

Child Safeguarding Policy and Code of Conduct

Values Statement

RedR Australia is committed to the protection of children from exploitation and abuse. We recognise the increased vulnerability of children during humanitarian crises as a result of being separated from their parents and other caregivers who would normally protect them from such harm. Not only does child exploitation and abuse undermine a child's right to grow up safely but it undermines the resilience of communities and nations to withstand future shocks. As humanitarian actors, RedR Australia staff and deployees are often in positions of trust and required to work with, or support, some of the most vulnerable children in the world. The relationship between adults and children is not a relationship between equals and we take the responsibility to care for protect children seriously. This policy is part of RedR Australia's commitment to ensure child exploitation and abuse is not tolerated and ensures the systems, processes and accountabilities are in place to support disciplinary and commercial sanctions, as well as criminal penalties under Australian domestic and extra-territorial laws.

1. Introduction

RedR Australia (RedR) is a leading international humanitarian response agency that selects, trains and deploys technical specialists to assist communities to plan, prepare, rebuild and recover before, during and after crisis and conflict. Our mission is to build resilience and relieve suffering in times of international humanitarian crisis.

RedR works in partnership with the Australian Government, UN agencies, National Disaster Management Offices and civil society organisations, and is able to mobilise skilled personnel through a global network at every phase of the disaster risk management cycle.

RedR recognizes that these operations may pose a risk to children of harm or violence. All children are entitled to protection at all times, and the specific vulnerabilities of children may be increased during crisis and conflict situations. Therefore, this policy has been developed to set out RedR's approach, principles and key measures that the agency will take to ensure that children are not harmed as a result of RedR's work.

2. Statement of Intent

RedR Australia is fully committed to respecting the rights of boys and girls at all times. Recognising our duty of care as an organization, RedR will ensure that anyone who represents the organization does not in any way harm, abuse or commit any other act of violence against children or place them at risk of harm. This will be achieved through strengthened awareness of and proactive implementation of safeguarding practices to identify and respond to the protection risks to children, including recognition of the variance in risks due to their age, gender and other factors.

RedR Australia has a zero-tolerance approach to all forms of child abuse.

In the event that a child is harmed, RedR will undertake all steps to prevent further harm, and to provide follow up support to the child, primarily through referral to appropriate local agencies, placing priority on the best interests and well-being of the child.

3. Purpose

This policy sets out how RedR will meet its commitment to safeguarding children, defining the approach that the organization will take to provide a safe environment for children, and the steps to prevent harm or violence to children as a result of Red R's work. This will be

achieved through creating a high level of awareness amongst all personnel, and a proactive approach to identifying and managing child protection risks at all levels of operations.

This policy defines the responsibility of all RedR personnel to ensure that children's right to safety, protection, and well-being is respected at all times. This policy will also set out to ensure that RedR personnel are informed and aware of the issue and risks of violence and harm to children that could result from the agency's operations, that they have the capacity to identify, manage and monitor those risks and that they can and will respond appropriately in the event of a child suffering harm or violence.

All RedR personnel must comply with all components of this policy. Adherence to this policy by all RedR personnel is a requirement mandated by the Australian Council for International Development (ACFID) Code of Conduct, to which RedR is a signatory. This policy is also a reflection of the values and standards of RedR, and its commitment to ensuring the safety and well-being of all children engaged with or affected by RedR's operations and programs.

RedR personnel will abide by this Policy and Code of Conduct, and will also adhere to local and international laws related to child protection and the prevention of abuse and exploitation of children in all locations where RedR personnel are engaged.

Through setting out clear policy and procedures, and ensuring that all personnel are trained in and abide by the obligations set out in both, RedR will provide support and protection to children engaged with or impacted by RedR operations, and to RedR personnel through preventing inadvertent harm to children and a clear process for responding to allegations of impropriety.

4. Principles

RedR is committed to upholding the dignity of all people, and recognizes that children have unique vulnerabilities and require specific protections, as detailed in the United Nations Convention on the Rights of the Child.

RedR believes that all children are equally entitled to protection, regardless of age, sex, gender, ethnicity, nationality, religion and/or other identifying factors. RedR believes that all forms of child abuse and exploitation are abhorrent and unacceptable, and is committed to taking all necessary steps to prevent harm or violence to children as a result of its work.

