



INDIGENOUS EDUCATION FOUNDATION (IEF)

Child Protection Policy

The policy has been developed in order to provide a clear framework for managing and reducing risks of child abuse by persons engaged in delivering IEF program activities.

The policy applies to IEF's Board, members, staff, volunteers, partner or associated organisations and anyone else who has contact with children through IEF. Queries about the policy should be directed to IEF's legal adviser and Child Protection Officer, **Andrew Lunardi**, at the following email: admin@iefprograms.org

Table of Contents

Executive Summary	1
1. The Challenge.....	2
2. The Policy.....	3
2.1 Goal	3
2.2 Guiding principles	3
2.3 Implementation within IEF	3
2.4 Responsibilities of IEF supporters.....	5
2.5 Further information	8
Attachment 1	9
Attachment 2	11
Attachment 3	13
Glossary	16
Execution of Policy by IEF Board Members	17

Executive Summary

This child protection policy articulates IEF's zero tolerance approach to child abuse and child pornography. It provides a framework for managing and reducing risks of child abuse by persons engaged in delivering IEF's program activities.

The policy's overall goal is to protect children from abuse of all kinds in the delivery of IEF's program activities.

The policy follows four guiding principles:-

1. Zero tolerance of child abuse;
2. Recognition of children's interests;
3. Sharing responsibility for child protection;
4. Use of a risk management approach.

Under this policy, IEF is enhancing its approach to child protection through risk assessment and risk management procedures for program activities by providing training and clear procedures on child protection matters to all members of its Board members, staff, volunteers, partner or associated organisations and any other persons who comes into contact with children through the IEF organisation.

In line with the guiding principle of sharing responsibility for child protection, IEF's Board members, staff, volunteers and partner or associated organisations must meet AusAID's child protection compliance standards.

The policy is supported by additional documentation.

The policy applies to IEF's Board members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through IEF.

Chapter 1

1. The Challenge

Across the world in 2002, 150 million girls and 73 million boys under 18 experienced forced sexual intercourse or other forms of sexual violence¹. Every year, some 1.2 million children are trafficked into exploitative work, many of them into commercial sexual exploitation². Orphaned, displaced, homeless and abandoned children are particularly vulnerable to sexual exploitation and abuse, as are children with disabilities³. Children are also highly vulnerable during emergency and disaster situations (natural or conflict based) because they are often separated from their parents and other caregivers who would normally protect them from harm⁴.

Child sex offenders may seek employment in children's organisations or may volunteer to work in remote or vulnerable communities. They may also move from developed countries to developing countries due to heightened awareness, tougher laws and more rigorous screening processes in developed countries. Sex offenders may seek opportunities to perpetrate child abuse through paid or unpaid employment with organisations implementing development activities in circumstances that make children inherently vulnerable to such risks.

The risk of child abuse is elevated when overseas aid activities bring aid workers into regular contact with children (for example, in disaster responses, primary and secondary education activities, women's refuges and some health, infrastructure and human rights activities).

As Australia's overseas aid contributions rise, it is essential to ensure that risks of child abuse associated with aid delivery are managed effectively. It is also vital that organisations remain alert to child protection issues and have the capacity to manage them effectively.

¹ World Health Organization, 2006, *Global Estimates of Health Consequences due to Violence Against Children*, a background paper for the United Nations Secretary-General's Study on Violence against Children.

² International Labour Organization, 2002, *The end of child labour: within reach*, global report.

³ World Health Organization, 2006, *World Report on Violence against Children*.

⁴ Paulo Sérgio Pinheiro, 2006, *Report of the independent expert for the United Nations study on violence against children*.

Chapter 2

2. The Policy

2.1 Goal

The overall goal of this policy is to protect children from abuse of all kinds in the delivery of IEF's program activities.

The policy outlines practical steps to increase IEF's capacity to manage and reduce risks of child abuse associated with the delivery of IEF's program activities. While it is not possible to eliminate risk entirely, much can be done to reduce opportunities for child abuse.

