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1. Introduction

The problem of child abuse is a global one, however, in line with our mission to respond to global poverty and injustice we will work, through the implementation of TEAR's Safeguarding Children Guidelines, to address the denial of children's protection rights and ensure that children are not harmed in any way as a result of their involvement in our work.

1.1 Statement of commitment to safeguarding children

TEAR is committed to the safety and well-being of all children. We support the rights of children and will act to ensure a child-safe environment is maintained. Safeguarding children is everyone's responsibility. We all need to work towards a favourable environment for staff, volunteers, members and partner organisations to raise the concerns of child abuse freely. The final responsibility for Safeguarding Children at TEAR rests with the Leadership Team.

1.2 Purpose and scope

TEAR's Safeguarding Children (SC) Policy (available on TEAR's intranet) and these Guidelines aim to make those associated with TEAR Australia aware of safeguarding children issues. Adherence to the SC Policy is mandatory for all TEAR people. For the purpose of this guide, "TEAR people" refers to all TEAR staff, volunteers, consultants, exposure visit participants, and fieldworkers.

These Guidelines equip TEAR people to:

- a. be alert at all times to risks to children and run programs that are safe for children;
- b. feel able to talk openly about concerns;
- c. know when they must report;
- d. know how to report and what will happen when they do.

1.3 Definitions

Child Abuse: physical, sexual, or emotional abuse, as well as neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves. In some cases, professionals and other trusted adults also abuse children. Child abuse happens to male and female children of all ages, ethnicities and social backgrounds, abilities, sexual orientations, religious beliefs and political persuasions.

Child or young person: any person under the age of 18 years.

Duty of Care: a common law concept that refers to the responsibility of the organisation to provide children 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: causing children to feel frightened and in danger; to be exploited or corrupted; to feel worthless, unloved or inadequate.

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

Neglect: a persistent, deliberate failure to meet a child's basic physical and psychological needs, resulting in impairment of the child's health or development. Allowing children

younger than 14 years of age to work, to the detriment of their education and normal development.

Physical Abuse: occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, hitting, shaking, throwing, poisoning, burning, drowning, suffocating, threatening these actions, or wilful failure to prevent such events.

Safeguarding Children: describes the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Sexual Abuse: forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. This includes rape, incest, pornography, prostitution and also the inducement or coercion of children for any sexual behaviour.

2. Safeguarding Children Code of Conduct

TEAR people should establish work and life practices that safeguard themselves and children. All TEAR staff, fieldworkers, consultants and Category Green volunteers are required to sign the Safeguarding Children Code of Conduct (see Appendix 1) as part of their induction program. TEAR staff are required to re-sign the SC Code of Conduct annually.

Breaches of the Code will result in investigation by the Safeguarding Children Committee (known as SCC it is made up of The Safeguarding Children Officer, National Director and relevant Department Coordinator) and be handled in accordance with the process outlined at the end of 12. Safeguarding Children Complaints Handling Process.

The Safeguarding Children Policy and Guidelines will form part of:

- a. the orientation of new TEAR staff and Board members;
- b. the briefing of Volunteer Fieldworkers, consultants, volunteers and all staff travelling to TEAR projects;
- c. the briefing of those involved in the running of TEAR events in Australia that involve children. TEAR events are those that are planned and organised by TEAR Australia as distinct from supporter events (such as fundraisers), which may occur within other contexts (such as a church or school) outside of the direct supervision of TEAR Australia.

2.1 Accountability when interacting with young people

Contact with children extends to all forms of contact including oral, written or electronic communication as well as face-to-face and physical contact. TEAR people should take care to observe TEAR's Safeguarding Children Code of Conduct through all channels of contact and increase accountability where possible. For example:

- One-on-one meetings with work experience students at the TEAR office should be held in the open (or in glassed offices with the door open). Seek to be interruptible and visible.
- Contact with child supporters via the phone or email should include some form of accountability such as note taking on TEAR's CRM, CCing in your supervisor or ensuring their parents have given permission and are aware of how TEAR will interact with their child.

3. Risk management

3.1 Context

- Any situation where TEAR introduces someone into a new context where they will have contact with children. This includes, but is not limited to, exposure trip participants visiting with communities, TEAR speakers or volunteers running simulation games in schools or at youth groups which are not their own context, volunteers working at events where children may be present, hiring a consultant to evaluate a project in a community, etc.
- Any situation where TEAR has direct responsibility for children. This includes events which have children or youth programs, exposure trips with youth participants, Volunteer Fieldworkers on placement with their families, work experience students volunteering in TEAR's office, etc.
- Program work that has an impact on children. Most TEAR projects work with and within communities and are therefore likely to have some impact on the children within those communities.

The Australian Program Team (APT) and International Program Team (IPT) work in a range of different jurisdictions, so each member of staff will need to ensure that they are aware of the relevant legislation for their area, and the kind of support available should something go wrong.