This policy is informed by the following guiding principles:

- All children, aged 18 years and under, have equal rights to protection from abuse, violence and exploitation, as set out in the United Nations Convention on the Rights of the Child. Children have the right to be safe at all times.
- The rights of all children will be recognized and respected by all, regardless of age, sex, gender, ethnicity, nationality, dis/ability, religion or other identifying factors. RedR recognizes that such identifying factors results in different levels of risks for children, and will respond accordingly to identify and mitigate those risks.
- RedR is committed to the Do No Harm principle, and will actively identify and respond to the specific risks for children who may be engaged in RedR's work.
- RedR has a zero tolerance towards child abuse and will respond seriously and in a timely manner to any allegations of harm as a result of RedR's work, ensuring that the best interests of the child are prioritized.
- Everyone has a responsibility to support the care and protection of children. This includes any person engaged with or representing RedR's work. RedR will ensure that all personnel, including staff, management, board members, contractors, consultants and visitors to RedR's projects are aware of and abide by clearly communicated child safeguarding policy and procedures.

5. Context

RedR recognises that all children have the right to protection from violence, exploitation and abuse, regardless of their gender, age, ethnicity, dis/ability or other core identifying factors. Yet some children are more vulnerable to abuse precisely because of those factors, and that vulnerability can increase significantly during times of natural disasters and humanitarian crises. Additional risks are posed by natural disasters and conflict, and when children are displaced from their homes and potentially separated from parents and carers. While much child abuse occurs within the home and is perpetrated by immediate family members, children who are displaced in crisis are additionally exposed to threats from people external to their immediate families, including other community members, law enforcement officials, state and non-state actors, humanitarian workers and others.

RedR employees and deployees are engaged in all phases of disaster response, and are working to support vulnerable communities, including children. RedR recognises the heightened vulnerability and risk for children in disaster situations, which can be increased by the presence of external actors, including humanitarian response personnel. Compliance with this Child Safeguarding Policy and the Safeguarding Code of Conduct is mandatory for all RedR personnel, to mitigate the potential harm to children and set out the necessary procedures for responding to any child protection incidences that could arise as a result of the deployment of RedR personnel in any phase of disaster management.

6. Definitions

Child	A person under the age of 18 years (in accordance with Article 1 of the United Nations Convention on the Rights of the Child).
Child Abuse	All forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child, including any actions that result in actual or potential harm to a child.
Child Safeguarding	An activity or initiative designed to prevent violence or harm to children.
Child Protection	An activity or initiative undertaken to respond to violence or harm to a child and prevent further harm.
Partner	UN agencies, local implementing partners, local non-governmental organisations, international non-governmental organisations, and all other parties that we work with or alongside.
RedR Personnel	Refers to a range of paid and unpaid individuals who have committed to work with or support RedR Australia. It includes, among others, staff, standby register personnel, associate trainers, interns/work placements, deployees, volunteers, board members, contractors/consultants, standby partner organisations, funding agencies.

7. Scope

This policy applies to all RedR personnel and associates, defined as:

- All employees, board members, volunteers, contractors and interns of RedR;
- Humanitarian Register personnel;
- RedR deployees;
- Standby personnel;
- Associate Trainers;
- Staff and volunteers of RedR partners

- Visitors to any of RedR’s project sites, including donor or media representatives.

8. Roles and Responsibilities

RedR will safeguard children from harm or abuse through the following means:

Awareness:	Ensuring that all personnel are aware of risks that may lead to harm to children, and their responsibilities for safeguarding children through active risk identification and management
Prevention:	Ensuring that safeguarding practices are established and followed by all personnel, to provide a safe and inclusive environment that prevents violence and minimises risks to children.
Reporting:	Ensuring that all personnel are clear of reporting procedures to be followed when concerns arise regarding the safety and wellbeing of children, and that the agency response to any incident arising is focused on the well-being of the child and the prevention of further harm.

The CEO of RedR is responsible for the implementation of the Policy.

She/he will be supported by RedR management, to ensure that:

- All personnel sign up to, and abide by, the RedR Child Safeguarding Policy and the Safeguarding Code of Conduct.
- All personnel have access to a copy of this policy and code of conduct.
- Established procedures consistent with this policy are in place
- All personnel implement the RedR Child Safeguarding Policy and relevant procedures as applicable to local context and their role with RedR
- All child protection concerns are reported to the appropriate focal point/s within 24 hours, or as soon as practically possible.
- Breach of this policy and/or the Code of Conduct will be enforced through performance management processes, and potential termination of employment.

