



SALVADOR'S HOPE CHILD PROTECTION POLICY

APPLICABILITY: Salvador's HOPE Staff, Strategic Partners, Fixed Term Field Workers

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1. PREAMBLE

There is no higher standard of just human interaction than that required of us by God and laid out for us in the Bible. God in his nature embodies love and justice, and expects our relationships and interactions with others, including children, to be based on the same principles. In fulfilling our responsibilities, we protect each other's rights. This is captured today in what we call Human Rights.

Human rights are based on all people being created equally and having equal value and equal dignity before God, affirmed not just in creation but also in redemption. All humans, and therefore all children, regardless of age, race, gender, social background, religion, disability and/or belief, hold human rights equally.

2. STATEMENT OF RESPONSIBILITY

Salvador's HOPE Inc take our duty of care seriously and place priority on providing a safe environment where children, regardless of age, race, gender, social background, religion, disability and/or belief, are safeguarded from harm, abuse and/or exploitation. Salvador's HOPE Inc support and uphold the rights of children as stated in the United Nations Convention on the Rights of the Child (UNCRC 1989) as we believe that protecting the most vulnerable is evidence of our love for God and all of His creation.

3. PURPOSE

This Child Protection Policy (CPP) has been developed to:

1. Demonstrate Salvador's HOPE Inc commitment to protect children from harm, abuse and exploitation;
2. Prevent abuse or harm to children through risk management strategies;
3. Educate staff, field workers, strategic partners and representatives about child exploitation and abuse;
4. Provide a clear Child Protection Code of Conduct which must be adhered to by all staff and others;
5. Provide guidance on how to report and respond to concerns and allegations of child abuse.

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4. GUIDING PRINCIPLES

The United Nations Convention on the Rights of the Child is the universal foundation for child protection. The fundamental principle of the Convention is that all children have their own indivisible rights. Moreover, article 19 states that 'State Parties shall protect the child from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse'. As such, adherence to this CPP is a mandatory requirement for all of those associated with Salvador's HOPE.

5. SCOPE

This policy applies to all of our stakeholders, defined as:

- All Salvador's HOPE staff; herein including employees, contractors, consultants and volunteers;
- All Salvador's HOPE field workers; herein including career, fixed-term, volunteers and associates;
- All Salvador's HOPE strategic partners; herein including those working in Australia or abroad in implementing development, emergency relief and/or non-development activities;
- All other Salvador's HOPE representatives; herein including board members and state representatives.

NB: Those who fall within this scope are required to read, sign and adhere to the Salvador's HOPE Child Protection Policy. Please make note of which category you are part of, as this will be referred to throughout this policy. For the purpose of this policy donors and beneficiaries are not defined as 'stakeholders'.

6. RECRUITMENT AND SCREENING TO ENSURE CHILD SAFETY

Salvador's HOPE is committed to child safe recruitment. Salvador's HOPE acknowledges that child abusers or sex offenders often seek employment or volunteer placements in organisations that work

with children in Australia or overseas. Therefore, these practices aim to recruit the safest and most suitable staff and field workers.

A) INTERNAL

Salvador's HOPE's internal recruitment practices screen all successful candidates by requiring at minimum a police check, references and an employment history. Additional screening is based on the level of risk associated with the position, including Working with Children Checks (or equivalent for the state/territory). All new staff members are provided training at the commencement of their position.

B) FIELD WORKERS

Salvador's HOPE field worker recruitment practices screen all applicants; requirements include a detailed application, police check, a Working with Children Check (or equivalent for the state/territory) and references. All Field Workers are provided training as part of the Applicants Intensive training curriculum.

7. CHILD PROTECTION CODE OF CONDUCT

In addition to this policy, all Salvador's HOPE staff, field workers and representatives are required to read, sign and adhere to the Salvador's HOPE Child Protection Code of Conduct (Refer to Appendix 2) which sets high standards around personal behaviour. Those field workers who are part of an Salvador's HOPE Strategic Partner organisation are required to comply with both organisations' Code of Conduct.

8. COMMUNICATIONS

All Salvador's HOPE stakeholders are expected to portray children with dignity and respect at all times and ensure that the rights, safety and well-being of the child are protected.

Salvador's HOPE staff members are required to be familiar and comply with the Salvador's HOPE Communications Policy (Refer to Appendix 4 which provides extracts of the policy relevant to Child Protection)

Salvador's HOPE field workers, strategic partners and other representatives and their visiting teams, volunteers or contracted photographers are required to read and comply with the Salvador's HOPE Ethical Promotions Guidelines.

These documents are applicable to all communications including print, digital and social media. They provide standards in the following key areas:

- Ethical Use of Photographs;
- Portrayal of local people;
- Truthfulness;
- Consent for stories and images;

Any stories or photographs provided to SALVADOR'S HOPE by You for promotional purposes will need to be accompanied with details regarding the type of consent that has been provided.

