

Safeguarding Children Guidelines

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1. Introduction

Tearfund's Safeguarding Children Guidelines are intended to implement the Safeguarding Children Policy (SC Policy) to ensure that children are protected and not harmed in any way as a result of their involvement in our work. The safeguarding of children will be assisted by increasing the awareness of Tearfund People around safeguarding children issues and what to do if they encounter a concern. Adherence to the SC Policy is mandatory for all Tearfund people.

These Guidelines equip Tearfund 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.

Tearfund is aware that harm and abuse can happen:

- a. between an adult (being the abuser) and another adult/vulnerable adult;
- b. between an adult (being the abuser) and a child;
- c. between a child (being the abuser) and another child;
- d. between a child (being the abuser) and an adult/vulnerable adult.

These Guidelines are intended to be read in conjunction with the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and guidelines which together guide Tearfund's approach to keeping children and vulnerable people at risk safe from abuse, exploitation and harassment.

These guidelines are informed by, and aligned with, National and State Child Safe Standards, and relevant safeguarding policies of the Australian Department of Foreign Affairs & Trade (DFAT) as a funding partner.

2. Safe People - Tearfund Recruitment Practices and Code of Conduct

Tearfund recruitment practices are outlined in section 5 below. In addition, Tearfund people should establish work and life practices that safeguard themselves and children. All Tearfund People (see definition) are required to sign the Tearfund Code of Conduct as part of their induction program. Tearfund staff are required to re-sign the Code of Conduct annually.

Breaches of the Code will result in investigation by the Safeguarding Committee and be handled in accordance with the process outlined at the end of section 12 of these guidelines – Safeguarding Children Complaints Handling Process.

The Safeguarding Children Policy and Guidelines will form part of:

- a. the orientation of new Tearfund staff and Board members;
- b. the briefing of all volunteers, consultants and all staff travelling to Tearfund projects;
- c. the briefing of those involved in the running of Tearfund gatherings, events or activities in Australia that involve children. Tearfund events are those that are planned and organised by Tearfund 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 Tearfund Australia.

2.1 Accountability

Contact with children extends to all forms of contact including oral, written or electronic communication as well as face-to-face and physical contact. Tearfund people should take care to observe Tearfund's 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 Tearfund 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 Tearfund's CRM, cc-ing your supervisor into emails or ensuring their parents have given permission and are aware of how Tearfund will interact with their child.

3. Safe Plans - Risk management

3.1 Establish the Risk Context

Risks to children need to be managed in all contexts, particularly including:

- Any situation where Tearfund introduces someone into a new context where they will have contact with children including, but not limited to:
 - exposure trip participants visiting communities;
 - Tearfund 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 Tearfund has direct responsibility for children including:
 - events that have children's or youth programs;
 - exposure trips with youth participants;
 - work experience students volunteering in Tearfund's office, etc.
- Program work that has an impact on children. As most Tearfund projects work with and within communities, program work is therefore likely to have some impact on the children within those communities.

Tearfund People work in a range of different contexts and jurisdictions, so each person will need to ensure that they are aware of the relevant legislation for their area, and the kinds of support available should something go wrong. Risk assessment where the activity is conducted within a church or school context should take into account the controls already in place and work with the entity around any residual risks.

3.2 Risk assessment

Planning for programs that will be run or funded by Tearfund need to consider and assess risk including physical risks, safeguarding risks, psychological and/or cultural risks, risk of discrimination, abuse, harm or adverse treatment based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation in the planning phase of programs, events or projects.

Delegation of Responsibility for Risk assessment:

- 3.2.1 It is the Department Director's responsibility to ensure that relevant Tearfund activities within their department are properly assessed for risk to children.
- 3.2.2 The person managing the activity (i.e. Community Engagement Team Member or Fundraising Team Member organising or providing support as staff point person for an event, Program Officer putting forward a project proposal or recruiting the services of a consultant evaluator, Program leader for exposure trips) is responsible for ensuring the risk assessment occurs and that the diverse needs of children are cared for.

Guidance on conducting risk assessments can be found in Appendix 1. For international programs, Tearfund's standard project proposal template requires completion of a Safeguarding Children Risk Assessment related to the project and the partner's working context.

3.2.3 Risk assessment storage

Risk assessments will be stored in appropriate databases (e.g. Badger or SMO).