All RedR personnel as defined in the scope of this policy must:

- Never abuse or exploit a child or behave in any way that places a child at risk of harm.
- Sign onto and agree to abide by this policy and code of conduct.
- Report any child protection concerns in accordance with applicable local office procedures and this policy.
- Upon learning that a child may have been abused or exploited, respond in accordance with applicable local office procedures and this policy.
- Cooperate fully and confidentially in any investigation of concerns or allegations of child abuse.
- Participate in Child Protection and Child Safeguarding training as required and appropriate to their engagement/relationship with RedR.
- Contribute to building an environment where children are respected and encouraged to discuss their concerns and rights.
- Always treat children in a manner that is respectful of their rights, integrity and dignity, considers their best interests and does not expose them to, or place them at risk of harm.

9. Code of Conduct

All RedR personnel must review, sign on to and abide by the Safeguarding Code of Conduct, which is attached to this policy as Appendix 1.

10. Risk Management

RedR is committed to ensuring that no children are harmed or subjected to violence as a result of their engagement in RedR operations or programs. RedR takes a proactive approach to minimizing the risk to children through ensuring that all personnel are vetted to ensure that they do not pose an unacceptable risk to children, all personnel are trained in the Child Safeguarding Policy and relevant procedures. RedR will extend its risk management approach to its programs, including taking necessary steps to ensure that associated organization's policies and procedures are compliant with the mandatory minimum requirements set out in the policy.

Personnel Recruitment and Selection

RedR will proactively implement child safeguarding procedures in the recruitment and selection process of all personnel, with employment contracts offered subject to satisfactory criminal check procedures, to ensure that any personnel engaged do not pose a significant risk to children.

The safeguarding mechanisms will be followed in recruitment and selection processes for any applicants for permanent or standby positions for RedR staff, potential deployees on the humanitarian register, consultants and/or other representatives that may deploy on mission on behalf of RedR:

- All applicants to undergo an interview by RedR personnel, including specific child safeguarding questions;
- A minimum of two verbal or written two reference checks conducted, including specific questions related to child protection and child safeguarding;
- Employment contracts subject to satisfactory completion of criminal record check prior to commencement of position, or equivalent local procedure and statutory declaration provided in locations where criminal record check not available or unreliable.

Training

RedR will also ensure that all personnel receive training on the Child Safeguarding Policy and the Safeguarding Code of Conduct, and are aware of and follow all relevant procedures that pertain to their role and activities with the agency. RedR will ensure that its child safeguarding training curriculum is refreshed and repeated in line with the policy review timeframe and/or more frequently as/if necessary.

All RedR personnel will be required to:

- Participate in training on the Child Safeguarding Policy within 12 weeks of commencing their role (if based in Australia), and prior to any deployment on mission;
- Complete a post-training survey to confirm knowledge and understanding of child safeguarding concepts and personnel responsibilities, with training to be repeated until/if a minimum knowledge not evident through post-training survey;
- Participate in training on relevant safeguarding procedures relevant to their role.

All RedR associates, such as donor or media representatives that are visiting a project will be accompanied at all times during a visit should children and local communities be present, and are required to:

- Participate in a pre-departure briefing on child protection and child safeguarding policy and code of conduct (including procedures for informed consent and guidelines for communications content collection, to be communicated to all project visitors, including donor or media representatives);
- Sign on to the RedR Child Safeguarding Policy and the Safeguarding Code of Conduct.

Programs

RedR does not deliver its program and support through partner organisations, but through the direct deployment of professional humanitarian staff. By implementation this policy and relevant procedures, RedR will take the utmost care to prevent any people that could present an undue risk to children are not deployed through its program.

RedR will ensure that the Child Safeguarding Policy and Safeguarding Code of Conduct is reference in all Memorandum of Understanding with organisations housing RedR deployees, and require recognition of and compliance with the same.

RedR will conduct risk assessments of all activities and programs, recognizing the increased level of risk for children in conflict and humanitarian situations, and the varying levels of risk for children related to their age, sex, gender, ethnicity and other relevant factors within the local context.

Communication and use of images

RedR will ensure that any communications activity, such as the collection of images and stories from children engaged through RedR programs, will be conducted in a respectful manner. This will require seeking and obtaining written informed consent from children and their parents/guardians prior to taking any photographs or moving images of children. In addition, RedR will ensure that any images used portray the child/ren in a dignified manner. This covers situations where RedR personnel are conducting communications activities, or are facilitating communication activities by media representatives or other parties.

The purpose of these activities is to promote greater awareness of the impact of disasters on local communities, and the relief and assistance efforts implemented by RedR and partner agencies, funded through the Australian Government and other donors.