9. INVOLVING CHILDREN

Salvador's HOPE is committed to increasing child and youth participation. Salvador's HOPE will implement this commitment by providing opportunities for children's views to be heard and incorporate these views into our policies and programs. Children will be consulted in an appropriate manner during monitoring trips.

10. EDUCATION ON THIS POLICY AND CHILD PROTECTION ISSUES

Salvador's HOPE is committed to educating all of our stakeholders to:

- Ensure they understand their obligations under the Salvador's HOPE Child Protection Policy;
- Increase their awareness of child protection and exploitation;
- Equip them to recognise risks to child safety and implement child safeguards;

Education is delivered to our stakeholders by two mediums; (1) the Child Protection Guide; and (2) Ongoing training.

11. RISK MANAGEMENT

Careful and ongoing risk management can reduce the risk of child exploitation and abuse occurring within Salvador's HOPE associated projects and activities. Programs that involve direct work with children are considered at higher risk and therefore require more stringent risk management. However, Salvador's HOPE is mindful of the potential risks to children in all projects.

A) RISK MANAGEMENT IN DEVELOPMENT & NON-DEVELOPMENT PROJECTS AND ACTIVITIES

Every program and project that is identified will conduct an initial child protection risk assessment as part of the project management cycle. Ongoing risk management includes reporting, child protection audits and strategic partner policy reviews.

B) EMERGENCY RELIEF PROJECTS AND ACTIVITIES

During a disaster the typical social patterns and groupings that protect children are often challenged or broken. Children can be further harmed, abused and exploited by those who take advantage of the chaos.

The protection and psychological, as well as physical, recovery of children should be a leading feature of every stage of any disaster response. Salvador's HOPE and Salvador's HOPE representatives take a risk management approach in ensuring that children are protected during emergency relief activities.

12. PREVENTION THROUGH CHILD SAFEGUARDING

It is the responsibility of Salvador's HOPE and all Salvador's HOPE stakeholders to safeguard children. Safeguarding expects that organisational operations and project design and delivery, in development, non-development and emergency contexts, are in the best interests of the child.

A) RESIDENTIAL CARE

Research overwhelmingly suggests that residential care is not in the best interests of the child. It can have significant impact on their development, place a child at high risk of abuse and they often leave institutions as young adults hyper-vulnerable to exploitation¹². With this in mind:

- Salvador's HOPE will not partner with field workers or strategic partners who are implementing residential care, unless it is short-term, temporary and a last resort and complies with national minimum standards.

- Salvador's HOPE will partner with existing/new field workers and strategic partners who have committed to, and are actively working towards, transitioning into alternative care through deinstitutionalisation.

13. Salvador's HOPE's EXPECTATIONS OF STRATEGIC PARTNERS

As per the Salvador's HOPE Strategic Partnership Agreements all partners are required to abide by the Salvador's HOPE CPP. In addition to this, it is a requirement that all strategic partners, without exception, have an approved Child Protection Policy and Code of Conduct that is appropriate to the organisation's level of risk. This policy should be reviewed at a minimum every three years.

14. REPORTING SUSPICIONS OF CHILD EXPLOITATION AND ABUSE

A) WHAT DO I NEED TO REPORT?

Any incident, belief or suspicion, relating to an Salvador's HOPE stakeholder and/or Salvador's HOPE funded project, of the following nature must be reported immediately:

- child abuse;
- child exploitation;
- possession of child exploitation material;
- non-compliance with this policy;
- activities/practices in development or non-development SALVADOR'S HOPE projects that:
 - do not protect the best interests of the child (fail to implement reasonable child safeguards); or
 - do not meet applicable local laws or standards.

If anyone in your organisation, or one of your partner organisations that benefits from funds from SALVADOR'S HOPE, are accused of, charged with, arrested for, or convicted of criminal offenses relating to child exploitation, Salvador's HOPE must be notified.

B) WHO NEEDS TO REPORT?

Every Salvador's HOPE stakeholder is required to report incidents, beliefs or suspicions as described above.

C) WHO DO I REPORT TO?

Reports must be made directly to any member of the Investigation Team ('team'). This team consists of the Salvador's HOPE Child Sponsorship Officer, Salvador's HOPE Program Manager, Salvador's HOPE Director.

Contact Details:

If the allegation is against one of the members of the Investigation Team, they will be removed from the team for the investigation.

If you are not satisfied with Salvador's HOPE response you may contact an external organisation:

☐ In Australia: Department of Human Service;

See: <http://www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse>

Outside of Australia: The local organisation that is authorised to accept allegations (for example, 'Childline')

D) WHAT IF I AM UNSURE OF WHETHER I NEED TO REPORT SOMETHING?