2.2 Guiding principles

The child protection policy is guided by the following principles:

- Zero tolerance of child abuse: Child abuse is not tolerated by IEF, nor is possession of or access to child pornography. IEF actively manages risks of child abuse associated with delivering its program activities and trains its Board, members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through the IEF organisation, on their obligations. IEF will not knowingly engage with, directly or indirectly, anyone who poses an unacceptable risk to children, nor associate with any individual or organisation that does not meet IEF's child protection compliance standards in their operations and activities.
- Recognition of children's interests: Australia is a signatory to the United Nations Convention on the Rights of the Child and IEF is committed to upholding the rights and obligations of the convention. IEF recognises that some children, such as children with disabilities and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.
- Sharing responsibility for child protection: To effectively manage risks to children, IEF requires the active support and cooperation of all personnel engaged in implementing IEF's program activities. All personnel must meet the terms of this child protection policy and will be held accountable for complying with it.
- Risk management approach: While it is not possible to eliminate all risk of child abuse, careful management can reduce the incidence of child abuse associated with aid activities. This policy introduces risk assessments and treatments for a range of recognised risks to children.

2.3 Implementation within IEF

Ensure coordinated policy implementation

To ensure coordinated implementation of the policy, a new position of Child Protection Officer (CPO) has been created in IEF. The CPO's responsibilities include promoting child protection throughout the organisation, coordinating and providing training and procedures for the Board, members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through the IEF organisation. The

CPO is also responsible for monitoring internal and external policy compliance and coordinating policy reviews. The CPO also serves as the central contact point for queries (internal and external) about child abuse and child protection.

Increase awareness of child protection issues

A key step in reducing risks to children when delivering program activities is to increase awareness of risks and how to manage them. The IEF Board and members receive training on child protection issues and on their obligations under the policy including mandatory reporting of concerns or allegations of child abuse. Training is provided upon induction and before they go overseas to conduct work on behalf of IEF. Training is also provided to key personnel attached to IEF's overseas partner or associated organisations. Any of these persons who request contact with children associated with IEF are screened, trained, provided with procedures and are escorted during meetings by staff attached to IEF's overseas partner or associated organisations

All persons who request contact with children associated with IEF must first undergo a National Police Check with the Australian Federal Police (**AFP**) (refer to Attachment 3) and must sign a Child Protection Code of Conduct (refer to Attachment 1).

Strengthen internal recruitment and screening processes

IEF's processes employ stringent screening measures to ensure that inappropriate persons are not allowed access to children associated with the organisation. These include an AFP National Police Check (refer to Attachment 3) on all personnel engaged by IEF before they are provided with access to children associated with the organisation. IEF will continue to evaluate and improve these processes.

Enhance internal procedures for handling complaints related to child abuse

IEF has internal procedures for handling complaints related to child abuse including child pornography. The procedures outline obligations and responsibilities for reporting on and managing concerns about inappropriate behaviour. It is mandatory for the IEF Board and their overseas partner or associated organisations to report to the IEF Child Protection Officer immediately with any concerns relating to child abuse or child pornography by anyone covered by this Policy. If the IEF Child Protection Officer has cause for concern then the IEF Chief Executive Officer (or Director) and the AFP should be informed.

Ensure appropriate use of communication systems

IEF's guidelines on appropriate use of its communication systems cover child pornography. Using any system to access child pornography is inappropriate and will be dealt with immediately, including reporting to relevant law enforcement agencies, as appropriate.

Incorporate child protection strategies into risk management procedures

Under this policy, risks of child abuse are now assessed as part of the initial risk assessment for program activities. Procedures have been developed to ensure these risks are assessed efficiently and that effective risk management strategies are in place. Risks to children identified during initial risk assessments are managed throughout program activity implementation.

Ensure risks to children are managed in disaster situations

IEF recognises that children living in areas impacted by disasters (natural or conflict based) are particularly vulnerable. All personnel implementing IEF disaster response activities must comply with this Policy's child protection compliance standards. Risks to children must always be considered when developing disaster response activities.

2.4 Responsibilities of IEF supporters

Responsibilities

IEF is committed to the welfare of children and their protection from abuse and exploitation. This commitment is spelled out in this IEF Child Protection Policy and Article 19 of the United Nations Convention of the Rights of the Child (1989). Every person who engages in the work of IEF, including the Board, members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through IEF, share in the responsibility to take every precaution to protect the children and families served by IEF and to follow the procedures laid down in this Policy.

Pre-existing measures by AusAID which apply to IEF

AusAID has measures in place to reduce the risk of inappropriate behaviour by personnel engaged in IEF's activities. Under current arrangements, AusAID can require a person to remove themselves from their engaged work with IEF. AusAID will exercise this right when it considers that the relevant member poses an unacceptable risk to children's safety or wellbeing and IEF has not already taken adequate steps to deal with that risk. It is noted that there will almost always be an unacceptable risk if the person has been convicted of a criminal offence relating to child abuse.