3.2 Risk assessment

Anyone who is planning a program that will be run or funded by TEAR *where you can reasonably expect TEAR people and/or implementing Partner staff to have contact with children* needs to do a risk assessment as part of their planning.

It is the Department Coordinator's responsibility to ensure that relevant TEAR activities within their department are properly assessed for risk to children. The person managing the activity (i.e. Community Engagement Manager organising event, Program Officer putting forward a project proposal or recruiting the services of a consultant evaluator, Exposure Experiences Officer for exposure trips) is responsible for ensuring the risk assessment occurs. Detailed guidance on conducting risk assessments can be found in Appendix 2. For international programs, TEAR's standard project proposal template requires completion of a safeguarding children risk assessment related to the project and the partner's working context.

3.3 Where should risk assessments be stored?

Risk assessments for Australia Program events/activities and exposure trips should be recorded using the ChildSafe Safety Management Online System. Risk assessments for partner projects are recorded in OProgs and Badger as part of the program management system.

3.4 Annual TEAR SC risk assessment

TEAR Australia proactively assesses and manages risks to children in our programs through an annual risk assessment, organised by the Safeguarding Children Officer with representatives from each Department. The identified risks are shared with the Leadership Team and worked on over the course of each year.

4. Communication and use of children's images

Images and text involving children will respect their dignity, integrity and strength. They will not be exploitive or be open to sexual interpretation. Dress will be modest and respect both the culture of the subject and the culture of the viewer.

The privacy of children will be respected and media gathering procedures will not allow children to be identified or contacted. Permission should be gained from parents/guardians. An analysis of the risks to children as a result of access to and use or misuse of children's images and personal information when placed on online platforms will be undertaken (with the child and their family where feasible) prior to the publishing of any information/story.

Further details are available in the TEAR Australia Visual Images Policy and Guidelines.

Illegal or unethical images of children are prohibited. Use of computers to view, download or digitally alter images of children for illegal or degrading purposes is forbidden under TEAR's IT Policy.

5. Recruitment of TEAR people

5.1 Recruitment of staff and volunteers

Even if a role doesn't work directly with children, the nature of TEAR's work may present opportunities to gain contact with children through its programs, therefore it is essential to have robust personnel recruitment and selection practices. TEAR's rigorous recruitment process highlights the safeguarding of children to show that TEAR takes the safety of children seriously, and help identify if a person is unsuitable. Due diligence checks and referee checks are important elements of a whole approach to safeguarding children. All TEAR Australia staff and Volunteers will be selected through processes that will minimise the risk of abuse. For further detail regarding:

Staff – see Recruitment Guidelines

Volunteers – see Volunteer Guidelines

Volunteer Fieldworkers – see Fieldworker Guidelines

The procedure for recruitment and selection will be reviewed and updated as required to ensure it reflects current child-safe recruiting and screening standards.

TEAR reserves the right to refuse employment or terminate any person's employment if s/he poses an unacceptable risk to the safety or wellbeing of children.

Category Green Volunteers (as defined in the Volunteers Policy) shall always have a due diligence check prior to commencement. Unless otherwise stipulated, volunteers will read, sign and follow the TEAR Australia Safeguarding Children Code of Conduct.

The volunteer's supervisor is responsible for ensuring relevant and effective risk management is undertaken in accordance with the Volunteer Guidelines.

5.2 Consultants

All consultants and visitors who are in contact with children as a result of a TEAR-arranged activity, or an activity of TEAR's partner, are required to sign a Self-Declaration and Agreement to show they have understood and agree to abide by the Safeguarding Children Policy and Code of Conduct set out by either TEAR Australia or TEAR's partner, prior to the

commencement of the activity or visit. This applies to all consultants and visitors who are either Australian or non-Australian Nationals.

Australian-based Consultants who are commissioned by TEAR Australia will undergo the same referee and due diligence check as outlined in the Recruitment Guidelines. For consultants who are non-Australian nationals, either commissioned by TEAR or a TEAR partner, reasonable procedures to exercise due diligence will be implemented, taking into consideration the availability of information and public records for their background checks.

Consultants engaged directly by TEAR partners will come under the Child Protection Policy and Code of Conduct of that partner.

5.3 Due diligence renewals and record keeping

Due diligence checks will be regularly assessed for currency. Records of all due diligence checks (current and past) will be stored for seven years.

Australian Federal Police checks will be renewed every three years.

Working With Children Checks (WWCC) or equivalent will be renewed prior to date of expiration. WWCC will also be verified, as required by the local state/territory, online and the verification recorded on Childsafe.

