

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.

2. Safe People - Tearfund Code of Conduct

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, Fieldworkers, 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 Contexts

Risk needs to be managed in all of the following contexts:

- 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; Fieldworkers on placement with their families; 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 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.

3.2 Risk assessment

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

It is the Department Director's responsibility to ensure that relevant Tearfund activities within their department are properly assessed for risk to children. The person managing the activity (i.e. Community Engagement Manager organising 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. Detailed guidance on conducting risk assessments can be found in Appendix 2. 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.

3.3 Risk assessment storage

Risk assessments for Australia Program events/activities and exposure trips should be recorded using Tearfund's Safeguarding Management System. Risk assessments for partner projects are recorded in the appropriate Tearfund Drive (i.e. Badger) as part of the program management system.

3.4 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 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 Tearfund 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 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 will be selected through processes that will minimise the risk of abuse. For further detail regarding:

- Staff – see Recruitment Guidelines.
- Volunteers – see Volunteer Guidelines.
- Fieldworkers – see Fieldworker 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 Federal Police Check, State Police Checks, Teaching licenses and Working with Children Checks. For Tearfund'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 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 prior to date of expiration. WWCC will also be verified online, as required by the local state/territory, and the verification recorded in Tearfund's Childsafe Safety Management Online system (for all staff and Board members) or CRM (for other categories of volunteers).

6. Safeguarding Awareness and Training

Specified categories of volunteers (see Volunteer Guidelines) will be required to participate in safeguarding training as part of their induction as 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 Tearfund. 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 and fieldworker placements

Tearfund 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 to be arranged in advance through Tearfund 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 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. We recognise that Fieldworker families may develop relationships with families in communities, this is covered in the Fieldworker Guidelines.
- 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/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.
- 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 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 Tearfund'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 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, 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.

Children involved in events that Tearfund runs should be provided with information about how to report any child-protection concerns.

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 Sphere Standards. Sphere companion standards include the Minimum Standards for Child Protection in Humanitarian Action. 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 it occurs within Australia, a Safeguarding Children concern should 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 the issue, 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 with the relevant DFAT staff member.

General community

Where inappropriate or abusive behaviour is observed in an international context, but not related to Tearfund's partner staff, it should be challenged where possible. The same reporting and responding processes for incidents involving a Tearfund partner's staff should apply. 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 Officer and CEO).
- **Email:** safeguarding@tear.org.au (this is directed to the Safeguarding Officer and Chief Executive Officer).
- **Phone:** Ask for the CEO or Safeguarding Officer at (+61 3) 9264 7000 or free call 1800 244 986.

- **Post:** Address mail to the CEO or Safeguarding Officer at PO Box 164, Blackburn, VIC 3130 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@tear.org.au).

Tearfund’s Safeguarding Officer role is fulfilled by the People & Culture Director and the Chief Executive Officer.

10.4 Reporting to authorities

While Tearfund would prefer to be in a position 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 <https://aifs.gov.au/cfca/publications/cfca-resource-sheet/reporting-child-abuse-and-neglect>

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 incident will be taken seriously and handled by the SC, who will follow the process set out below. Where an incident concerns a member of the SC, that person will be stood down from the Committee. This 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;
- 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;

- 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;
- 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.

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 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 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.

Tearfund 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. 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.

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 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 Leadership Team in the implementation of this policy. They are also a key person in reporting and responding to suspected abuse. This role is currently incorporated into the position of People & Culture Director at Tearfund, and the Chief Executive Officer (when the People & Culture Director is not available).

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.