Contact a member of the Investigation Team who will be able to advise you, this conversation will remain confidential. You can also read the SALVADOR'S HOPE Child Protection Guide, which discusses 'what is reasonable suspicion?'

E) HOW DO I REPORT?

Contact SALVADOR'S HOPE immediately and notify them of the incident, belief or suspicion. You will be asked to accompany this notification with a written statement describing the observations, information and opinions that the suspicion is based upon. (Refer to Appendix 6 for a copy of this form)

F) WHAT HAPPENS WHEN I REPORT?

Legislative or internal procedures are followed to investigate and address the allegations. The Investigation Team will lead this process and will ensure relevant laws are abided by.

1. The team will act immediately and consider the incident top priority until the incident is closed;
2. A child's accusation of abuse will not be dismissed without appropriate investigation, no matter who the alleged perpetrator is;
3. If the child is in Australian jurisdiction, the concern will be immediately reported to the appropriate state/territories Child Services department as per the ACC Movement's mandatory reporting policy.

4. If the child is outside of the Australian jurisdiction, an Internal Investigation will commence.
5. If deemed appropriate an SALVADOR'S HOPE board member may join the Team for the duration of the investigation;
6. The allegation, will be kept confidential, with only those directly involved having the appropriate information;
8. The reporter, victim and alleged perpetrator will be treated with respect from the start of the process until the case is closed;
9. The team will develop a detailed investigation plan based on established procedures and will seek external legal advice and counsel.
10. If the child required extra protection the team will coordinate with local social services organisations;
11. All steps taken are to be extensively documented and filed. All documentation of any allegations made, either electronically or paper, are kept in a secure place at all times;
12. Once the investigation is completed, a full report (findings, recommended actions) will be made available to the SALVADOR'S HOPE Board;
13. External counselling will be provided to the victim and/or accused, during and following the incident or allegation, if necessary.

Confidentiality

All incidents and alleged incidents of child safety are handled with extreme sensitivity and all precautions are taken to ensure confidentiality. SALVADOR'S HOPE understands, however, that in some cases reporting of incidents and allegations may occur even if the child or party concerned is reluctant to give their consent – at all times SALVADOR'S HOPE will work in the best interest of the child. Concerns that arise are always directed through formal procedures.

During an Investigation

While the allegation is being investigated, the staff member, field worker or representative may be stood down if it is deemed to be in the best interests of the child. This process does not indicate guilt or innocence, and if the individual is an employee or fieldworker they will continue to receive full pay and other entitlements.

In the case of a Strategic Partner, if the allegation is organisational, if it is considered in the best interests of the child, or if the organisation is non-cooperative, then SALVADOR'S HOPE may suspend the partnership (including discontinuing accepting or disbursing funds) until the investigation has been concluded.

Proven incident or credible suspicion

A proven incident or credible suspicion will automatically terminate a staff, field worker or other representative's association with SALVADOR'S HOPE.

A Strategic Partner organisation which, according to SALVADOR'S HOPE, does not respond adequately to a proven incident or credible suspicion (this may include terminating staff, incorporating prevention strategies or changing project implementation) will have its partnership terminated.

15. REVIEWING THE SALVADOR'S HOPE CHILD PROTECTION POLICY

The CPP will be reviewed every three years. The Program Manager will manage the review and staff will be consulted in this process.

I, _____, have read and understood the above Child Protection Policy and agree to adhere to it in its entirety.

Sign: _____ Date: _____

Appendix 1: GLOSSARY- DEFINITIONS OF CHILD PROTECTION AND CHILD ABUSE

(Applicable for everyone)

Bullying – Bullying is the inappropriate use of power by an individual or group, with an intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal).

- Physical bullying includes pushing, hitting, punching, kicking or any other action causing hurt injury.
- Verbal bullying includes insults, taunts, threats and ridicules.
- Psychological bullying includes physical intimidation and ostracism.

Child and young person - A child or young person is regarded to be any person under the age of 18 years, regardless of whether a nation's laws recognise adulthood earlier.

Child Abuse - Abuse as defined by the Child Protection Act 1993 can be physical, emotional, sexual or in the form of neglect. Intervention is required where the child has suffered, or is likely to suffer neglect or abuse which is detrimental to the child's wellbeing.

1. Physical abuse is commonly characterised by physical injury resulting from practices such as punching, beating, shaking, biting, burning or otherwise harming a child.
2. Sexual abuse occurs when an adult or older child, uses their power or authority over the child or takes advantage of the child's trust to involve them in sexual activity. This sexual activity does not just mean sexual intercourse; it means any sexual activity including flashing, fondling, masturbating and oral sex.
3. Emotional abuse tends to be a chronic behavioural pattern directed at the child/young person whereby their self esteem and social competence is undermined or eroded over time.