3.3 Annual risk assessment

Tearfund Australia proactively assesses and manages Safeguarding risks in our programs through an annual Safeguarding Risk Assessment, organised by the Safeguarding Officer with representatives from each Department. The identified risks are shared with the Executive Leadership Team and worked on over the course of each year.

4. Communication and Use of Children's Images

Communication with children participating in a Tearfund donation activity, event or program shall relate specifically to the event or program and wherever possible be reiterated or copied to the parents/caregivers of the child. If a parent/guardian is not reachable then another appropriate person should be copied into correspondence.

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 must be gained from parents/guardians and where appropriate, from children themselves as an additional measure of respect. An analysis of the risks to children due to 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 Tearfund Australia Visual Images Policy and Guidelines section.

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 Tearfund's IT Policy and Code of Conduct.

5. Recruitment of Tearfund People

5.1 Staff and volunteers

Even if a role doesn't work directly with children, the nature of Tearfund'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. Tearfund's rigorous recruitment process highlights the safeguarding of children to show that Tearfund takes the safety of children seriously, and helps identify if a person is unsuitable. Due diligence checks and referee checks are important elements of a whole approach to safeguarding children. All Tearfund Australia staff and volunteers (including Board members) will be selected through processes that will minimise the risk of abuse. For further detail regarding:

- Staff – see Recruitment Guidelines.
- Volunteers – see Volunteer Guidelines.

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

Tearfund reserves the right to refuse employment or terminate any person's employment if there is a reasonable belief that the person poses an unacceptable risk to the safety or wellbeing of children.

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

5.2 Consultants, contractors, and visitors

Consultants, contractors and visitors who are engaged by Tearfund and in contact with children as a result of a Tearfund-arranged activity, or an activity of a Tearfund partner, are required to complete these due diligence measures prior to commencement:

- Australian-based Consultants whose Tearfund consulting role involves contact with children will undergo or need to demonstrate that they hold suitable referee and due diligence checks as outlined in the Recruitment Guidelines.
- Australian or non-Australian Nationals engaged by Tearfund must sign and abide by the Tearfund Code of Conduct and the Partner Code of Conduct (when working for the partner overseas).
- For consultants who are non-Australian nationals, engaged by Tearfund, 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 Tearfund partners are required to agree to the partner's Child Protection Policy and Code of Conduct.

5.3 Due diligence checks

Due diligence checks can take a range of forms including the Australian National Police Check, Teaching licenses, Working with Children Checks, and Counter Terrorism & Anti-Money Laundering Screening.

Should a person have a criminal record it may appear on their check as a "disclosable outcome". When this occurs, the People & Culture Director will provide advice to the relevant supervisor and CEO as to whether or not the individual can continue with Tearfund based on their risk to children.

Risk will be assessed based on these factors:

- Relevance of the criminal conviction as a risk to children and vulnerable people. Any relevant conviction will likely render the individual unsuitable as a Tearfund 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 Tearfund 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 i.e. guidance issued by Australia's Department of Foreign Affairs and Trade around Criminal Record Checks and Screening.

Where there is any doubt, the Department Director or other relevant decision-maker (such as a member of Tearfund'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.

5.4 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.

National Police Checks by the Australian Federal Police will be renewed every 2 years for Tearfund staff and Board members.

Working With Children Checks (WWCC) or equivalent will be renewed/verified prior to date of expiration and recorded in a secure database.

6. Safeguarding Awareness and Training

Volunteers (including Board members) will be required to participate in safeguarding training as part of their induction as appropriate for their role or contact with children (see Volunteer Guidelines). In addition, Staff will be required to participate in annual safeguarding training including cultural awareness training. All media (e.g. videographers, photographers, writers) visiting the field will be expected to undergo a safeguarding children briefing prior to their visit to Tearfund-funded programs.

Tearfund commits to working alongside partners strengthening their capacity to ensure safeguarding children standards are upheld.

7. Safe Partnering – Working with partners

Risk management is an ongoing part of project management. Appreciation for child safe practices involves education and understanding.