5.4 What if something shows up on the due diligence check?

Due diligence checks can take a range of forms including the Australian Federal Police Check, State Police Checks, Teaching licenses and Working with Children Checks. For TEAR's purposes only the Australian Federal Police Check and WWCC (or equivalent such as Blue Card) are used within the Australian context. Should a person have a criminal record it may be appear on their check as a "disclosable outcome". When this occurs, the People at TEAR Coordinator will provide advice to the relevant supervisor and National Director as to whether or not the individual can continue with TEAR based on their risk to children. Risk will be assessed based on these factors:

- Relevance of the criminal conviction as a risk to vulnerable people. Any relevant conviction will likely render the individual unsuitable as a TEAR person.
- Length of time elapsed since the conviction was recorded. If the conviction relates to children or vulnerable people, the length of time will likely be irrelevant and the person will be considered unsuitable.
- Whether the individual advised TEAR of the conviction prior to the check displaying the information. It is expected that the individual would openly disclose convictions prior to the results of the check being returned and this is a sign of transparency. If the conviction relates to children or vulnerable people, whether it was disclosed will likely be irrelevant and the person will be considered unsuitable.
- Any other relevant factors.

Where there is any doubt, the Department Coordinator or other relevant decision-maker (such as a member of TEAR's Board) may also be involved in the decision-making.

The confidentiality of disclosable outcomes will be preserved and any records will be kept in line with required practice (currently prescribed by TEAR's due diligence checking service PRM).

6. Educating the organisation on child abuse and the Safeguarding Children Policy

TEAR is committed to educating TEAR people in child protection, identification of abuse, the Safeguarding Children Policy, how to reduce risks and create child safe environments. We will promote child safe practices, which keep children safe in the organisation and in their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if the TEAR person has concerns about a TEAR staff member or other representative in the organisation.

Category Green volunteers (board members, exposure trip participants and volunteer fieldworkers) will be required to participate in safeguarding training as part of their induction and targeted training, appropriate for their role or contact with children.

In addition, training will be made available to staff, tailored to the frequency and intensity of their contact with children in their work with TEAR.

TEAR commits to undertake capacity building and training in child protection with all development partners who work with us to implement programs that involve or affect children.

All media (e.g. videographers, photographers, writers) visiting the field will be expected to undergo a safeguarding children briefing prior to their visit to TEAR-funded programs.

7. Working with partners

Child protection issues and contexts will vary greatly from place to place. Risk management is an ongoing part of project management. Appreciation for child safe practices involves education and understanding

- a. All TEAR Multi-year Partnership Agreements and Annual Funding Agreements include a common understanding of and commitment to the protection of children.
- b. TEAR partners are required to have a child protection policy and protocols in place or in development. TEAR IPOs work with partners to strengthen policies where required and continuously improve practice as appropriate to the local context, using “Setting the Standard” by Child Rights International Network (CRIN) as a reference. Where necessary, funds will be provided for the partner’s organisational development in this area.
- c. Child protection is a standard item of discussion on project visits, as outlined in the TEAR Partnership Manual. TEAR International Program Officers will regularly monitor and report on partner agency achievements in the Safeguarding Children standards as part of project visits.

8. Programs that include direct contact with children

8.1 Exposure trips and fieldworker placements

TEAR recognises the need to implement specific guidelines to manage the safeguarding-children risks within its exposure trip and Fieldworker programs. These guidelines include ensuring that:

- All volunteers/donors/fieldworkers travelling to programs will receive safeguarding children training that includes clear behavioural guidelines
- All volunteers/donors are to undertake activities in groups or pairs during their visit.

- All visits/trips/placements are arranged in advance through TEAR Australia and volunteers/donors/fieldworkers interviewed
- Due diligence checks are required for volunteers/donors/fieldworkers and any accompanying family members
- Donors visiting the field and volunteers participating in exposure trips and Fieldworker Programs will be required to supply references
- All volunteers/donors/fieldworkers will sign and abide by the Safeguarding Children Policy and the Safeguarding Children Code of Conduct
- Partner agency staff will be present at all times during the visit/program where there is contact with children
- Children should not be invited to leave or be taken away from their communities
- Invitations for children to visit the volunteers/donors' country are not permitted. This is about preventing potential perpetrators from enticing vulnerable families or their children from their community. We recognise that Fieldworker families may develop relationships with families in communities, this is covered in the Fieldworker Guidelines.
- Gifts and correspondence with children will not be exchanged in private.
- The exchange of mailing addresses and contact details (including online forums) is not permitted at any time.
- After every trip the partner will be consulted for feedback
- Volunteers/donors/fieldworkers will not be permitted to stay with a child in their accommodation overnight (except with their own children) unless the child's parents are present. At all times trip participants will be accommodated in pairs or small groups, and appropriate risk management assessments undertaken with local partner staff.
- TEAR will not normally encourage or facilitate return visits to project communities by participants of exposure visits. Return visits to children or communities by exposure visit participants or former Fieldworkers and their families that lead to allegations or suspicions of inappropriate behaviour will be reported to the authorities.

Further information can be found in TEAR's Fieldworker Guidelines and Volunteer Guidelines. Good detailed advice on preparing short-term travellers can be found in ACC International Missions and Relief [Protecting Children in Short-Term Missions Manual](#). The staff member responsible for coordinating exposure trips should consult this manual as they prepare participants.