AusAID also requires IEF to inform AusAID of changes in the circumstances of any person engaged by IEF that may affect its assessment of that person. This includes being arrested for, or convicted of, criminal offences relating to child abuse, or for accessing or possessing child pornography. AusAID may require the person under formal investigation to be suspended from their responsibilities with IEF during the investigation.

New child protection compliance standards for IEF

To ensure that IEF understands and acts on their obligations for managing risks to children, AusAID has introduced new mandatory child protection compliance standards (refer to Attachment 1). These standards apply to all personnel who are engaged by IEF to perform any responsibility on behalf of IEF. AusAID reserves the right to conduct random audits of IEF's compliance with the standards including requesting documentary evidence.

AusAID's child protection compliance standards require IEF to develop their own child protection code of conduct and to ensure all personnel agree to it and abide by it.

As part of the policy, AusAID has also revised its tendering processes. Now IEF must obtain criminal record checks for personnel who will be working with children. IEF must also now allow AusAID to sight the police clearance certificates of all personnel nominated in their tender for positions working with children, before contract signature. AusAID reserves the right to terminate contract negotiations if any police clearance certificates are not provided to AusAID for sighting. AusAID also reserves the right to require replacement of any proposed personnel whom AusAID believes to pose an unacceptable risk to children's safety or wellbeing. AusAID recognises that, in limited instances, it may prove impossible to

obtain a reliable criminal record check and will take this into account during selection processes.

IEF Website and Child Protection

IEF is committed to protecting the security, privacy, and dignity of the children whose parents, guardians and community leaders have graciously allowed them to be a part of IEF's activities.

The policies below describe how we protect children in relation to the IEF activity process:

Child Security: Children have the right to be completely secure from the fear or reality of any potential abuse (either physical or emotional) resulting from an inappropriate contact by a person associated with IEF or any other person.

Child Privacy: We take potential misuse of child photographs on the web very seriously. Children and their families must be assured that IEF is protecting the integrity of the information about themselves that they've given us, including photographs. Privacy also demands that children, their families and communities be shielded from any potential inappropriate contact from persons associated with IEF or any other persons. Therefore, IEF does not allow downloading, copying, or replicating photos or other information relating to children and their communities on our website without our prior written permission.

Child Dignity: The lives of children, their families, and members of their community should be represented with accuracy and dignity. IEF considers the children they work with as their partners, working with IEF to help bring holistic transformation to communities living in poverty. IEF seeks the full, informed consent of parents, guardians, and / or community leaders for a child's participation in IEF's activities, programs or projects.

Gender Equality

Gender equality means women and men have equal opportunities to realise their individual potential, to contribute to their country's economic and social development and to benefit equally from their participation in society.

Gender inequality restricts a country's economic growth. Removing inequalities gives societies a better chance to develop. When women and men have relative equality, economies grow faster, children's health improves and there is less corruption. Gender equality is an important human right.

While gains have been made, gender inequalities in health and education are still striking, given that:

- Two-thirds of the 800 million people in the world who lack basic literacy skills are female;
- Women hold an average of 19% of seats in national parliaments in East Asia; and
- 500,000 women die each year from complications during pregnancy (99% of them in developing countries).

Investment in women and girls' education and health yield some of the highest returns of all development investments, including reduced rates of maternal mortality, better education, healthier children and increased household incomes.

Achieving gender equality extends beyond improving female health and education. It means:

- access to economic resources;
- participation and leadership in decision making;
- respect for the human rights of women; and
- an increased capacity to tackle gender inequalities

These are the four interrelated factors that development investments need to address to advance gender equality. Strategies and targets need to engage women and girls more effectively, and the effectiveness of these strategies needs to be monitored.

Development results cannot be maximised without attending to the different needs, interests, priorities and roles of women, men, boys and girls, and the relations between them. Development programs cannot succeed without the participation and cooperation of all members of the community.

Gender equality is a guiding principle of IEF and is integral to IEF's aid policies, programs, projects and initiatives. IEF's commitment means that women and girls' views, needs, interests and rights shape the development agenda as much as men and boys'. Women and men will participate in and benefit equally from the IEF's programs and development will support progress towards equality between women and men, boys and girls.

AusAID's publication, *Gender Equality in Australia's Aid Program - Why and How*, sets out guidelines for IEF's aims to be achieved through the aid program.

