

Child Safeguarding Guidelines

COMPLIANCE WITH THESE GUIDELINES IS MANDATORY

These guidelines support, and are to be read in conjunction with, the Child Safeguarding Policy.

The Child Safeguarding Policy and Guidelines are based on the Save the Children International Global Child Safeguarding Protocol, which describes Save the Children's mission and commitment to children.

MISSION STATEMENT

Save the Children aims to be a child-safe organisation. Everyone associated with Save the Children must be made aware of the risks of child abuse and sexual exploitation for the children we work with. Save the Children must do all that it can to prevent, report and respond to these issues.

Our staff and other representatives will at all times demonstrate the highest standards of behaviour towards children outlined in these guidelines and apply to both the private and professional lives of all staff and representatives.

COMMITMENT TO CHILDREN

Awareness: we will ensure that all representatives and partners are aware of the problem of child abuse and sexual exploitation and the risks to children. Children and their families will be made aware of the standards of behaviour they can expect from our representatives and how they can raise a concern.

Prevention: we will ensure, through awareness raising and good practice (such as staff induction, training and supervision, safeguarding risk assessments or child safe recruitment practices), that staff and other representatives minimise the risks to children. Staff and managers will create an environment where children's rights are respected, and child abuse and sexual exploitation of children is prevented.

Reporting: we will ensure that representatives and partners are clear as to what steps to take where concerns arise regarding the abuse or exploitation of children.

Responding: we will ensure that action is taken to support, safeguard and protect children where concerns arise regarding their possible abuse and exploitation.

The Child Safeguarding Policy and Guidelines form part of Save the Children's wider safeguarding framework for preventing and addressing all forms of abuse and sexual misconduct committed by representatives or partners involved in the delivery of our work, as within our workplace. The Prevention of Sexual Abuse, Exploitation and Harassment Policy and the Bullying, Harassment, Discrimination and Exploitation Policy are interlinked and underpinned by Save the Children's Code of Conduct.

The policy statements and guidelines are aligned with the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in 2018 and the United Nations Convention on the Rights of the Child (UNCRC).

The following sections provide guidance on the Policy Statements:

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POLICY GUIDELINES

1. Behaviour boundaries

The Save the Children Australia Code of Conduct Policy is embedded into the approach to child safety through the following additional guidance for representatives to assist in understanding appropriate behavioural boundaries and in raising warning flags when these boundaries are crossed.

Language and behaviour

- Not discriminate against, act in favour or give excessive attention to particular children or young people involved in Save the Children programs or activities to the exclusion of others.
- Not use language that is offensive, discriminatory, demeaning, shaming, culturally inappropriate, abusive or of a sexual nature when speaking with, or in the presence of, a child or young person.
- Not engage in behaviour to shame, humiliate, belittle, or degrade a child or young person or otherwise emotionally, or psychologically abuse a child or young person including exposing them to family violence.
- Not cause harm by omission, neglecting the needs of children or young people involved in Save the Children programs.
- Not engage in sexual activity, or act in a sexually provocative manner with children, including paying for sexual services or acts, regardless the age of majority, or age of consent locally. Mistaken belief of the age of a child is not a defense.
- Not condone or participate in behaviour with children or young people which is illegal or abusive.
- Comply with and observe the laws, customs and traditions of countries we work in or visit. In cases where the laws, customs or traditions contravene the UNCRC, the UNCRC shall be upheld.

Physical contact

Physical contact can confuse children and young people about the nature of the professional boundary and should be relevant to the role and be used appropriately in responding to the needs of the child.

Examples of appropriate physical contact are:

- Administration of first aid.
- Supporting children and young people who have hurt themselves.
- Showing respect for cultural or religious norms while upholding the rights of the child.
- Non-intrusive gestures to comfort a child or young person who is experiencing grief and loss or distress, such as a hand on the upper arm or upper back.
- Assisting with the toileting and personal care needs of very young children needing assistance, and children or young persons with disability (an individual plan for children and young people with these needs must have been negotiated with parents/carers).
- Non-intrusive touch (e.g., congratulating a child or young person by shaking hands or a pat on the upper arm or back). Staff should remember the importance of accompanying such touch with positive and encouraging words.

Examples of inappropriate physical contact are:

- To touch a child or young person in an abusive, unnecessary or culturally insensitive way. This includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment.
- Any contact that frightens, distresses or embarrasses a child, or destroys their trust.
- Unnecessary contact that occurs in a private or public place.
- Doing things for children involved in Save the Children programs or activities of a personal nature that they can do for themselves such as toileting or changing their clothes.
- Sleeping in close proximity to children or young people involved in Save the Children programs or activities unless it is absolutely necessary and in which case staff will keep their Manager informed and ensure another adult is present, where possible (noting this does not apply to own children).