8.2 Events and quality kids programs

When running kids programs, there should be awareness of the limitations of kids in a variety of age groups, and activities should be planned that are appropriate for the age and the level of support/supervision/assistance TEAR can give for the activity. This includes considering allergies, food, access to toilets, registration forms, signing in and out permissions, etc. ChildSafe has a wealth of templates to assist in planning a quality children's program. Volunteers should be recruited in accordance with the Volunteer Guidelines and Recruitment section of these Guidelines.

9. Working in emergency contexts

TEAR works with field partners to ensure that child protection assessments and activities are undertaken in emergency contexts. Ideally this will include implementing partners appointing a trained child protection focal point who is responsible for taking and managing complaints and supporting program staff in conducting child protection risk assessments. During humanitarian disasters TEAR only works through agencies that comply with Sphere Standards, which state:

- Special measures must be taken to ensure the protection from harm of all children and their equitable access to basic services...their views and experiences are...elicited during emergency assessments and planning but that they also influence humanitarian service delivery and its monitoring and evaluation.
- Essential that a thorough analysis of how a client community defines children be undertaken, to ensure that no child or young person is excluded from humanitarian services.

Integral Quality Standards also state:

- Projects involving Integral Members and Partners must not lead to increases in the vulnerability of children or women and must not increase vulnerability to violence or physical harm. TEAR partners in large-scale emergency responses will work in cooperation with the UN Protection Cluster to ensure the safety of children.

TEAR has specific procedures in place that guide our communications work on emergency situations and that aim to protect the increased vulnerability of children in these settings (see Visual Images Policy for more information).

10. Responding to and reporting safeguarding children concerns

TEAR considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately.

It is mandatory for all TEAR people to report if they have formed a reasonable belief that a child needs protection or that an offense has been committed. This includes any witnessed, suspected or alleged incidents of child abuse or any breach of the Safeguarding Children Policy/Guidelines or Safeguarding Children Code of Conduct.

These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. If you do have a concern you should immediately follow TEAR's child abuse reporting procedures.

10.1 Who should report?

All TEAR staff, volunteers, fieldworkers and associates including people in the community and partner organisations.

10.2 What should be reported?

- Any disclosure, concern or allegation from a child, community member, staff or associate regarding the safety, abuse or exploitation of a child (this includes actual, suspected, or risk of abuse or harm to a child)
- Any observation or concerning behaviour exhibited by TEAR staff, volunteers or other associates that breaches TEAR's Safeguarding Children Code of Conduct.

10.3 When to report

It must be reported urgently, including notifying the Safeguarding Children Officer or relevant Department Coordinator outside of business hours if required.

10.4 Who to report to

10.4.1 In Australia

If it occurs within Australia, the matter should be reported to the person responsible for the Australia-based event and to TEAR's Safeguarding Children Officer or National Director.

Church/school context (not a TEAR run activity)

Much of TEAR's church engagement work is not at events that are run by TEAR but rather in a church or school context. In these situations, any concern (if the allegation is not against a TEAR person) is best dealt with by the church/school as it occurred in their event and their context. TEAR staff should report the concern to the pastor or person in charge and it should only go through TEAR's processes if the person in charge fails to act responsibly on the matter. TEAR staff should report the concern to their TEAR Department Coordinator and TEAR should follow up with the church to provide support and ensure action was taken. These situations are difficult for everyone involved and too many agencies taking action could add unnecessary difficulties. It is a big step for an abused young person to make a disclosure and the resulting enquiries can be quite distressing. TEAR should ensure that the matter is dealt with –but only one agency needs to follow it through.

10.4.2 Partner agency context

TEAR partner staff

If it concerns someone associated with a TEAR Australia partner agency, the matter should be reported to TEAR's Safeguarding Children Officer, or the relevant TEAR Program Officer/Regional Team Leader who will raise the matter with the International Program Coordinator and host agency supervisor/ project manager.

If the partner is dealing with the issue, TEAR will monitor, support and make sure they are dealing with it in an appropriate manner which includes activating TEAR's SCC. If the project is funded by DFAT, the International Program Coordinator will communicate with the relevant DFAT staff member.

General population

Where inappropriate or abusive behaviour is observed in an international context, but not related to TEAR's partner staff, it should be challenged where possible. The same reporting and responding processes for incidents involving a TEAR partner's staff should apply. Consultation with the relevant partner on a locally and contextually appropriate solution is essential.

10.4.3 Anonymous reporting

If the person would like to report knowledge or suspicion of child abuse anonymously, they can contact TEAR Australia through the following means:

Email: national.director@tear.org.au (National Director)

Phone: ask for the National Director or Safeguarding Children Officer at (+61 3) 9264 7000 or free call 1800 244 986.

Post: address to the National Director or Child Protection Office at PO Box 164, Blackburn, VIC 3130 and mark "*Strictly Confidential*".