4. Neglect is characterised by the failure to provide for the child/young person's basic needs. This can occur through direct and deliberate action or by omission or deliberate inaction to care for the child/young person."

Abuse happens to both male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. 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 adults working with children in a position of trust also abuse children.

Child Exploitation – Child exploitation includes one or more of the following:

- Committing or coercing another person to commit an act or acts of abuse against a child.
- Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material.
- Committing or coercing another person to commit an act or acts of grooming or online grooming³.
- Child exploitation material - Material, irrespective of its form, which is classified as child abuse material or child pornography material⁴.

³AusAID (2013), Child Protection Policy.

Child Protection – Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

Child Safeguarding – Safeguarding is a relatively new term which is broader than 'child protection' as it also includes prevention. Safeguarding has been defined as:

- All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised; and
- Where there are concerns about children and young people's welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.⁵

Child-Sex Tourism - ECPAT International defines child-sex tourism as:

'...the commercial 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, defined as anyone aged under 18 years of age.' (ECPAT International, 2006)

Children in emergencies - Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.

Duty of Care - Duty of Care is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.

Exposure to Domestic Violence - Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships.

Particularly vulnerable children - Children outside the family environment including those in institutions, at work, on the streets, in war zones and emergencies are particularly vulnerable to abuse.

Unless otherwise stated all definitions are from or adapted from “ACFID Code of Conduct: Guidelines for the Development of a Child Protection Policy (July 2008)”

4 AusAID (2013), Child Protection Policy.

5 Safeguarding Children (2005), The 2nd Joint Chief Inspectors Report on Arrangements to Safeguard Children. A broader definition can be found in Working Together to Safeguard Children.

Appendix 2: SALVADOR’S HOPE CODE OF CONDUCT

(Applicable for everyone)

I, (insert name) _____, as an SALVADOR’S HOPE employee/partner/volunteer/field worker/board member/other agree that while associated with SALVADOR’S HOPE:

PART ONE

I WILL:

1. Treat children with dignity and respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
2. Listen to children, take their concerns seriously, and allow them to have a say in the decisions that affect them.
3. Provide children with a safe and protective environment.
4. Ensure that, whether residing in or visiting a country, I will always abide by Australian and local laws in regards to child protection and child labour at all times.
5. Ensure I am not in a position where there is a risk of an allegation being made.
6. Immediately disclose to SALVADOR’S HOPE management all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with SALVADOR’S HOPE, that relate to child exploitation and abuse (see the SALVADOR’S HOPE CPP for details).

I WILL NOT:

1. Engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.

2. Use language or behaviour towards children that is inappropriate or sexually provocative.
3. Physically assault or abuse children.
4. Use language or behaviour towards children that is intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse.
5. Conduct or be part of harmful traditional practices, spiritual or ritualistic abuse.
6. Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, which places them at significant risk of injury or which does not adhere to child labour laws.
7. Use any form of media and technology (including but not limited to computers, mobile phones, video cameras, cameras or social media) to exploit or harass children.
8. View or access child pornography through any source or medium.

In accordance with SALVADOR'S HOPE's Child Protection Policy all (as defined by the SALVADOR'S HOPE CPP scope) are required to read, agree and adhere to the following Code of Conduct.

PART TWO

In addition to the above, within my work and ministry life:

I WILL:

9. Be committed to creating a culture of openness and mutual accountability in my work place/ministry, to enable all child protection issues or concerns to be raised and discussed and where abusive behaviour is challenged.
10. Ensure that the risks of working alone are minimised by using the 'two-adult rule'. Whenever possible, I will ensure that another adult is present or within reach when I am working with children with whom I am in a position of trust or authority. If two staff members are not available, I will stay in public view or a trusted member of the family/community may accompany me and the child/ren.
11. Ensure that in any children's programmes, children will have privacy for all their personal needs such as toileting, changing, bathing and dressing.
12. I will comply with the SALVADOR'S HOPE Ethical Media & Promotions guidelines, which states that to photograph or video a child I must obtain informed consent from the child and his/her parents/guardians (see guidelines for details).
13. Immediately report any concerns or allegations I have of child abuse in accordance with the SALVADOR'S HOPE Child Protection Policy and procedures.

