

*SECTION 3*

Child Safeguarding  
**CODE OF CONDUCT**

*Signing off document -*

*Attachment 1  
&  
Attachment 2*

**Return to ASMOAF signed**

## Project Recipients Agreement

**To:** The Director  
Australian Salesian Mission Overseas Aid Fund [ASMOAF]  
P O Box 264  
ASCOT VALE Vic 3032  
AUSTRALIA

**From:** Recipients of ASMOAF funding

I am ....., of  
full name position of authority

.....  
address

**I have** read the ASMOAF Child Safeguarding Policy and Guidelines **updated May 19, 2020 and agree with the 'conditions' and 'processes' outlined re the safeguarding** of children.

### **I will:**

- (i) **arrange** for an audit of child safeguarding resources in our region per attachment 1 to be compiled and a copy sent to ASMOAF;
- (ii) **ensure** the ASMOAF Child Safeguarding Code of Conduct agreement per attachment 2 is signed by all colleagues and employees working in areas funded in full or in part by ASMOAF; and is to be securely stored at your location.
- (iii) **report** on the progress of implementing the Child Safeguarding Policy and Guidelines in our annual report to ASMOAF in accordance with the funding agreement.

Signed: .....

Print Name: .....

Date: .....



19<sup>th</sup> May 2020

# Attachment 1

## **Child Safeguarding Resources – you will need to prepare a list of Child Safeguarding resources for your organisations project.**

When developing Child Safeguarding Resources use the following as a guide on what to include.

This resource should be easily accessible, known to and understood by all staff and associates.

In countries where local criminal and child safeguarding laws exist, ASMOAF requires compliance with the local countries legislation by staff and associates. Australian Citizens are required to abide by both the local country law as well as Australian Law.

*For criminal activity, such as sexual or physical abuse of children, local law enforcement and prosecution processes will be complied with in the country in which the offence was committed.*

*If Australian citizens are implicated immediately contact the Director of ASMOAF Australia for guidance.*

### **Developing a local contact and referral list**

1. Examine the existing process of reporting child abuse in the region and what services exist.
2. Identify local community and cultural child safeguarding strengths and include these networks and resources. For example, strong and extended family and community groups offer a range of people who can look out for children and respond to concerns.
3. Become familiar with the local countries laws in relation to child abuse and existing mandatory reporting requirements. These should then be included on the list.
4. **Conduct an audit and document** what services exist in the region to report child abuse and to support children and their families. For instance:
  - police (including any specialised unit such as sexual violence),
  - child protection authority,
  - local leaders,
  - counselling services,
  - women and children’s groups including domestic violence counselling and support services,
  - NGOs and local and international NGOs,
  - hospital, health professionals and primary health services,
  - schools,
  - legal services,
  - local government services,
  - youth groups and churches.
5. Make a contact list of Child Safeguarding Focal Point, Head Office contact, police, child protection authorities, relevant services and include phone numbers, address, email and contact person. Ensure the list is reviewed and updated annually.
6. Be aware of local cultural responses and expectations in regards to abuse of children.
7. Where appropriate Build and maintain collaborative working relationships with these organisations.



## Attachment 2

NAME OF PROJECT: .....

### **Child Safeguarding Code of Conduct Agreement**

I, ....., partnered with ASMOAF agree that while implementing  
..... activities, I will:

- treat children with respect regardless of race, colour, sex, language, religion political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (*including Part IIIA of the Australian Crimes Act 1914 as amended*), the child is below the age of consent or the act(s) are an offence under relevant laws;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not to seek or make contact with a child outside of usual work hours or exchange contact details;
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see below 'Use of children's images for work related purposes')
- Refrain from physical punishment or discipline of children;
- Refrain from hiring 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;
- Do not provide alcohol, drugs, tobacco products such as cigarettes or any other gifts to children.



19<sup>th</sup> May 2020

- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour; and
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Use of Children's images for work related purposes

When photographing or filming a child for work related purposes, I must:

- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- Before photographing or filming a child, obtain informed consent from the child and a parent or guardian. As part of this I must explain how the photograph or film will be used;
- Ensure photographs, films, and all forms of digital recording present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- Ensure images are honest representations of the context and the facts;
- Ensure file labels do not reveal identifying information about a child when sending images electronically;

I understand that the onus is on me, as a person engaged by ..... to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing ASMOAF funded activities.

Signed: .....

Print Name: .....

Date: .....

We would appreciate a signed copy (in English) of your Project Recipient Agreement and your Child Safeguarding Code of Conduct Agreement to be returned with your request for funds or project report.