- 7.1 All Tearfund Annual Funding Agreements include a common understanding of and commitment to the protection of children.
- 7.2 Tearfund partners are required to have a child protection policy and protocols in place. Tearfund staff work with partners to strengthen policies where required and improve practice as appropriate to the local context. Where necessary, funds will be provided for the partner's organisational development in this area.
- 7.3 Child protection is a standard item of discussion on project visits, as outlined in the Tearfund Partnership Manual. Tearfund International Program Officers will regularly monitor and report on partner child safeguarding standards as part of project visits.

8. Programs: Contact with Children

8.1 Exposure trips

Tearfund recognises the need to implement specific guidelines to manage the safeguarding-children risks within its exposure trips. These guidelines include ensuring that:

- All volunteers/donors 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 to be arranged in advance through Tearfund Australia and volunteers/donors interviewed.
- Due diligence checks are required for volunteers/donors/ and any accompanying family members.
- Donors visiting the field and volunteers participating in exposure trips will be required to supply references.
- All volunteers/donors will abide by the Safeguarding Children Policy and sign the Tearfund Code of Conduct.
- Partner agency staff should 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 away from their community.
- Consistent with the Tearfund Code of Conduct, Tearfund People will not condone or participate in behaviour involving children which is illegal, unsafe or abusive (including the giving of gifts or provision of alcohol or drugs to children).
- 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 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.
- Tearfund 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 that lead to allegations or suspicions of inappropriate behaviour will be reported to the authorities.

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 or other relevant guidance as they prepare participants.

8.2 Events and quality children's programs

When running children's programs, there should be awareness of the limitations of children in a variety of age groups, and activities should be planned that are appropriate for the age and the level of support/supervision/assistance Tearfund can give for the activity. This includes considering allergies, food, access to toilets, signing in and out permissions, etc. Families should also have appropriate avenues to identify their individual needs such as tailored registration forms or information packs. When a need is identified, reasonable changes to the program should be considered and parents should receive communication on how their child will be supported to participate. 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 recruitment section.

Tearfund actively supports and facilitates participation and inclusion of Aboriginal children, young people and supporting them to enjoy their cultural rights. Therefore, consideration should also be given to creating a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued. This may include more than one of the following:

- Using inclusive language
- Culturally appealing advertising.
- The display of appropriate flags at the event.
- Displays of artwork of a particular culture or variety of cultures.
- The inclusion of Welcome to Country or acknowledgement of Country in correspondence and introductions.
- The opportunity to participate in an activity in a way that honours or expresses culture.

Children involved in events that Tearfund runs should be provided with information about how to report any child-protection concerns or complaints, as well as how they can participate in decisions affecting them.

Information provided should be age-appropriate and easy to understand and access. Children should also be given information to help them understand their rights, how adults in the organisation should behave and about support services aimed at children. This may be done via posters, showing video footage or providing parents information to share with their children.

Families should also be encouraged to participate in decisions that affect their child through the provision of information about how feedback and complaints are handled and how the organisation manages child safety risks and disciplinary actions.

9. Working in Emergency Contexts

Tearfund works with partners to ensure that child protection assessments and activities are undertaken in all aspects of their work. During major humanitarian disasters, Tearfund works through agencies that comply with Core Humanitarian Standards. In its humanitarian response work, Tearfund works according to the Core Humanitarian Standards. These include specific key actions and organisational responsibilities around safeguarding. Tearfund 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 Tearfund Visual Images Policy for more information).

10. Reporting

10.1 In Australia

If a Safeguarding concern occurs within Australia (category 1), it should immediately be reported to the person responsible for the Australia-based event and to Tearfund's Safeguarding Officer or CEO.

Church/school context (not a Tearfund-run activity)

Much of Tearfund's church engagement work is not at events that are run by Tearfund but rather in a church or school context. In these situations, any concern (if the allegation is not against a Tearfund person) is best dealt with by the church/school as it occurred in their event and their context. Tearfund staff should report the concern to the pastor or person in charge and it should only go through Tearfund's processes if the person in charge fails to act responsibly on the matter. Tearfund staff should report the concern to their Tearfund Department Director and Tearfund should follow up with the church or school 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. Tearfund should ensure that the matter is dealt with—but only one agency needs to follow it through.

10.2 Partner agency context

If the partner is dealing with a suspected or alleged safeguarding concern (category 2), Tearfund will monitor, support the partner and make sure they are dealing with it in an appropriate manner which includes activating Tearfund's Safeguarding Committee. If the project is funded by DFAT, the International Program Director or CEO will also communicate immediately with the relevant DFAT staff member (i.e. using childprotection@dfat.gov.au or other specified DFAT contact point).