Anonymous reporting is possible and is better than not raising the concern. However, TEAR is in a better position to act on the report if it is not anonymous as further information can be gathered in a more targeted manner.

In situations where the National Director is the subject of a complaint or is the complaining party, the matter will be referred to the Chair of the TEAR Australia Board (email chair@tear.org.au)

10.4.4 Reporting to authorities

While TEAR would prefer to be in a position to proactively work with relevant authorities, TEAR recognises at all times the right of an individual to go directly to the authorities with their concern.

Where TEAR is contacting authorities, care should be taken to ensure that Reportable Conduct Schemes for the relevant Australian state/territory are observed. Reportable Conduct schemes are an additional protocol and DO NOT replace the need to contact other authorities where circumstances require a response i.e. Police, other emergency services, child protection services. Further information on authorities within Australia can be found in *7.2 Who to call for more information*.

10.5 How should it be reported?

Verbally and by completing [TEAR's Safeguarding Children Reporting Form](#) available on TEAR's intranet. The reporter should write everything down, as soon and in as much detail as possible.

10.6 What happens when a report is made

Every reported incident will be taken seriously and handled by the SCC, who will follow the process set out below. Where an incident concerns a member of the SCC, that person will be stood down from the Committee. This will involve one or more of the following:

- Interviewing the person/persons who made the allegations and/or other witnesses to gather more information with which to make a decision about the allegation;
- If the complaint concerns people connected to a partner organisation, the SCC will raise concerns with the host agency, through the relevant department, and monitor handling of the case.
- Reporting to local police and or child protection authority when it is suspected or becomes clear that a crime has been committed.
- Reporting to the Australian Federal Police when it is suspected or becomes clear that a crime has been committed regarding child sex tourism, child sex trafficking or child pornography
- Reporting to local child protection services as necessary
- Handling the concern internally if it is not a criminal matter
- No further action being taken
- Providing support to all stakeholders especially the child/victim, and including the reporter, as necessary. Special consideration should be given to Aboriginal and Torres Strait Islander cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability.
- TEAR people against whom a complaint has been made may be stood down (with pay, if relevant) or assigned to other duties until the case has been completed. They will be entitled to a transparent process and will be offered appropriate support.
- It is recognised that children may also be perpetrators of sexual abuse or problem sexual behaviour. These situations require extra care because both safeguarding

the perpetrator and the victim/survivor need to be considered. To the extent that TEAR is able, and it is appropriate to do so, TEAR will make efforts to support child perpetrators as well as victims/survivors.

10.7 Confidentiality

Confidentiality is a key principle of reporting and managing child protection concerns. All information regarding a child protection concern must only be shared with the SCC. The names of people involved and the details of the report will remain confidential. Information will only be released on a “need to know” basis or when required by Australian or overseas law or when a report to police or child protection authorities is made.

10.8 Disciplinary action

Disciplinary action will be taken against any personnel or associate found to:

- Have failed to report a child protection concern
- Have intentionally made a false allegation
- Have made a serious breach of the SC Policy/Guidelines and/or COC (minor breaches may result in action such as refresher training or increased supervision)

Disciplinary action may include the following sanctions:

- TEAR People – disciplinary action / dismissal, termination of contract.
- TEAR Partner agencies – Where the SCC judges that children continue to be at risk in partner agencies, and the partner does not take sufficient steps to reduce these risks, partnership with that agency will be terminated.
- Where relevant – reporting to authorities.

10.9 General statements

- TEAR will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently.
- All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. TEAR will ensure that the interests of anyone reporting child abuse in good faith are protected.
- The rights and welfare of the child is of prime importance. Every effort will be made to protect the rights and safety of the child throughout the investigation.
- Children and community members with whom our partners work will fall under the local partner CPP policy.
- Children involved in events that TEAR runs should be provided with information about how to report any child protection concerns.

10.10 Responding to disclosure by a child

Upon receiving allegations of, or information about, possible child abuse, TEAR people should respond and provide necessary help.

If a child makes a disclosure then the person receiving it should:

- Listen to what they are saying and be sensitive to their needs.
- Affirm that they were right to tell.
- Explain that the information will be acted on and kept as confidential as possible but it will not be “kept a secret”.

- Act immediately by reporting to the Safeguarding Children Officer and relevant Department Coordinator.
- Act immediately to protect them. This may involve moving the child away from the immediate situation, finding out who the child's carers are and taking the child to them if that is appropriate. Otherwise, find an appropriate person who can take temporary care of the child while you take reporting action.
- Avoid pressuring the child/young person into giving details of the abuse. The receiver's role is to listen to what the child/young person wants to say and not to conduct an investigation (beware of asking leading questions as this may prejudice any subsequent investigation)
- Write everything down.

It is possible that a complaint may be raised by a former victim of child abuse who is now an adult. These should be acted upon and handled sensitively following TEAR protocols (adjusted to the maturity of the complainant).

TEAR's Safeguarding Children Officer is the People at TEAR Coordinator!