At all times during such communication activities, RedR personnel will ensure that:

- Informed consent is sought from all community representatives/participants in the activity, including from parents/guardian of any children;
- Images will portray children and their communities in a dignified manner, in adequate appropriate clothing;
- Images themselves, and the file names and meta data of images, will not include any identifying features, such as the child's full name or location (such as village name)
- If the child reveals a traumatic story, such as through experience of conflict and/or natural disaster, that child will be provided with support through relevant referral agencies.

11. Reporting

It is mandatory for all RedR personnel to confidentially report concerns or allegations of child abuse that relate to a child involved in a RedR mission immediately (or at least within 24 hours) through one of the following mechanisms:

Email, telephone or direct communication to the RedR Child Protection Focal Point:

Robert Green
Head of People & Capability
Telephone: +61 3 8341 2666 or 0410711410
Email: rgreen@redr.org.au

Alternatively, reports can be made directly through the confidential RedR Stopline Service:

RedR Stopline
Telephone (in Australia): 1300 304 550 between 8 am and 9 pm daily (AEST)

Telephone (overseas): +61 3 9811 3275 (reverse charges available)
 Email: redr@stopline.com.au
 Website: redr.stoplinereport.com

Deployees on mission (including RedR staff, volunteers, standby personnel on the RedR Humanitarian Roster and project visitors) must report concerns as per the hosting office's policy and procedures and local legislative requirements, in addition to the requirements of this policy.

Reporting suspicions of child protection contravention is a sensitive matter and the RedR Child Protection Reporting Guidelines Workflow, annexed to this policy as Appendix 2, is intended to direct personnel in appropriate and expected actions.

In the reporting process, all RedR personnel are required to:

- Acknowledge any disclosure from children or colleagues, advising that you cannot maintain secrecy of the issue and will report the matter directly to the RedR Child Protection Focal and relevant local authorities;
- Refrain from questioning children about an incident, but listen, acknowledge, and document facts as quickly as possible after the disclosure or incident
- Maintain factual notes of any alleged incidents, ensuring recording of what has been observed or reported without embellishment;
- Report any allegations of harm or abuse of a child immediately, or within 24 hours;
- Maintain confidentiality of reports of potential incidences of harm or abuse of a child by sharing information only as specified through this policy and that of any host organisation and local authority requirements;
- Maintain professionalism in your conduct throughout your dealings within any child who has suffered harm or abuse, or within any witness that has reported potential harm or abuse, including as per all stipulations of the Safeguarding Code of Conduct;
- Prioritize the protection of any child who has suffered harm or abuse, and any witness or party that has reported potential harm or abuse to a child.
- Do not undertake any investigation into allegations of harm or abuse;
- Understand that the RedR response will strive to provide fair treatment of all parties, whilst prioritizing the protection of all children and any parties that have reported allegations in an honest and factual manner.

12. Policy Review

The policy will be reviewed every three years to ensure the policy and its relevant procedures reflect the organisation's commitments. The policy review will be led by the RedR Director, People & Culture, with oversight by the CEO for endorsement by the Board.

Reviewed by:	Rob Green
Approved by:	Kirsten Sayers
Review date:	November 2019
Next review:	November 2022
Distribution:	Agency Wide
Version number	3

Appendix 1: Safeguarding Code of Conduct

All personnel must agree to and abide by the RedR Child Safeguarding Policy and the Safeguarding Code of Conduct, which sets out clear minimum behaviour standards expected of all RedR personnel.

The following list is not exhaustive or exclusive, but comprises the minimum mandatory behaviour in relation to children:

When in contact with children, RedR personnel and associates will:

- Treat all children with respect regardless of race, colour, sex, language, disability, religion, political or other opinion, national, ethnic or social origin, birth or other status;
- Not discriminate against or show favouritism toward any child or groups of children, at the exclusion of others;
- Be aware of situations that may present risks and manage these appropriately;
- Plan and organise the work and workplace to minimise risks of harm to children;
- Be visible in working with children, and mindful of community expectations and perceptions in the local context;
- Contribute to a culture of openness to enable any child, personnel or concerned party to raise issues or concerns about children's welfare;
- Contribute to a sense of accountability in which poor practice or potentially abusive behaviour by any RedR associate does not go unchallenged;
- Talk to children about their contact with staff of partner organisations or others, and encourage them to raise any concerns;
- Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem;
- Not hire children for domestic or other labour which is inappropriate to 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;
- Comply with all relevant Australian and local legislation in the location of deployment, including labour laws in relation to child labour;
- Immediately report or respond to any concerns or allegations of potential harm or abuse of a child in accordance with the Safeguarding Children Policy and local procedures and legislation;
- Immediately disclose any charges or convictions of offence related to harm or abuse of children that occurred prior to or during association with RedR.

