
- A plan to develop their own Australian Aid compliant Child Protection Policy and sign on to the NREFA Child Protection Policy in the interim

UPDATING DOCUMENTS AND PROCEDURES:

NREFA employees will periodically assess all NREFA documentation, policies and procedures against these standards and accordingly, recommend and implement changes if necessary.

CORRESPONDENCE BETWEEN DONORS AND CHILDREN:

- NREFA does not disclose children's personal addresses or contact information
- No letters, including photographs and small gifts, between donors and children will be processed
- A donor must not reveal their personal address or contact information to a child
- No money is to be sent directly from the donor to a child

TRAVEL OF A CHILD OUTSIDE OF THEIR HOME COUNTRY:

If the travel of a young person (<18 years) from PNG or other overseas country to Australia is required, the travel is to be organised by NREFA in accordance with the following principles:

1. The safety and wellbeing of the young person is at all times paramount;
2. NREFA must obtain permission from the young person's parent or guardian before the young person travels outside of their home country;
3. NREFA or a related partner will be responsible for covering all travel relevant costs including airfares, passports and visas, travel insurance, accommodation, food, and entertainment;
4. If NREFA engages host families in Australia, the home providers must undergo Working with Children checks.

USE OF VISUAL IMAGES AND CASE STUDIES OF CHILDREN:

When taking images of children within the context of NREFA's development activities, the following guidelines must be adhered to:

- NREFA will always ask permission when taking photographs or recording video footage of individuals (including children) in PNG;
- Consent for taking and using photographs and case studies of children will be sought directly from parents or teachers at the child's school;
- NREFA will always explain to the subject the likely use of the images;

- NREFA will never take pictures of people who say they do not want to be photographed or filmed;
- NREFA will not manipulate the subject in a way that distorts the reality of the situation;
- NREFA is always sensitive to the concerns and advice of our PNG and overseas staff and partners in gathering and use of visual material;
- NREFA will always aim to use only high-quality images;
- NREFA may use digital manipulation of images for creative effect, but not in a way that deliberately and misleadingly distorts the reality of the situation depicted;
- NREFA will not crop an image in a way that misleadingly distorts the reality of the situation;
- In video editing, NREFA does not misleadingly distort the reality of the situation;
- Images will be current and appropriate;
- NREFA employees will ensure the privacy of personal information concerning children including their name and location, when sending and storing images electronically and when using images publicly.

These guidelines are aligned with NREF’s Life Stories and Photography Guidelines.

MONITORING OF CHILD PROTECTION POLICY

NREFA is committed to ensuring the currency of this policy. It is the responsibility of the NREF Board to ensure that the policy is reviewed annually and that it continues to support the ethical and safe work of NREF in PNG and other overseas locations.

DEFINITIONS:

Child Abuse:

NREFA adheres to the definition of child abuse by the World Health Organization (1999): “Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-- treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development or dignity in the context of a relationship of responsibility, trust or power.”

Employee:

Any person who provides services for compensation to NREFA and whose duties are under the direction of the NREF.

Volunteer:

Any person who enters NREFA’s programs, or offers any service of their own free will, and who does not receive compensation for such a service.

Statement by all No Roads Expeditions Foundation (Aust) Ltd Ltd PERSONNELtes & Representatives:

I have read and understood No Roads Expeditions Foundation (Aust) Ltd ’s:

- Child Protection Policy

I agree to comply with the Policy.

I understand that a breach of this Policy may provide grounds for my appointment or association with the organisation to be terminated. I also understand that a breach of the Policy could result in criminal prosecution.

I understand that it is my responsibility, as a person associated with No Roads Expeditions Foundation (Aust) Ltd, to use common sense and avoid actions or behaviours that are abusive or exploitative of children or young people or could be construed as such.

I authorise No Roads Expeditions Foundation (Aust) Ltd to undertake any necessary inquiries, including criminal record checks and reference checks, as a part of my appointment by or association with the organisation.

I confirm my willingness to participate in No Roads Expeditions Foundation (Aust) Ltd's briefing sessions on child protection.

Name:			
Role:			
Sign:			
Date:			

Name:			
Role:			
Sign:			
Date:			

Name:			
Role:			
Sign:			
Date:			