11. Involving children and young people

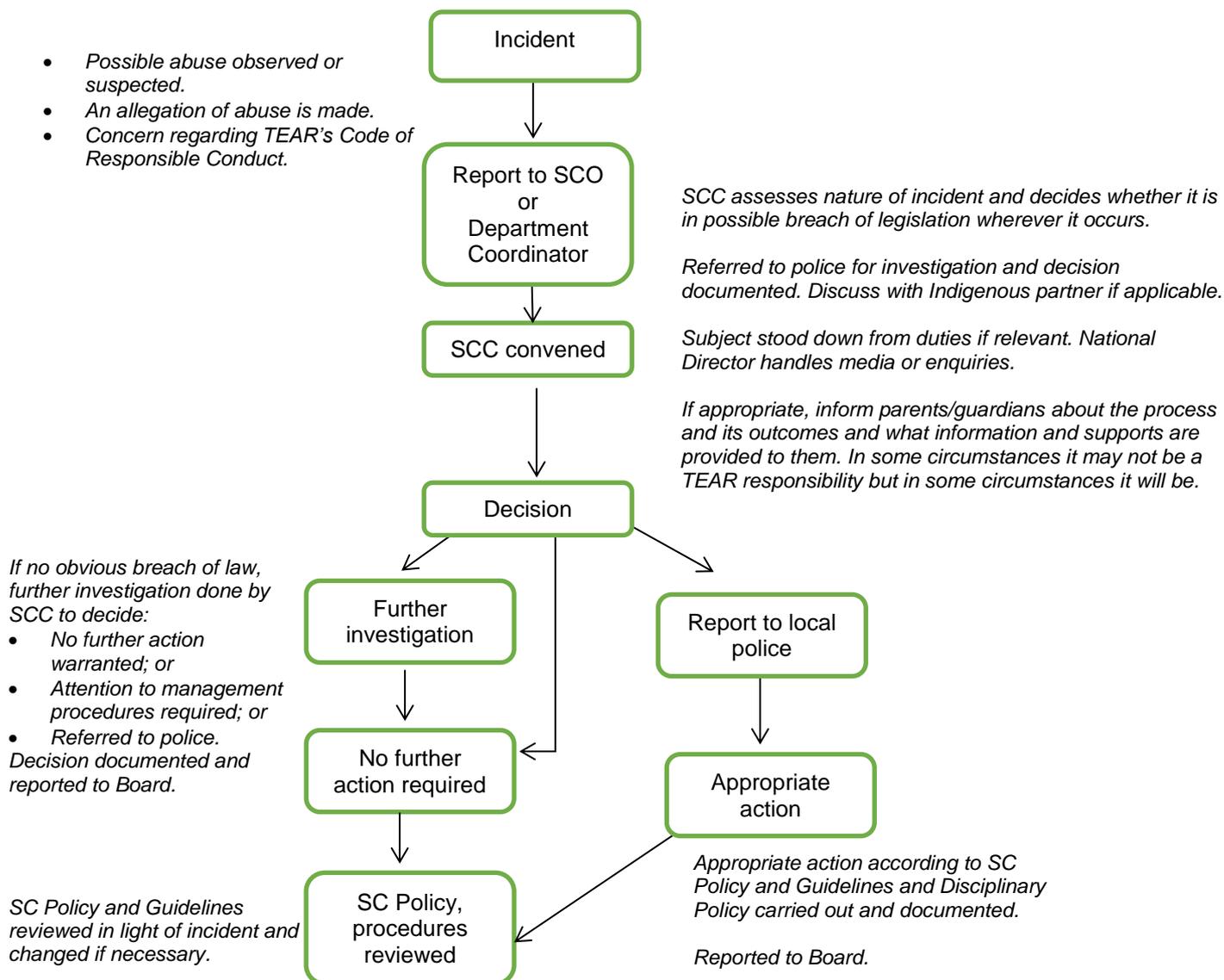
TEAR is committed to ensuring children in contact with our work are made aware of their right to be safe from abuse and are provided with advice and support on keeping themselves safe including information for children, parents/carers about where to go for help. Within kids programs run in Australia we will ensure the SC policy is promoted to children eg. When kids programs are run at events, kids should be made aware of their right to safety, rules for safe behaviour and avenues to seek help.

TEAR will develop a child-friendly version of the SC Policy and consult children as part of its development and review.

Partners are encouraged to include the voices of children in their project design, planning and monitoring as appropriate. TEAR will work with partners to help provide tools and facilitate partner initiatives in this area.