I WILL NOT:

14. Touch (including holding, hugging and kissing) a child in a way that is unnecessary or inappropriate to the culture or circumstance.
15. Do things of a personal nature for a child that they could do for themselves (such as assistance with toileting, bathing or changing clothes). Where a child cannot do such things for themselves, I will ensure I follow the "two adult rule".
16. Hit, smack or otherwise physically assault, punish or abuse children, even where this may be culturally acceptable.
17. Be intoxicated under the influence of alcohol or drugs prior to, or whilst, engaging with any child.
18. Spend time with a child alone, take a child to my own home or visit a child where I may be alone with that child. In the case where I have a friendship with the parents, which is not based on a position of trust, authority or dependency, and the parents give permission for me to care for the child I may do so whilst maintaining the other commitments of this code.
19. I will not sleep in the same bed as a child.
20. I will not sleep in the same room as a child. If a child is sick, in hospital, in residential care or, for another other reason, the child cannot sleep in a room alone and I am unable to organise a family member to stay with the child, I will ensure that I follow the "two-adult rule" and that neither adult sleeps in the same bed as the child.
21. Show favouritism to children or give children preferential treatment based on (but not limited to) their age, race, gender, religion or place in local society.
22. Utilise workers/volunteers who pose a known risk to children's safety.
23. Put photos, videos or other identifying information of a child on social media without informed consent from the child and his/her parents/guardians.

I understand that it is my responsibility to keep up to date with the latest SALVADOR'S HOPE child protection information. It is also my responsibility to ensure that I adhere to the above code of conduct.

Signed: _____ Date: _____

PLEASE NOTE:

This Code has been developed for the purpose of keeping children safe by having an accepted standard of behaviour common to us all. It has been separated in two parts to acknowledge the separation of boundaries that we have for children in our personal lives (your children and those of your family and friends) and those in our work and ministry lives.

We understand that we each work and live in a variety of contexts and at times the boundaries between our work, ministry and personal lives may get blurred. However, we believe that having an agreed standard will help to protect ourselves, our staff, our organisation, our ministries and most

importantly the children who we engage with. We have kept this, as well as the minimum standards expected, in mind when developing this Code.

It is important to note that if a concern was raised about you, the scope of an internal investigation would involve determining whether or not you breached the Code. Therefore, if you have a concern about your ability to uphold any of the above commitments in the SALVADOR'S HOPE Code of Conduct, please email us at info@salvadorshope.org.au to discuss your situation. We will endeavour to work with you to find a solution.

Individual Log of Concerns

This document will log any concerns that you have raised about your ability to meet any of the points in this Code. It is important that you raise these concerns with SALVADOR'S HOPE and that we have documented our agreed actions.

Code Number

Concern Raised

Agreed Action

Appendix 3: RECRUITMENT AND SCREENING PRACTICES

(Applicable for SALVADOR'S HOPE Staff)

SALVADOR'S HOPE is committed to ensuring that the recruitment and selection of all staff, volunteers and field workers will be fair, open and transparent and will comply with all relevant legislation. Personal information received is dealt with in the strictest confidence. Positions will be offered based on competency, qualification and enthusiasm for the position. Inclusion is an important aspect of the recruitment of staff and will be undertaken in compliance with our Equal Opportunity Policy. SALVADOR'S HOPE is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs.

All recruitment within SALVADOR'S HOPE follows a three-stage process:

1. Applicants/volunteers identified: The individuals who are recruited into the organisation can be separated into three distinct groups; staff, field workers and other volunteers. There are specific steps that differentiate these three groups.
2. Screening and selection: The process of determining the applicant/volunteers suitability that culminates in making a recruitment decision.
3. Induction and start: The commencement of the ongoing, structured relationship that includes period reviews.

The General Manager is responsible for the overall management of the recruitment and selection processes including contract negotiations, contract variations, and the processing of new

employment offers. The General Manager will carry out these responsibilities in consultation with the SALVADOR'S HOPE President and the relevant governing board. Staff Recruitment Volunteer Recruitment (excludes conferences) Field Worker Recruitment 1. Applicants/ volunteers identified

- SALVADOR'S HOPE identifies a position

- Position description developed

- Remuneration identified

- Position advertised

- Applications received

- Volunteer approaches SALVADOR'S HOPE

- Field worker applicant approaches SALVADOR'S HOPE 2. Screening and selection

- Applicant resume received

- Applicant communication

- Interview

- Reference checks

- Notify applicants

- Resume,

- Initial interview,

- Reference checks,

- Position description developed

- About me form/ Resume

- Initial interview

- Application form

- Reference checks

- Police Check

- Working with Children Check

- Position description/ field strategy

- Promotional strategy

- Follow up interviews Recruitment Decision 3. Induction and start

- Letter of offer/contract
- Induction
- Start position
- Probation
- Annual development review
- Letter of confirmation
- Induction,
- Start position
- Periodic review
- Letter of endorsement
- Applicants intensive
- Raising funds
- Field worker agreement
- Start field assignment
- Quarterly reports
- Debrief (home leave/ assignment end)

During the screening and selection stage:

☒ Applicants will be required to submit a detailed resume when applying for a position, providing information about the applicant's background such as dates and places of employment, education and other activities.

☒ All applicants will receive a copy of SALVADOR'S HOPE's Child Protection Policy (CPP) and be informed of the screening requirements at the initial interview.