General community

Where inappropriate or abusive behaviour is observed in an international context, but not related to Tearfund's partner staff (category 3), it should be challenged where possible and appropriately reported/referred. Consultation with the relevant partner on a locally and contextually appropriate solution is essential.

10.3 Making a report

Reports are directed by the following means and to the following people within Tearfund:

- **Website:** [Tearfund's Safeguarding Reporting Form](#) (this is directed to the Safeguarding Officers and CEO).
- **Email:** safeguarding@tearfund.org.au (this is directed to the Safeguarding Officer and Chief Executive Officer).
- **Phone:** Ask for the Safeguarding Officer at (+61 3) 9264 7000 or free call 1800 244 986.
- **Post:** Address mail to the Safeguarding Officer at PO Box 110 Forest Hill VIC 3131 and mark "*Strictly Confidential*".

Anonymous reporting is possible and is better than not raising the concern. However, Tearfund 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 CEO is the subject of a complaint or is the complaining party, the matter will be referred to the Chair of the Tearfund Australia Board (email chair@tearfund.org.au).

Tearfund's Safeguarding Officer role is fulfilled by the People and Culture Partner, the CEO and the People & Culture Director. Within the Executive Leadership Team executive responsibility for safeguarding children sits with the People & Culture Director and the Chief Executive Officer.

10.4 Reporting to authorities

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

Where Tearfund 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 and mandatory reporting within Australia can be found on the [Australian Institute for Family Studies website](#).

10.5 Content of reports

Reports can be made by completing [Tearfund's Safeguarding Reporting Form](#) available on Tearfund's website and intranet. The reporter should write everything down, as soon and in as much detail as possible. If verbal or email reports are made, the person receiving the report should complete the Safeguarding Reporting Form urgently and send this to the Safeguarding Officer and CEO.

10.6 Handling of reports

Every reported, suspected or alleged case will be taken seriously and handled by the Safeguarding Committee (SC), who will follow the process set out below. Where a safeguarding concern involves a member of the SC, that person will be stood down from the Committee. The process will involve one or more of the following:

- Responding to ascertain and support the safety of the child and their immediate needs;
- 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 SC will raise concerns with the host agency, through the relevant department, and monitor handling of the case;
- Immediately reporting to DFAT as required by DFAT child protection policy (using childprotection@dfat.gov.au or other specified DFAT contact point)
- 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, cultural safety for culturally and/or linguistically diverse people/communities, and the safety of children with a disability;
 - 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 Tearfund is able, and it is appropriate to do so, Tearfund will make efforts to support child perpetrators as well as victims/survivors.
- Tearfund people against whom a complaint has been made may be suspended or 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;

10.7 Response principles

- Tearfund will apply principles of natural justice and fairness as 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. Tearfund 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.

10.8 Responding to a report by a child

Upon receiving allegations of, or information about, possible child abuse, Tearfund 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, finding 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 complaints should be acted upon and handled sensitively following Tearfund protocols (adjusted to the maturity of the complainant).

10.9 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 SC. 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.

10.10 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 Code of Conduct (minor breaches may result in action such as refresher training or increased supervision).

Disciplinary action may include the following sanctions:

- Tearfund People – suspension or standing down from role; formal warning; requirement to complete training or remedial coaching; dismissal; or termination of employment contract or volunteer role.
- Tearfund Partner agencies – Where the SC 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.

11. Involving Children and Young People

Tearfund is committed to ensuring children in contact with our work are provided with age-appropriate and easy to understand documents, in print or online, that are easily accessible and support children to:

- understand their rights, including to safety, information and participation;
- know how adults in the organisation should behave;
- understand the organisation's complaints process and how to raise safety concerns for themselves, their friends or peers;
- know about support services aimed at children.

Within Australia, we will ensure the SC policy is promoted to children participating in events, programs or services e.g. when children's programs are run at events, they should be made aware of their right to safety, rules for safe behaviour and avenues to seek help. This may be done via posters, showing video footage or providing parents information to share with their children.

Where appropriate, Tearfund will offer opportunities for children to express their views and participate in decisions that impact them.

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

12. Definitions

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.

CEO: Chief Executive Officer of Tearfund Australia.