The goal of the guidelines is to reduce poverty by advancing gender equality and empowering women. By following these guidelines, IEF aims to:

- Improve the economic status of women;
- Promote equal participation of women in decision making and leadership, including in fragile states and conflict situations;
- Improve equitable health and education outcomes for women, men, girls and boys; and
- Ensure gender equality is advanced in regional cooperation efforts.

Australia and the international community have learnt important lessons about the operating principles that must underpin efforts to promote gender equality through aid. IEF will work to:

- Strengthen partner ownership and support country-driven priorities on advancing gender equality;
- Engage with both men and women to advance gender equality;
- Strengthen accountability mechanisms to increase effectiveness;
- Promote and advance gender equality in the positions of management and governance of IEF at all levels; and
- Collect and analyse information to improve gender equality results.

Review child protection policy regularly

This Policy will be reviewed every three years, or earlier if warranted, and lessons that are learnt will be incorporated into subsequent versions.

2.5 Further information

This Policy should be read in conjunction with the following documents as applicable:

Document	Source	Relevant To
ACFID Code of Conduct	http://www.acfid.asn.au/code-of-conduct	Signatory non-government organisations
Organisation specific child protection policies and codes of conduct	Those specifically applicable to IEF	IEF's Board, members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through IEF
Legislation relevant to child protection	Attachment 3 to this Policy	All stakeholders
AusAID Child Protection Policy	http://www.ausaid.gov.au/publications/pdf/child_protection.pdf	All stakeholders

Attachment 1

Child Protection Code of Conduct

I, **Andrew Lunardi**, the Child Protection Officer of IEF, agree that in supporting IEF's program activities, I have read IEF's Child Protection Policy and, by signing this document, agree that I will meet the terms of IEF's Child Protection Policy and that I will be held accountable for complying with it.

During contact with children through IEF program 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* (Cth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws.
- ensure that an IEF staff member or person approved by the IEF Board is present when working in the proximity of children.
- not invite unaccompanied children into my home or place of residence.
- not sleep close to unsupervised children.
- use any computers, mobile phones, video and digital cameras inappropriately, and never to exploit or harass children or to access child pornography through any medium (see also the code "Use of children's images for work related purposes").
- refrain from physical punishment or discipline of children (excluding my own children).
- refrain from hiring children for domestic or other labour.
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- immediately report concerns or allegations of child abuse to the IEF Child Protection Officer or to the nearest IEF Board member or police officer.

SIGNED BY	DATE
Andrew Lunardi	Sep-19

Use of children's images

I, Andrew Lunardi, the Child Protection Officer of IEF agree that, while supporting IEF's program activities:

- and before photographing or filming a child, I will assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- and before photographing or filming a child, I will obtain consent from the child or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
- I will ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- will ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive.
- I will ensure that images are honest representations of the context and the facts.
- will not place a photograph and / or personal information (age, last name, geographical location, health, education or other) of a child online or on a website or e-mail it to others, other than for the direct charitable purposes authorised by the IEF Board.

I understand that the onus is on me, as a person supporting IEF's program activities, to use common sense and avoid actions or behaviour that could be construed as child abuse.

SIGNED BY	DATE
Andrew Lunardi	Sep-19

Attachment 2

Legislation relevant to child protection

Relevant federal Australian legislation

- *Crimes Act 1914* (Cth), Part IIIA (Child Sex Tourism): Under this Act, it is a crime for Australians to engage in, encourage or benefit from sexual activity with persons under 16 years of age while overseas. The Act provides for penalties of up to 17 years imprisonment and up to \$561,000 in fines for companies.⁵
- *Criminal Code Act 1995*, Division 474 (Telecommunications Offences, Subdivision C): This Act provides for a penalty of 10 years imprisonment for possession of child pornography depicting a person under 18 years of age and up to 15 years imprisonment for online grooming of a person under 16 years of age.⁶

Relevant state and territory Australian legislation

State or Territory	Legislation
New South Wales	<i>Children and Young Persons (Care and Protection) Act 1998</i>
Victoria	<i>Children, Youth & Families Act 2005 and Child Wellbeing & Safety Act 2005</i>
Queensland	<i>Child Protection Act 1999</i>
Western Australia	<i>Children & Community Services Act 2004 South Australia</i>
South Australia	<i>Children's Protection Act 1993</i>
Tasmania	<i>Children, Young Persons & Their Families Act 1997</i>
Australian Capital Territory	<i>Children & Young People Act 1999</i>
Northern Territory	<i>Community Welfare Act</i>