RedR personnel and associates must never:

- Hit or otherwise physically assault or physically abuse children;
- Develop physical/sexual relationships with children;
- Develop relationships with children which could in any way be deemed exploitative or abusive;
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive (this includes swearing and discussions of a personal sexual nature);
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive;
- Behave physically in a manner which is inappropriate or sexually provocative;
- Provide alcohol or other drugs to children;
- Show favouritism to a child or group of children by providing gifts;
- Sleep in the same room or bed as a child or children;
- Do things for children of a personal nature that they can do for themselves, such as assisting with toileting or hygiene matters;
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;

- Never ask for, accept or disclose to others, personal contact details of a child or children, such as physical address, telephone numbers, or electronic data such as email address or social media details;
- Never access child exploitation materials through any medium, including through computers, telephone, cameras or social media.

Accept it is inappropriate to:

- Spend excessive time alone with children away from others;
- Spend time with children outside of designated work hours and responsibilities;
- Invite unaccompanied children into my residential accommodation, unless they are at immediate risk of injury or in physical danger. If such an event arises whilst on deployment, I shall report immediately to my supervisor/ organisational focal point and seek an appropriate alternative solution.

I accept the following principles on Sexual Exploitation and Abuse¹:

- Sexual exploitation and abuse by personnel constitutes gross misconduct and is grounds for termination of employment.
- Sexual activity with children is prohibited, regardless of the age of majority or age of consent locally. A mistaken belief in the age of a child is not a defence for sexual activity with a child.
- The exchange of money, employment, goods or services for sex with children or any person associated with the RedR program in any way is prohibited.
- Sexual relationships between humanitarian workers² and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
- Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse, in compliance with both the RedR Code of Conduct and the Safeguarding Code of Conduct;
- Managers at all levels have additional responsibility for development, adherence and monitoring safeguarding systems to maintain this environment.

I agree that, if required to record, photograph or film a child in the course of my duties, I will:

- Before recording, photographing or filming a child, obtain written informed consent from the child (subject to age and capacity) and from their parent or guardian.
- Explain what the image will be used for, including for potential recruitment and preparation of staff and deployees to humanitarian operations.
- Ensure that the implications of the images being used either on the internet are fully understood, including that images on the internet may be in circulation forever.
- Ensure recordings, photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Ensure children are adequately clothed and not posed in a manner that could be seen as sexually suggestive.
- Ensure recordings and images are honest representations of the context and facts.
- Ensure that file labels and photo images do not reveal identifying information about a child, such as their school or residential location, when sending images electronically.

¹ Extracted from "Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises" - obligatory for members to incorporate these into their Codes of Conduct

² In this context, the term "humanitarian worker" applies to all staff, personnel, volunteers, and other representatives, including consultants, researchers, Board members and trustees.

Statement to be signed by all personnel

I declare that I have received, read, understood and agree to abide by the RedR Australia Child Safeguarding Policy and the Safeguarding Code of Conduct.

I understand that this policy and code of conduct forms an integral part of my employment contract and conditions of service with RedR Australia. I understand that any breach of this policy and/or the code of conduct could result in disciplinary procedures, including formal warning, suspension from duties and/or summary dismissal from my role with RedR Australia.