☒ Job descriptions (or strategic plans) are required for all staff and volunteers, which outlines the specific duties and accountabilities of the position. This clarifies boundaries and this clarity assists in the management of staff. For any positions working directly with children, the applicant must possess relevant qualifications and experience in working with children.

☒ Interviews will be conducted for all positions, ideally face-to-face, but telephone interviews may be necessary in the international context. Behavioural-based questions will be used to ask for examples of the candidate's past behaviour and experiences. In positions working directly working with children, the interviewer will explore the candidate's motivations for working with children, which

will include value-based questions seeking information about the candidate's attitudes to children, professional boundaries, accountability, team work and how they have responded to ethical dilemmas.

☑ Referee checks should be conducted on all preferred candidates. All referees should be contacted directly. It is important to verify the identity of the referee and clarify the relationship between the candidate and the referee.

☑ All staff, volunteers and field workers will be required to have a police clearance or relevant criminal history checks depending on the country of origin. Where the candidate will be in contact with children while performing the duties of their role, they will require a Working with Children Check (or the equivalent for their State/Territory).

During the induction and start stage:

☑ All offers of employment, field service or volunteering will be given to the applicant in writing.

☑ All staff will be required to provide proof of identify including birth certificate, passport, drivers licence and relevant qualifications. Original documents are required.

☑ All staff, volunteers and field workers will be required to read and sign SALVADOR'S HOPE's CPP.

☑ Screening is an ongoing process that will continue throughout the induction and the probationary period. All staff and volunteer positions will be subject to a probationary period.

☑ SALVADOR'S HOPE reserves the right to refuse employment or to terminate any person's employment that may pose a risk to children.

(Applicable for SALVADOR'S HOPE Staff)

3.1 – 3.9 COMMUNICATIONS POLICY [EXTRACTS SPECIFIC TO CHILDREN IN COMMUNICATIONS]

3.3 PORTRAYING SENSITIVE ISSUES When portraying vulnerable children, SALVADOR'S HOPE seeks to protect the child and their best interests above the desire to tell an impacting story or share an image. Children's situations may evoke particularly strong responses from supporters and donors, but SALVADOR'S HOPE is careful not to exploit this in our portrayal of children. In some instances the act of reporting on children places them or other children at risk of retribution or stigmatization. As such;

(a) SALVADOR'S HOPE will act in accordance with the details contained in SALVADOR'S HOPEs Film & Photography Guidelines regarding these matters.

(b) If reporting on children and adults who are survivors of abuse or exploitation, SALVADOR'S HOPE will adhere to Chab Dai's Media & Communications Policy, included in SALVADOR'S HOPE's Film & Photography Guidelines.

3.4 CHILDREN AND CONSENT

In determining whether a photograph of a child should be taken or used, the best interests of the child must be paramount.

(a) Consent must be gained from a parent or guardian before a child's photograph is taken or their story records. The child should also have the purpose of the photograph/ interview explained to them in a manner appropriate to their age, and asked for their permission.

(b) Children have the right to be consulted and their wishes respected. Parents are not able to consent to children being photographed or participating in activities that are in breach of the SALVADOR'S HOPE Child Protection policy and Code of Conduct. Children must be protected from being portrayed in such a way as may result in harm or discrimination.

(c) If a child is to be interviewed, this must be with a guardian present and in a sensitive manner. Child survivors of gender-based violence, abuse or exploitation must not be interviewed by persons untrained in psycho-social counselling.

3.5 MANAGING LEVELS OF RISKS

When SALVADOR'S HOPE staff/field worker wish to use images or information about an individual, they should assess the risks of harm or stigma to the individual as follows:

1. Low risk of harm or stigma: Faces, first names and geographical location may be revealed.
2. Medium risk of harm or stigma: Faces, pseudonyms and vague geographical location may be revealed.
3. High risk of harm or stigma: Faces & visuals to be concealed, pseudonyms to be used and locations will be changed.

Children are much more vulnerable to abuse and exploitation. For this reason SALVADOR'S HOPE will consider all children to be ranked as medium or high risks and act accordingly in all promotions and communications activities.

NB: It is important that you are familiar with the full Communications Policy and not only these extracts.

Appendix 5: EXPECTATIONS OF STRATEGIC PARTNERS IN CHILD PROTECTION

(Applicable for Strategic Partners)

OUR MUTUAL GOAL

SALVADOR'S HOPE is committed to the goal of being a Child Safe Organisation and we expect our partners to be committed to this same goal.

WHY HAVE THIS GOAL?

Our first and foremost motivation is to protect children.

Secondary to this, we are required by ACFID and AusAID to meet certain minimum sector standards in relation to child protection. They also require these standards of our Strategic Partners and we must account for whether you do or don't meet them.