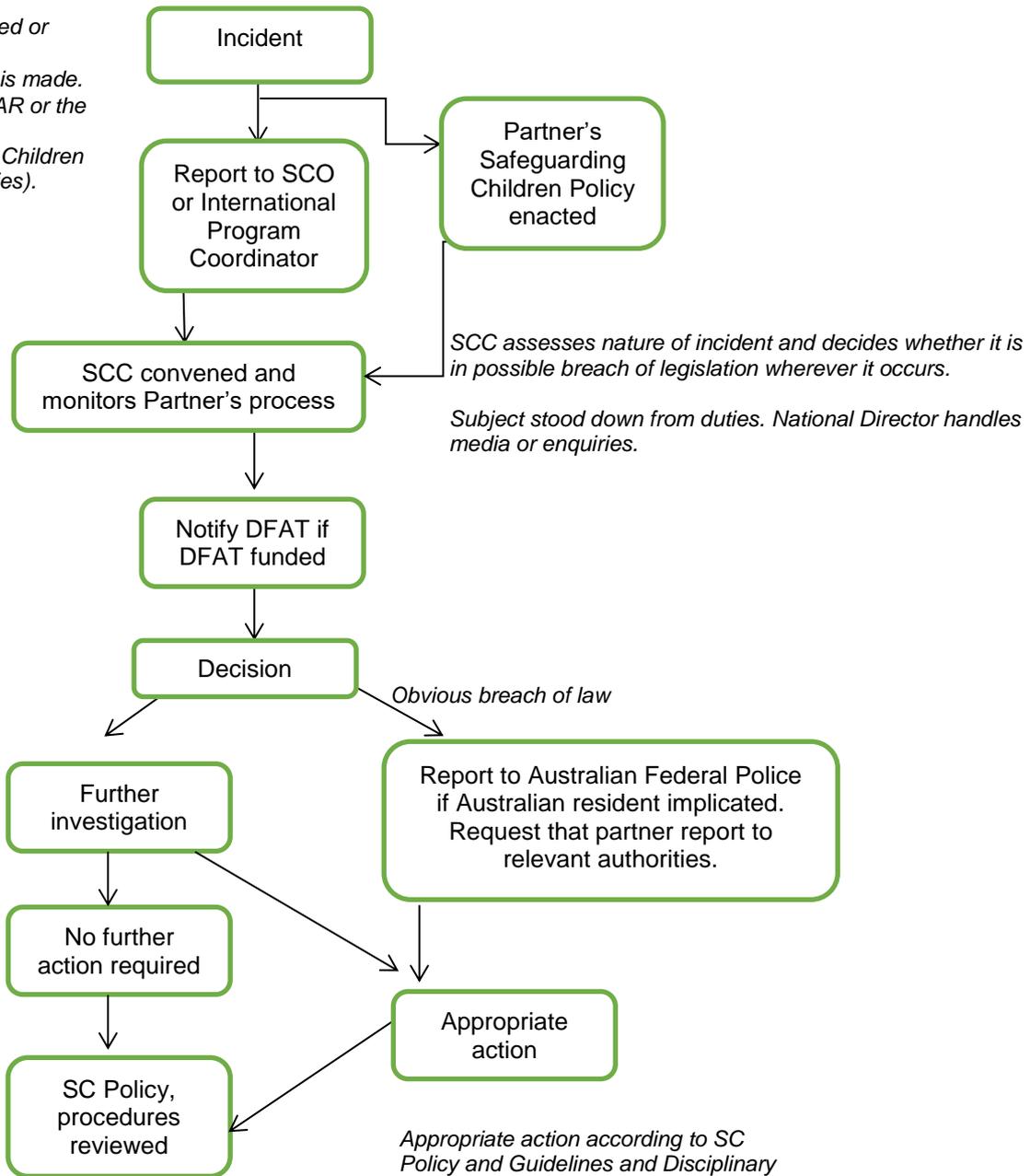
12. Safeguarding children complaints handling procedures

12.1 Australian incident process or incident involving a TEAR person



12.2 International incident process (partner agency context)

- Possible abuse observed or suspected.
- An allegation of abuse is made.
- Concern regarding TEAR or the partner's Code of Conduct/Safeguarding Children Policy (whichever applies).



SCC assesses nature of incident and decides whether it is in possible breach of legislation wherever it occurs.

Subject stood down from duties. National Director handles media or enquiries.

If no obvious breach of law, further investigation done by SCC to decide:

- No further action warranted; or
 - Attention to management procedures required; or
 - Referred to police.
- Decision documented and reported to Board.

SC Policy and Guidelines reviewed in light of incident and changed if necessary.

Appropriate action according to SC Policy and Guidelines and Disciplinary Policy carried out and documented.

Depending on how the partner has handled the incident, the partnership may be concluded.

Reported to Board.

Appendix 1 – SAFEGUARDING CHILDREN CODE OF CONDUCT

While participating in TEAR's programs, everyone (including staff and volunteers) must keep to the following standards of behaviour. TEAR Australia representatives are encouraged to be conscious of their behaviour, and of how these behaviours may be perceived by others. For the purposes of this document, a child is defined as someone under the age of 18 years. It is acknowledged that where a person is the responsible caregiver for their own child they may be exempted from some parts of this code of conduct (i.e. being alone with their own child).