⁵

www.comlaw.gov.au/ComLaw/legislation/actcompilation1.nsf/framelodgementattachments/FA2A0CCE8A4446CA25730100284121

⁶www.comlaw.gov.au/ComLaw/legislation/actcompilation1.nsf/current/bytitle/42e5273a7fee9613ca25730c0000dc6c

⁶

www.comlaw.gov.au/ComLaw/legislation/actcompilation1.nsf/current/bytitle/42e5273a7fee9613ca25730c0000dc6c

Local legislation (Mentawai)

Indonesia has legislation pertaining to illegal child abuse. When working in country, IEF personnel implementing program activities are required to abide by local legislation, including labour laws with regard to child labour.

International child protection instruments

Instrument	Source
The United Nations Convention on the Rights of the Child	http://www.unicef.org/crc
Optional Protocol to the United Nations Convention on the Rights of the Child on the sale of children, child prostitution and child pornography	http://www2.ohchr.org/english/law/crc-sale.htm
Optional Protocol to the United Nations Convention on the Rights of the Child on the involvement of children in armed conflict	http://www2.ohchr.org/english/law/crc-conflict.htm
Geneva Declaration of the Rights of the Child ILO Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour	http://www.ilo.org/public/english/standards/relm/ilc/ilc87/com-chic.htm

Attachment 3

National Police Check

IEF's processes employ stringent screening measures to ensure that inappropriate persons are not allowed access to children associated with the organisation. These include an AFP National Police Check.

Procedure for conducting a National Police Check

All personnel engaged by IEF, including the Board, members, staff, volunteers, partner or associated organisations and anyone else who comes into contact with children through IEF, are required to clear an AFP National Police Check (Code 28) before contact with the children takes place.

Application forms

The application form used for all National Police Check applications is available at the following link: <http://www.afp.gov.au/~media/afp/pdf/n/national-police-check-application-form.ashx>

Application completion guide

The following requirements must be met when submitting an AFP National Police Check. Failure to meet the required standards will result in the form being returned for amendment. There is no requirement for applicants to undergo a fingerprint examination. All applicants are to complete Section 4 of the form by authorising the certificate to be forwarded to:

- Original Documents: Do not send original identification documents with your application, please supply copies only.
- Payment of the required fee: In exact Australian Dollars only. Please do NOT send cash. Applications with incorrect amounts will be returned.
- A copy of an Australian driver's licence or other acceptable identification (passport, full birth certificate, marriage certificate) must accompany the application. Non-photographic ID is to be certified.
- Please note Parental Consent will be required if the applicant is under 18 years of age.
- Read the general information section in the Application Form.
- Make sure that you understand the Spent Convictions Scheme and how it applies to your application.
- Complete all sections in black pen using BLOCK LETTERS in the boxes.
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Check the Date of Birth and ensure that it is the correct year.

- Please ensure that all the necessary details have been completed and the forms are signed and dated.
- The form must be submitted no more than three months after being signed by the applicant.
- Mark the appropriate check boxes with a cross (X).
- Any attachments with additional information must be signed by the applicant.
- Do not send the Application Completion Guide to the AFP. Please retain these for your reference.
- Ensure all paperwork, application, payment and identification is securely attached.
- Make the cheque or money order payable to the “Australian Federal Police”.
- The cheque must be from an Australian bank or be affiliated with an Australian bank.
- Do not include self addressed / stamped envelopes for return of certificates. These will not be used nor returned.
- Post all applications to:
Australian Federal Police
Criminal Records
Locked Bag 8550
CANBERRA CITY ACT 2601

Fees

Please check that you have enclosed the correct fee for a Code 28 Application. Please note that any application received with an incorrect fee enclosed will be returned to the applicant for correction and will need to be resubmitted for processing.

Processing times

The current processing time for a routine National Police Check is approximately 15 working days from the date received by Criminal Records. Please be aware that processing times for National Police Checks may vary as the AFP is reliant on other police jurisdictions for some information. We also recommend that you allow sufficient time for processing and return by postal services before making enquiries regarding your application.

Provision of false or misleading information

You are asked to certify that the personal information you have provided on the completed application form is correct. If it is subsequently discovered (for example, as a result of a check of police records) that you have provided false or misleading information, it may be reported by the AFP.