THE PROCESS

When planning how to work with our partners on these standards we had two choices:

1. “The Roll Out” where we send out a notice to all our partners stating that you need to be compliance to a certain criteria within a strict timeframe.
2. “The Process” where we look at where you work together to prioritise which practices you work on and how you do this so that you can make sure that what is developed doesn’t become a dust collector but becomes a part of our organisation.

At SALVADOR’S HOPE, we have been on a journey of improving our child safeguards. It has involved us educating ourselves, thinking about how and why its relevant to us, taking the time to look at our organisation with a ‘child protection lens’ and then working on our practices one step at a time. We understand the value of the process and that in order to do this in a way that is meaningful (rather than ticking a compliance box) it takes time. Needless to say, we chose Option 2 – the Process.

WHAT DOES THIS PROCESS LOOK LIKE?

We have chosen the “Process” approach in good faith, relying on the fact that our partners will commit to actively and consistently work towards this goal within a timeframe reasonable to their situation. The process will involve us coming up with a simple plan to put relevant safe guards in place, tackling one item at a time and reviewing progress regularly.

The plan will be guided by the 9 commitments that we make to one another. We understand that these commitments cannot be achieved overnight and that each partner will be at a different stage of implementation based on how long you have been working towards this.

THE 9 COMMITMENTS WE MAKE

To reach our collective goal, we acknowledge that we need to be proactive about putting preventative measures in place to keep the children that come into contact with our organisation and programs safe. These preventative measures are summed up in the 9 commitments that we make to one another:

1. Ensuring that becoming a child safe organisation is a goal of our organisation
2. Educating our staff, volunteers and personnel in Child Protection
3. Appointing a Child Protection Officer
4. Managing risk by regularly doing Child Protection Risk Assessments
5. Implementing our Child Protection Code of Conduct
6. Implementing clear reporting procedures for concerns or incidents of child exploitation, abuse or non-compliance
7. Being accountable by reporting any incidences related to child protection to SALVADOR’S HOPE
8. Screening and recruiting our employees and volunteers using child safe practice

9. Implementing a child protection policy and reviewing it, at minimum, every 3 years

Appendix 6: CONFIDENTIAL SALVADOR'S HOPE INCIDENT REPORTING FORM

(Applicable for everyone)

In accordance with SALVADOR'S HOPE's policy, any incident, belief or suspicion of a child protection violation is to be reported and the information passed on to the SALVADOR'S HOPE. This includes child abuse, child exploitation, possession of child exploitation material or non-compliance with SALVADOR'S HOPE child protection policy. Activities or practices in SALVADOR'S HOPE projects that do not protect the best interests of the child or do not meet applicable local laws or standard must also be reported. In no way, nor under any circumstances, is anyone on the field or in Australia to attempt to persuade someone not to notify, or even to delay notifying, authorities in the case of a child protection concern.

PART ONE: ABOUT YOU (Note: This form is to be filled out by the person making the report)

Name:

Contact Details (e.g. phone, email, address):

Relationship with SALVADOR'S HOPE (e.g. Employee, Volunteer, Partner, Other):

Relationship with child:

PART TWO: CHILDS DETAILS

Child's name (s): _____ Age: _____ Gender: F / M

Any other relevant details or issues to be aware of (e.g. cultural issue, disability, ethnicity, religion etc)

Who does the child live with (include address and contact details)?

Is the child aware of this referral? Yes/No Is the parent/guardian aware of this referral? Yes/No

Where is the child now? Is s/he in a place of safety and are there any immediate medical issues?

PART THREE: YOUR CONCERN

Child protection concern:

- Observed/suspected by yourself
- Disclosure by the child
- Allegation made by (name & details)

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Date(s), time(s) and location(s) of incident(s):

Who is the person suspected?

- SALVADOR'S HOPE Staff, Field worker or other representative
- Staff of an SALVADOR'S HOPE Strategic Partner
- Someone in the community

Name and other relevant details of person suspected (e.g. address, job position, relationship with child, etc):

Details of Report

Please include the following:

Details of the child protection concern or incident (Include what is alleged to have happened? What were the circumstances etc)

Write down exactly what the child or other person has said (in his/her own words) and what you said (NB: Do not ask the child leading question-record actual details)

Observations made by you (e.g. observed injuries, persons perceived emotional state etc. Mark which observations are fact or opinion)

Have local authorities/external agencies been notified? Yes/No Date of notification:

Explain (e.g. name of authorities/agency, advice received, actions etc):

Signature: _____ Date:

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PART FOUR: TO BE FILLED OUT BY SALVADOR'S HOPE INVESTIGATION TEAM

Date matter was referred: _____ Date responded to complainant:

Investigation: How was the investigation conducted? Who was involved in the investigation, roles and responsibilities (investigation team, interviewees etc)? Include key dates of investigation.

Findings & Comments:

Actions: Include action taken and any continued follow-up needed.