I will:

- 1) Treat children with respect, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or status.
- 2) Consider children's best interests as paramount.
- 3) Promote a culture that ensures that children are listened to and treated with respect and that empowers children, their families and communities to be knowledgeable of their rights and avenues of redress.
- 4) Immediately report concerns or allegations of child abuse and policy non-compliance in accordance with TEAR's Safeguarding Children Policy and Guidelines
- 5) Follow practices which minimise and monitor risks of all forms of child abuse and accidental harm to children. This includes complying with the child protection legislation of the region in which we operate and following host/ partner agency policy regarding the protection of children.
- 6) Take action to inform myself on the Rights of the Child and TEAR Australia's Safeguarding Children Policy.
- 7) Self-assess my behaviours, actions, language and relationships with children.
- 8) Ensure that information concerning children is kept confidential.
- 9) Ensure that another adult is present when working in the proximity of children
- 10) Use any computers, mobile phones, or video and digital cameras in a dignified and respectful manner, and never to exploit or harass or to access child pornography through any medium.
- 11) At all times be transparent about my actions and whereabouts.

I will not:

- 1) Act in ways which shame, humiliate, belittle or degrade children.
- 2) Smack, hit or physically assault children.
- 3) Discriminate against or favour particular children, whether because of race, age, gender, disability, religion, sexuality or political persuasion.
- 4) Massage, hold, kiss, cuddle, touch or play with children in an inappropriate and/or culturally insensitive way or make sexually suggestive comments to a child.
- 5) Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.
- 6) Take a child home or encourage meetings outside program activities.
- 7) Sleep with a child in the same bed.
- 8) Condone or participate in behaviour involving children which is illegal, unsafe or abusive.
- 9) Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
- 10) Seek to make contact and spend time with any child or young person outside the program times.
- 11) Photograph or video a child without the consent of the child and his/her parent or guardian contrary to TEAR's Visual Images Policy and the Child Protection Code.

TEAR has a zero tolerance approach to illegal, exploitive, or abusive behaviour which risks the safety or well-being of children. Any such behaviour may be dealt with through TEAR's disciplinary policy and possibly lead to termination of employment or conclusion of volunteer arrangement.

I have read TEAR Australia's Safeguarding Children Code of Conduct, and agree to adhere to its principles.

Signed: _____ Date: _____

Name: _____

Appendix 2 – Conducting a safeguarding children risk assessment

1. **Identify the risks** – The people who are planning the activity should sit together and “brainstorm” all the events that might harm children that they can think of. Any risks that are pre-existing (e.g. malnutrition) do not need to be included in this risk assessment.

2. **Categorise the risks** – Group together similar events / causes.

3. Rate the risk

a. Estimate how likely each event/group of events is to come about.

Descriptor	Description
Common	Can be expected to occur with some frequency; a repeating event; not a surprise when it happens
Possible	Known to happen or has happened; might occur a handful of times in your experience
Unlikely	Could happen; heard of it happening; occurs somewhere from time to time
Rare	Highly unexpected; not likely; have heard of happening somewhere once
Very rare	Theoretically possible but incredibly unlikely

b. Estimate how bad the consequences would be.

Descriptor	Description
Severe	Fatality; multiple fatality; massive disruption; organisational implications
Major	Important consequences; major injury or disability
Moderate	Some impacts of significance; medical assistance sought
Minor	Small scale effects easily remedied; first aid required
Negligible	Barely perceptible impacts; very minor or no injury

c. Combine the “likelihood” and “consequence” to identify risk level. (This is a subjective assessment so you may need to keep some notes to explain your rating.)

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Severe
Common	Medium Risk	High Risk	High Risk	Extreme Risk	Extreme Risk
Possible	Medium Risk	Medium Risk	High Risk	High Risk	Extreme Risk
Unlikely	Low Risk	Medium Risk	High Risk	High Risk	High Risk
Rare	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk
Very Rare	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk

4. **Address the risk** – Note what you are already doing that will address the risks you have identified. Note anything additional that you will need to do to address the risks.

5. **Assign the responsibility** – Make sure people have responsibility for each risk to be managed.

Appendix 3 – Who to call for more information

TEAR's Safeguarding Children Officer can provide advice on safeguarding children. Here are some other resources you can access:

Region	Where to find more information
International	DFAT http://dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection.aspx
National	Child Wise https://www.childwise.org.au/
ACT	ACT Govt Community Services – Children Youth & Families http://www.communityservices.act.gov.au/ocyfs
NSW	NSW Office of the Children's Guardian http://www.kidsguardian.nsw.gov.au/child-safe-organisations
Qld	Queensland Government Blue Card Services https://www.bluecard.qld.gov.au/risk-management.html
SA	SA Department for Child Protection https://www.childprotection.sa.gov.au/
Tas	Dept of Health and Human Services – Children & Youth Services http://www.dhhs.tas.gov.au/children/child_protection_services
Vic	Commission for Children and Young People http://www.ccyp.vic.gov.au/
WA	Department for Child Protection