Name: _____

Signature: _____

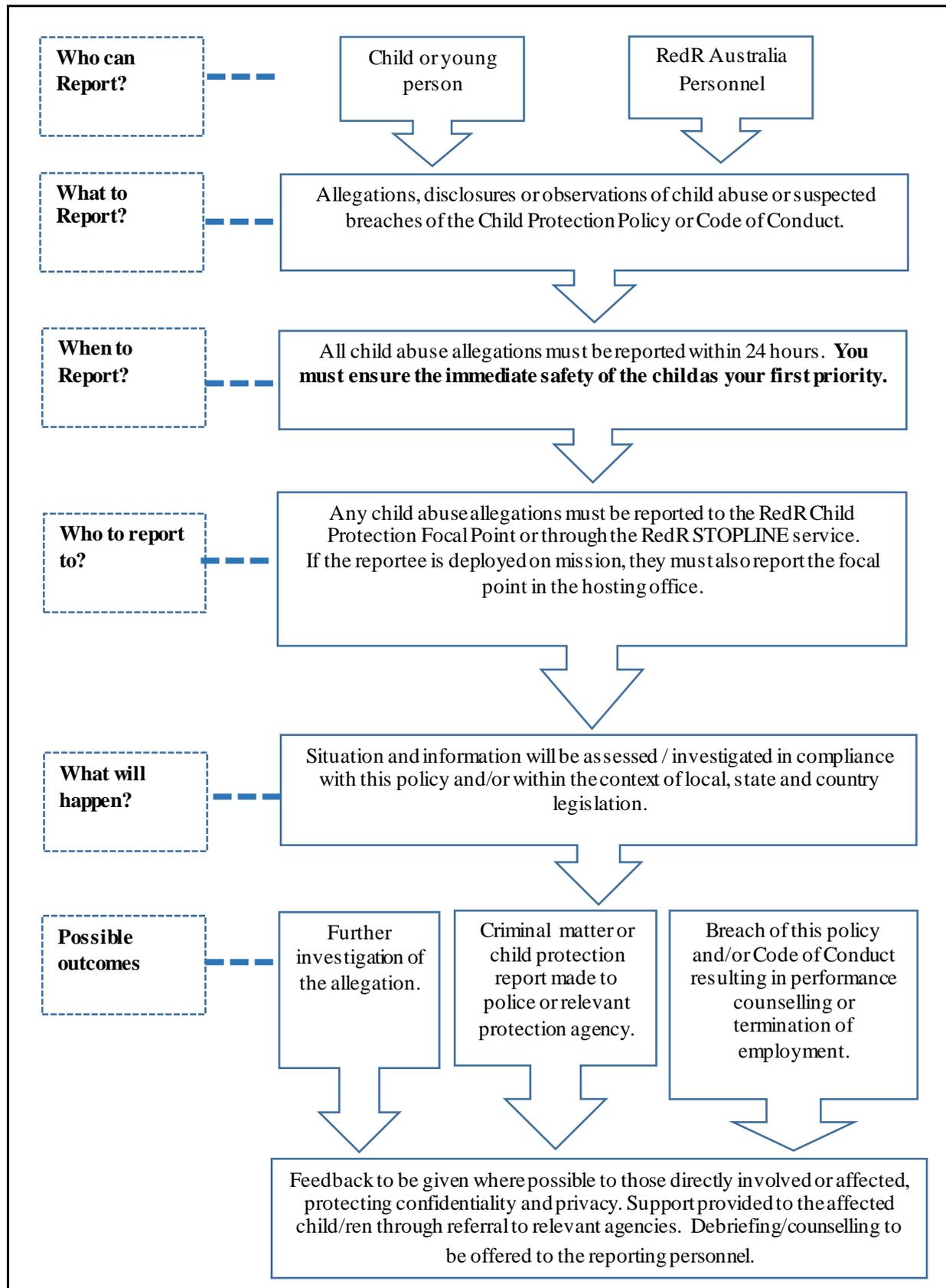
Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____

Appendix 2: Child Protection Reporting Process



Appendix 3: Child Protection Incident Report

This incident report is to be utilized for any incident witnessed by or reported to a RedR employee or associate, as defined by the RedR Child Safeguarding Policy. The incident may be a recent occurrence or a disclosure of past harm or abuse to a child.

Details of person reporting	Name: Position with RedR: _____ Telephone: Email:
Date of incident	
Date of report	
Location of incident	Specific location/Town/Country _____ _____
Type of incident	<input type="checkbox"/> Sexual abuse/misconduct <input type="checkbox"/> Physical abuse <input type="checkbox"/> Psychological/emotional abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Other (specify) _____ Mark all that are appropriate
Details of person against whom this allegation is made	Name: Position: Contact details: Age: Sex: Association with RedR: <input type="checkbox"/> RedR staff (direct employee/employee) <input type="checkbox"/> Host organization staff <input type="checkbox"/> Consultant/contractor/supplier <input type="checkbox"/> Volunteer <input type="checkbox"/> Other (specify) _____

Details of child/victim of incident	Name: Location: Contact details: Age (when incident occurred): Sex: Nationality:
Description of Incident	
Injuries to child observed or reported	
What support has been provided to the child?	

Is the child still at risk?	
Has the host organization been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have local police or relevant authorities been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What other authorities, if any, have been informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____
Any additional information pertaining to the incident	
Does the individual reporting this incident require any support?	