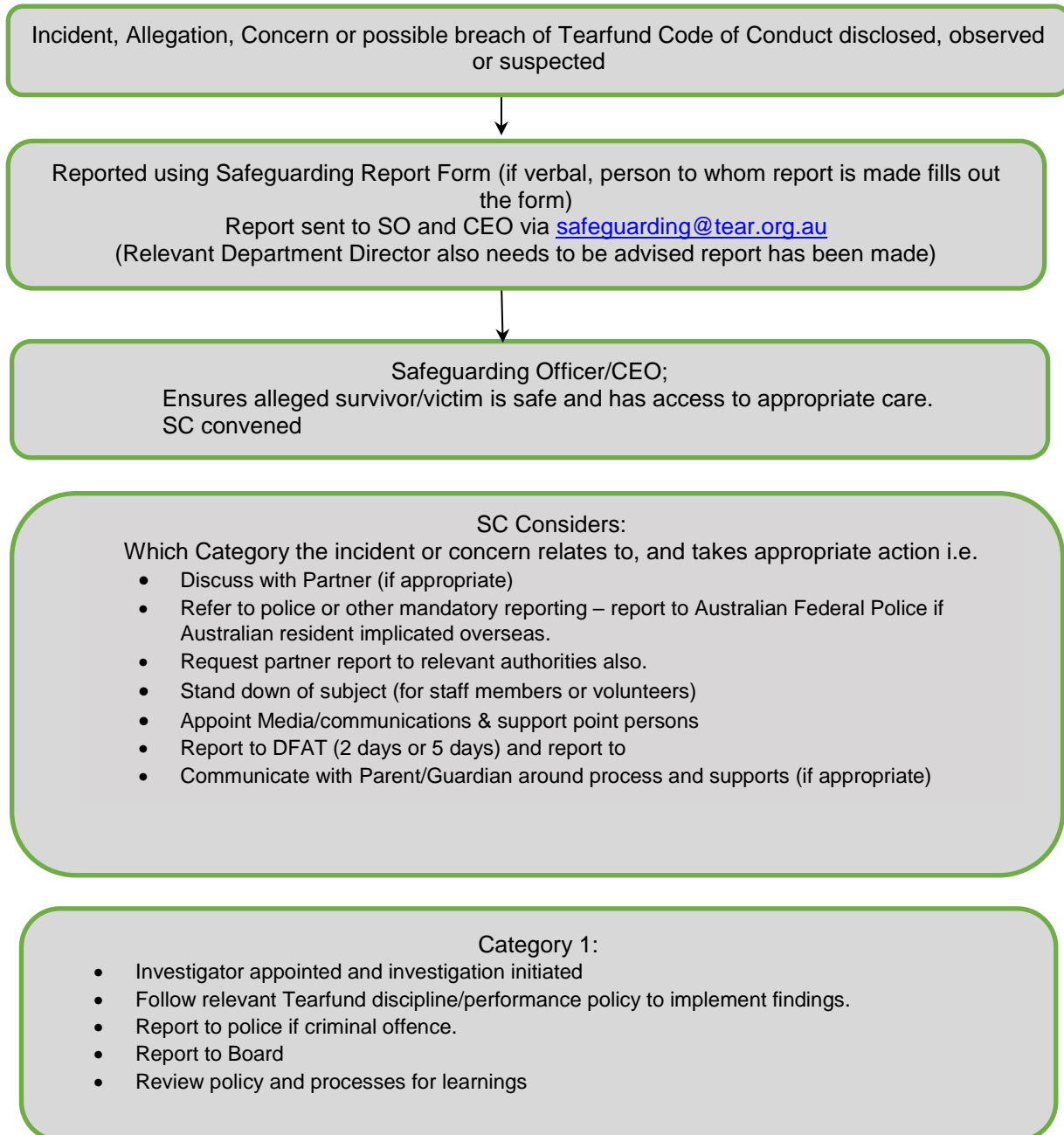
Tearfund People: refers to all Tearfund staff, volunteers, exposure visit participants, fieldworkers, and any contractors or consultants having contact with children or vulnerable adults in the course of their work with Tearfund.