It should be noted that the AFP does not assess or adjudicate your application but merely provides information to the prospective employer / authority to assist them in assessing your suitability.

Disputed record enquiries

If you believe that the information provided on your National Police Certificate is incorrect or inaccurate in any detail please complete a [Dispute Record Form](#). If you have any additional information or documents supporting your enquiry they should be attached to enable the AFP to more accurately assess your application. AFP may require comparison fingerprints to resolve some disputes. In such instances applicants will be notified.

Privacy Statement

The Privacy Commissioner is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The telephone number is 1300 363 992.

Contact AFP

Criminal Records - National Police Check
AFP Criminal Records
Locked Bag 8550
CANBERRA CITY ACT 2600
Phone: (02) 6202 3333

Glossary

Child: (plural 'children') In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years unless, under the law applicable to the child, maturity is attained earlier.

Child Abuse: All forms of physical or mental violence, injury or abuse, maltreatment or exploitation, including sexual abuse.

Child Protection: An activity or initiative designed to protect children from any form of harm, particularly arising from child abuse or neglect.

Child Pornography: In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information regarding child pornography offences, refer to the *Australian Criminal Code Act 1995* (Cth).

Child-Sex Tourism: The sexual exploitation of children by men or women who travel from one place to another (usually from a richer country to one that is less developed) and there engage in sexual acts with children. For further details, refer to the *Crimes Act 1914* (Cth), Part IIIA (Child Sex Tourism).

Criminal Record Check: A check of an individual's criminal history record. In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as 'overseas employment.' Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to give their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used, including sighting by AusAID.

Online Grooming: The act of sending an electronic message with indecent content to a recipient whom the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender. For further details, refer to the *Criminal Code Act 1995* (Cth), Division 474 (Telecommunications Offences, Subdivision C).

Personnel: Personnel either employed by an organisation or engaged by an organisation on a sub-contract basis or engaged by an organisation on a voluntary or unpaid basis.

Police Clearance Certificate: The certificate showing the results of a criminal record check issued by the police or other authority responsible for conducting such checks.

Working with Children: Working in a position that involves regular contact with children, either under the position description or due to the nature of the work environment.

Particularly Vulnerable Children: Children who are particularly vulnerable to abuse, such as children with physical and mental disabilities, homeless children, child sex workers and children impacted by disasters.

Execution of Policy by IEF Board Members

Child Protection Code of Conduct

We, the Board of IEF, agree that in supporting IEF's program activities, we have read IEF's Child Protection Policy and, by signing this document, agree that we will meet the terms of the IEF Child Protection Policy and be held accountable for complying with it.

During contact with children through IEF program activities, we 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* (Cth) as amended), the child is below the age of consent or the act(s) are an offence under relevant laws.
- ensure that an IEF staff member or person approved by the IEF Board is present when working in the proximity of children.
- not invite unaccompanied children into my home or place of residence.
- not sleep close to unsupervised children.
- 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 also the Code in relation to "Use of children's images for work related purposes").
- refrain from physical punishment or discipline of children (excluding my own children).
- refrain from hiring children for domestic or other labour.
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- immediately report concerns or allegations of child abuse to the IEF Child Protection Officer or to the nearest IEF Board member or police officer.

EXECUTED by the board of directors of IEF and **RESOLVED** by the board of directors of IEF.

VERSION	LAST REVISED	APPROVED BY	NEXT REVISION
1.1	Sep-19	IEF Board	Sep-20

Use of children's images

We, the Board of IEF, agree that, while supporting IEF's program activities:

- and before photographing or filming a child, we will assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- and before photographing or filming a child, we will obtain consent from the child or a parent or guardian of the child. As part of this we must explain how the photograph or film will be used.
- we will ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- we will ensure that children are adequately clothed and not in poses that could be seen as sexually suggestive.
- we will ensure that images are honest representations of the context and the facts.
- we will not place a photograph and / or personal information (age, last name, geographical location, health, education or other) of a child online or on a website or e-mail it to others, other than for the direct charitable purposes authorised by the IEF Board.

We understand that the onus is on each of us individually, as people supporting IEF's program activities, to use common sense and avoid actions or behaviour that could be construed as child abuse.

EXECUTED by the board of directors of IEF and **RESOLVED** by the board of directors of IEF.

VERSION	LAST REVISED	APPROVED BY	NEXT REVISION
1.1	Sep-19	IEF Board	Sep-20