Child: A Child is anyone under the age of 18.

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

Cultural Safety - 'the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination and more than 'cultural awareness' and 'cultural sensitivity'. It empowers people and enables them to contribute and feel safe to be themselves'.

Cultural safety for Aboriginal and Torres Strait Islander children has been defined as 'the child being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture... their spiritual and belief systems, and they are supported by the carer... (who) respects their culture and therefore encourages their sense of self and identity'.

Duty of Care: 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 risks 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 in a way that is 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 Concern: any suspected, alleged or witnessed incident of abuse or breach of Tearfund's Code of Conduct.

Safeguarding Officer: The SO is responsible for the implementation of this policy across the organisation, and is an advice point for the organisation who assists the Executive Leadership Team in the implementation of this policy. They are also a key person in reporting and responding to suspected abuse. This role is held by the Tearfund Australia Safeguarding Officer.

Within the Leadership Team, executive responsibility for safeguarding sits with the position of People & Culture Director at Tearfund, and the Chief Executive Officer.

Safeguarding Committee (SC): Tearfund will appoint a Safeguarding Committee, which will consist of a Safeguarding Officer, Tearfund CEO, and either the International Program Director or People and Culture Director (depending upon the nature of the safeguarding issue under consideration), and must include both female and male committee members. The Safeguarding Committee will brief and update the Board on category 1 (Australian) and category 2 (international partner) investigations. The Safeguarding Officer will be the focal point for receiving any safeguarding reports and ensuring the Committee then meets. The Committee will manage the investigation process when an incident report or concern is received. It can draw on any other expertise from the Board or other experts as the members see fit and is empowered to appoint a case investigator to manage any investigation.

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.

Tearfund: In this document 'Tearfund', 'the organisation', 'we', 'us' or 'our' means Tearfund Australia.

Tearfund People: refers to all Tearfund staff, volunteers, (including Board members), exposure visit participants, and any contractors or consultants having contact with children or vulnerable people in the course of their work with Tearfund.

13. Related References:

Child Protection Guidance Note: Risk Assessment - DFAT
Child Protection Guidance Note: Criminal Record Checks - DFAT
Safeguarding Children Policy
CHS PSEA Handbook
Victorian Child Safe Standards

14. Flowcharts for responding to a safeguarding report or concern

See *Safeguarding Policy (section 6.3.2 Reporting)* for definitions of the different Report Categories
Category 1 Report:

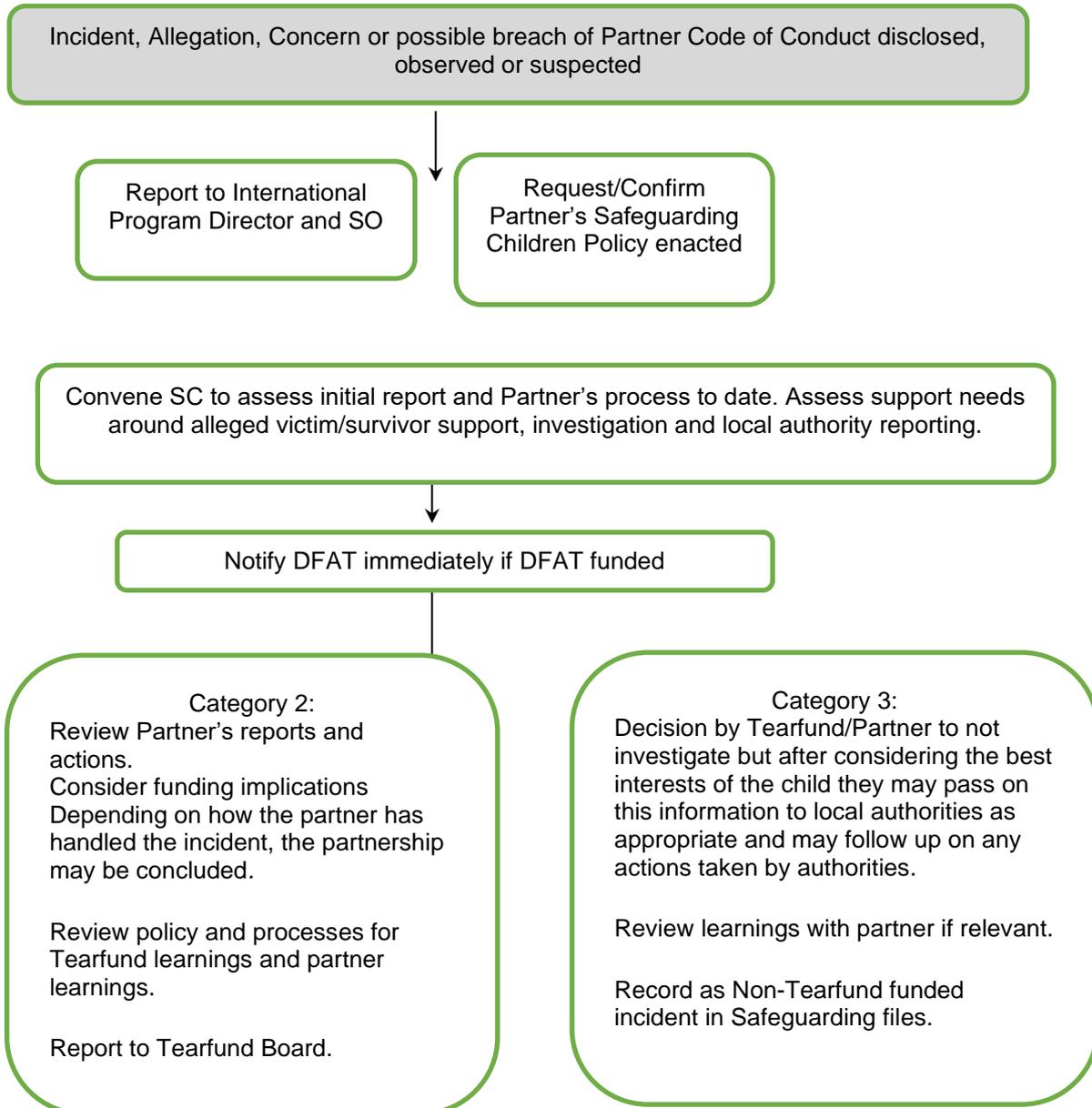
Australian incident process or incident involving a Tearfund Person



See Safeguarding Policy (section 6.3.2 Reporting) for definitions of the different Report Categories

Category 2 and 3 Reports:

International incident process (partner agency or community context)



(a) Note – Tearfund may monitor Partner incidents and processes that do not involve Tearfund people or projects as part of wider Partner assessment.

Appendix 1 – Conducting an activity risk assessment, including safeguarding children risk.

1. For all activities the key starting questions are:

a. Does the activity involve working with children or contact with children?

If some or all of the services or programs provided are particularly directed at or offered for children or have a special application to children in the manner of form in which they are provided, then a child risk assessment should also be completed as part of the planning process.

b. Is the activity run with/under another child safe organisation? If so, what child protection controls are currently in place?

2. Identify and categorise the risks.

The people who are planning the activity should convene and “brainstorm” all the possible actions or incidents that might harm children that they can think of. Use this [Event Safety Risk Assessment Template](#) as a starting point.

a. Note: Where DFAT funding is involved, DFAT guidance on risk assessment and treatment in regard to child safeguarding must be followed, This can be accessed [here](#). Does the organisation need to apply all or some of DFAT’s nine minimum child protection standards? DFAT uses low, moderate, high and very high-risk categories and requires specific treatment in each category.

3. Analyse the risk to find the overall risk rating.

Use the tables below to identify the likelihood, consequence and risk level for each risk identified, and then calculate the overall risk of the event.

1. Chance/Likelihood – What is the chance of the risk occurring? Consider how long someone may be exposed to the risk, how often the event has occurred in the past in similar situations or how many people may be exposed to the risk.

Refer to the following table and make an assessment of the risk according to the statements/probabilities given.

Probability	Rare	Unlikely	Moderate (Possible)	Likely	Almost Certain
Likelihood of event occurring	1 : 1,000 Likely to occur only in very exceptional circumstances i.e. once in every 5 - 10 year period	1 : 100 Could occur at some time i.e. 2 - 5 years	1 : 10 May occur at some time i.e. 1 - 2 years	1 : 2 Will probably occur fairly often i.e. up to 12 times a year	Is expected to occur in most circumstances, i.e. during most weeks or months
Rating Score:	Rare – 1	Unlikely – 2	Possible – 3	Likely – 4	Almost Certain – 5

2. Negative Consequence – What is a reasonable expectation of the worst case scenario?

The following table lists out some general guidelines depending on the category of consequence – please assess each risk as to the most reasonable worst case scenario.

Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Financial	Loss of	Loss of	Loss of	Loss of	Loss of
	<\$5K	\$5K-\$50K	\$50K-\$250K	\$250K-\$1M	>\$1M
Health and Safety	No personal injury or none requiring first aid	Minor injury requiring first aid treatment	Serious Injury resulting in medical or surgical intervention, any time lost to injury	Multiple serious injuries - could involve loss of time due to injury across 13 weeks or more	Fatality(s) or permanent disability of personnel
Reputational	No adverse media attention	Adverse local media coverage only	Adverse capital city media coverage	Adverse and extended national media coverage	Government intervention

Organisational Objectives	Very small impact, rectified by normal processes	Easily remedied, with some effort the objectives can be achieved	Some objectives affected, considerable effort to rectify	Most objectives threatened, or one severely affected	Most objectives may not be achieved, or several severely affected
Rating Score:	Insignificant – 1	Minor – 2	Moderate – 3	Major – 4	Catastrophic – 5

3. Inherent Risk = Probability x Impact						
Rating Score:	Low: 1-3	Medium: 4-10	High: 11-14	Extreme: 15-25		
Risk Rating		Consequence				
		Insignificant – 1	Minor – 2	Possible – 3	Major – 4	Catastrophic – 5
Likelihood	Rare – 1	1 - low	2 - low	3 - low	4 - medium	5 - medium
	Unlikely – 2	2 - low	4 - medium	6 - medium	8 - medium	10 - medium
	Moderate – 3	3 - low	6 - medium	9 - medium	12 - high	15 - Extreme
	Likely – 4	4 - medium	8 - medium	12 - high	16 - Extreme	20 - Extreme
	Almost Certain – 5	5 - medium	10 - medium	15 - Extreme	20 - Extreme	25 - Extreme

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.

- Assign the responsibility – Make sure people have responsibility for each risk to be managed.
- Reduce the risk – consider what needs to be done to prevent the risk from occurring or reduce its severity.
- Treat the risk – consider what actions need to take place should the risk occur.

Rating	Actions required
Extreme (Immediate action required)	<ul style="list-style-type: none"> • Take steps to ensure the immediate safety of staff and visitors. • Notify Manager or supervisor. • Manager to coordinate prompt notification to own line manager and National Director. • National Director and relevant manager to oversee development and implementation of a Risk Treatment Plan (strategies and timeline for addressing the risk). • National Director to facilitate notification of the Executive team. • Seek guidance as necessary, from OH&S Representatives regarding the management of risks. • Progress in managing the risk will be reported to the OH&S Committee as appropriate. • Progress in managing the risk will be reported to the Board Audit and Risk Committee.
High (High priority action required)	<ul style="list-style-type: none"> • Take steps to ensure the immediate safety of staff and visitors. • Notify Manager or supervisor. • Manager to coordinate prompt notification to own line manager and National Director. • National Director and relevant manager to oversee development and implementation of a Risk Treatment Plan. • National Director to facilitate notification of the Executive team as necessary. • Seek guidance as necessary, from OH&S Representatives regarding the management of risks. • Progress in managing the risk will be reported to the OH&S Committee as

	<p>necessary.</p> <ul style="list-style-type: none"> • Risks will be reported to the Board Audit and Risk Committee when the current controls are deemed to be inadequate.
Medium (Develop procedures to manage risk)	<ul style="list-style-type: none"> • Take steps to ensure the safety of staff and visitors. • Discuss with Manager or supervisor. • Identify and implement strategies for 'treating' the risk. • Risks will be discussed with Senior Managers / National Director when the current controls are deemed to be inadequate.
Low (Risk monitoring)	<ul style="list-style-type: none"> • Take steps to ensure the safety of staff and visitors. • Discuss with Manager or supervisor. • Identify and implement strategies for 'treating' the risk. • Risks will be discussed with Senior Managers / National Director when the current controls are deemed to be inadequate.

Appendix 2 – Who to call for more information

Tearfund’s Safeguarding 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	Government of Western Australia Department of Communities - Child Protection and Family Support https://www.communities.wa.gov.au/