13. 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:

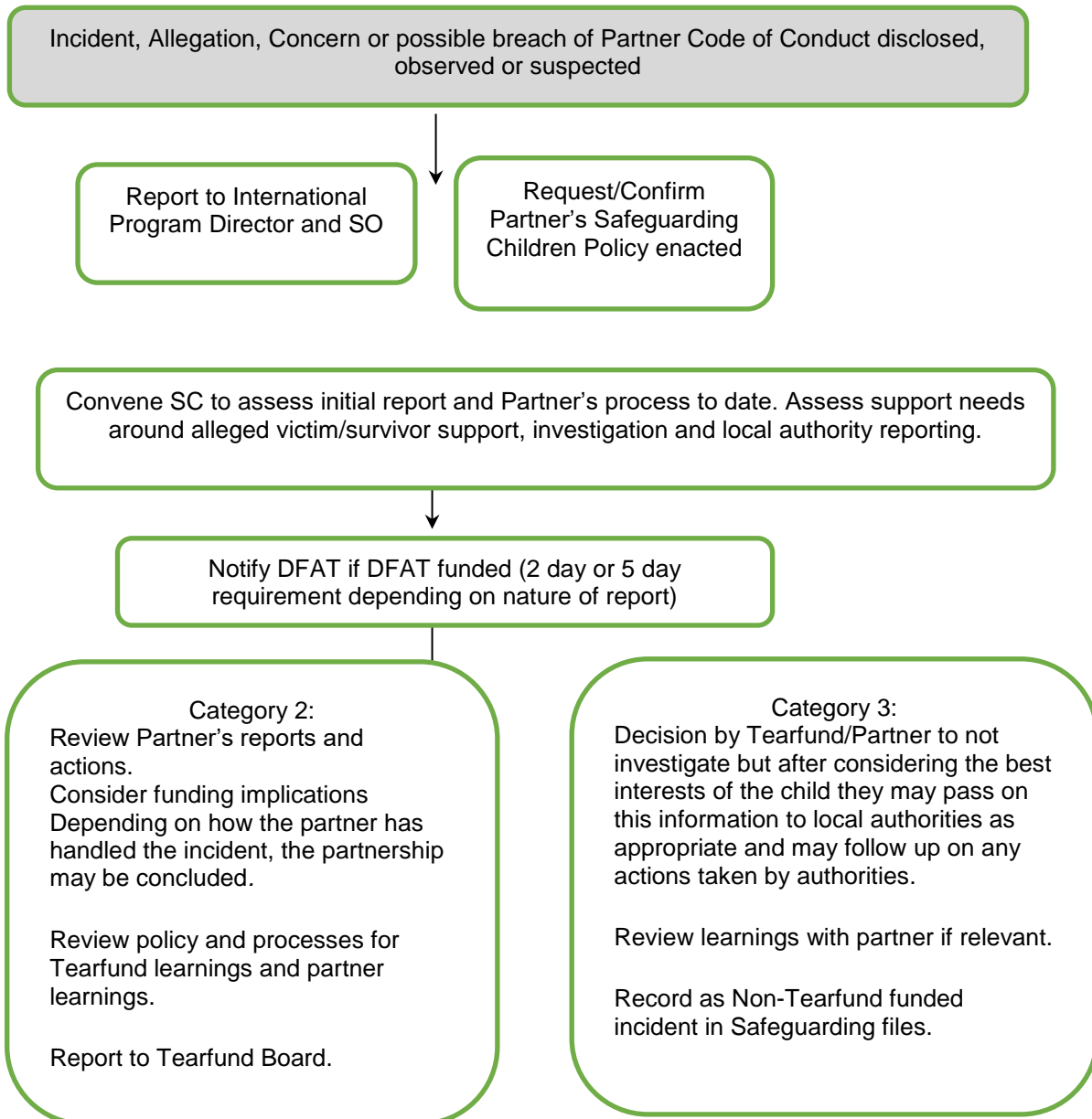
Australian incident process or incident involving a Tearfund Person



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)



Appendix 1 – Conducting a safeguarding children risk assessment

1. **Identify the risks** – The people who are planning the activity should convene 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 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/