Lessons Learned: Strengths and weaknesses in areas such as the Child Protection Policy and its implementation and management etc.

Recommendations to prevent possible child protection violations and improve the investigation process in the future.

Report prepared by: _____

Signed: _____ Date: _____

General Manager Name: _____

Signed: _____ Date: _____

Appendix 7: INVESTIGATION PROCEDURES

(Applicable for everyone)

Where an allegation is made relating to child protection issues, the SALVADOR'S HOPE Investigation Team are required to respond in accordance with the ACC International Complaints Handling Procedure. The procedure, as it specifically relates to child protection, is provided below.

a) Acknowledge all allegations quickly.

Oral complaints should be acknowledged immediately and written complaints should be acknowledged within 5 working days of receiving the written complaint. The investigation will be considered a top priority until it is closed.

b) Assess the allegation.

A child protection related allegation is always considered a "detailed" complaint (see Complaints Handling Procedure for more information). Clarify issues underlying the complaint, clarify any facts, listen to what the complainant has to say and treat the reporter, the alleged perpetrator and the victim with respect. The investigation team must make every reasonable effort to keep the allegation confidential.

c) Plan the investigation

The investigation team will assess what needs to happen during this investigation, clarify roles and responsibilities and a clear timeline. This may include seeking external legal advice and bringing an SALVADOR'S HOPE board member, an outside consultant and/or a legal authority into the Team. If the child is still at risk the Team will prioritise seeking to ensure their safety by coordinating with local social service organisations.

d) Investigate the allegation

Take all necessary steps to investigate the complaint and ensure that all steps are extensively and confidentially documented. Once the investigation is completed an investigation report should be prepared and made available to the SALVADOR'S HOPE Board.

e) Respond to the reporter

The complainant should be notified of the findings of the investigation, the action taken and the any future action planned.

f) Follow up with the reporter

If there is any unresolved concerns an appointed representative of the Team must respond and work through any continued concerns of the reporter in accordance with the SALVADOR'S HOPE Complaints Handling Process.

g) Consider if there are any systemic issues

Reflect on whether any organisational changes need to be made and implement them accordingly.

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INTERVIEW AND IMAGE CONSENT FORM

The purpose of this form is to gain consent to interview and capture images of project beneficiaries and participants for use in SALVADOR'S HOPE publications/promotions. All content must be sourced according to the SALVADOR'S HOPE Communication Policy and Ethical Promotions Guidelines.

Please Note: This form should be translated for non-English speakers.

PART 1: CONSENT OF INTERVIEWEE

1.

I consent to my story and image being recorded and published in SALVADOR'S HOPE publications and promotional materials both in print and online. I understand that my story can be downloaded from the internet and may be accessed by anyone. Yes No Only Print

3.

I consent to my story and image being used by SALVADOR'S HOPE for the next 4 years (or until I revoke my consent)

Yes No If no, please state how long you consent for your story and image to be used by SALVADOR'S HOPE: _____

(Note: In the case of survivors of abuse or exploitation, content will be used for a maximum of 2 years unless otherwise specified by the interview subject)

4.

I consent to SALVADOR'S HOPE using my name & the personal details I disclose in my interview in SALVADOR'S HOPE publications & promotional materials.

Yes Yes, but I would like to OMIT the following details: No

Name

Age

Specifics of any condition I may have

Location

Other (Please specify) _____

I wish to make the following extra requests:

PART 2: DETAILS OF INTERVIEWEE

Name of person being interviewed: _____ Age (if a minor):

Location: _____ Project:

Signature of interviewee: _____ Date:

PART 3: PARENT/GUARDIAN CONSENT

If the person is under 14 years old a parent or guardian must give consent.

If the person is 14-18 years old but, in your opinion, is unable to give informed consent, a parent or guardian must also give consent.

Parent/Guardians name: _____

Signature of Parent/Guardian: _____ Date:

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PART 4: FIELD WORKER

Is the person a survivor of abuse or exploitation:

Yes No

Is there a risk of harm or stigma to the person if this story is published?

No

Yes, Medium Risk - If yes, please state below the reason why and any recommendations:

Yes, High Risk - If yes, please state below the reason why and any recommendations:

Signature of Field Worker: _____ Date:

MANAGING LEVELS OF RISKS:

When you wish to use images or information about a person, you should assess the risk of harm or stigma to the person and use the table below as a guide in all communications. As children are more vulnerable to abuse and exploitation, SALVADOR'S HOPE will consider all children as medium or high risk.

LEVEL OF RISK OF HARM OR STIGMA: HOW TO ACT ACCORDING TO LEVEL OF RISK
LOW Faces, first names and location may be revealed.
MEDIUM Faces, pseudonyms and vague location may be revealed.
HIGH Faces & visuals to be concealed, pseudonyms to be used and specific locations will not be revealed.