Discipline

It is not appropriate to make physical contact with a child or young person (e.g. pushing, grabbing, poking, pulling, blocking) in order to ensure they comply with directions. Representatives working with preschool-age children must not hold children against their will (e.g. on their laps, between their legs or on the floor) to ensure attention at group time.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Where a problem with a child or young person's behaviour becomes apparent, non-physical interventions include:

- Directing other children and young people to move away from the situation.
- Talking with the individual child or young person (asking the child or young person to stop the behaviour, and telling the child or young person what will happen if he/she does not stop).
- Directing the child or young person to a safe place.
- Directing other children and young people to a safe place.
- Following the emergency plan if required.
- Sending for assistance from other representatives, or in extreme cases, the police.

All people have the right to defend themselves against an attack provided they do not use a disproportionate degree of force to do so. Staff are not expected to place their own safety at risk in responding to violence or aggression in others and are supported by the Safety and Security Policy in making this judgement.

Helping beyond professional boundaries/dual relationships

In order to maintain professional boundaries, representatives will:

- Not spend time with children or young people involved in Save the Children programs and activities outside work hours unless they live and work in the same community and come together with those children and young people in the context of their family, social and community life. If this is the situation, they will continue to be a positive role model and mentor for those children and young people, and not discuss private/confidential information concerning them outside work hours.
- Not pick up or drive children around, other than when is part of the approved programs activities and where possible have another Save the Children representative in the vehicle.
- Not provide advice, such as legal, financial, religious, personal etc., outside of the service to beneficiaries of Save the Children.
- Not provide personal details or a personal disclosure.
- Not marry a person under the age of 18 years.
- Not hire or use children for domestic or other labour which is inappropriate given their age or developmental stage, interferes with their time available for education and recreational activities, or places them at significant risk of injury.

Privacy and social networking

The Privacy Statement, Information and Technology Policy and Guidelines and Social Media Standards define specific requirements in relation to acceptable communication and the collection and use of information. The Storytelling and Image Guidelines provide additional assistance. Remember, representatives are responsible for what they post or forward, and for the data on their electronic communication devices.

Examples of appropriate use are:

- Ensuring children/young people involved in research or consultation for Save the Children participate in these activities voluntarily, are well informed of the process and have provided consent through an express process such as signing a consent form or as part of program induction.
- When photographing or filming a child or using children's images or other information for work related purposes ensure they are culturally sensitive and appropriate and satisfy the Storytelling and Image Guidelines, Information and Technology Policy and Social Media Standards.

Examples of inappropriate use are:

- Giving personal information to Save the Children service users, including; personal mobile phone numbers, social networking accounts, personal website/ blog URLs, online image storage sites, passwords/ PIN numbers, etc. This includes accepting them as friends on social networks. Be aware that belonging to a 'group' may give access to your page even though you have set your privacy settings to family and friends only.
- Using the internet, email, text or web-based communication to send personal messages to Save the Children service users.
- Using representatives own digital camera/video equipment for work. This includes integral cameras on mobile phones.

- Knowingly playing online games with Save the Children service users i.e. children, young people, adults or their parents or carers. This can be difficult so check out before you play online with someone you don't know.
- Accessing child exploitation materials through any medium.
- Behaving in a way that could suggest that representatives are trying to develop a personal relationship with a child, young person or vulnerable adult.
- Posting any content that could be deemed defamatory, obscene, or libelous or appear to endorse grossly irresponsible behaviour, or law-breaking of any kind.

Grooming

Workers must not engage in grooming behaviour. Grooming behaviour involves a pattern of conduct that is consistent with grooming a child or young person for sexual activity, where there is no other reasonable explanation for it.

Persuading a child or group of children that they have a 'special' relationship, for example by:

- spending inappropriate special time with a child.
- inappropriately giving gifts or money.
- inappropriately showing special favours to them but not other children.
- inappropriately allowing the child to overstep rules.
- asking the child to keep this relationship to themselves.

Testing boundaries, for example by:

- undressing in front of a child.
- encouraging inappropriate physical contact (even where it is not overtly sexual).
- talking about sex and/or exposure to sexualised material.
- 'accidental' intimate touching.
- inappropriately extending a relationship outside of work (except where it may be appropriate - for example where there was a pre-existing friendship with the child's family or as part of normal social interactions in the community).
- inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.
- workers requesting that children/young people keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret.

2. Reporting concerns

All child safeguarding incidents or concerns involving a Save the Children representative, partner staff and/or Save the Children programs, must be reported via our incident reporting system within 24 hours of the incident occurring or becoming aware of the matter.

The following key reporting principles will be used to ensure everyone can have confidence in the process and knows what they can expect if a report is made by them or an allegation is made against them:

- The immediate safety and best interests of the child or young person are most important! If a child is in immediate danger call emergency services such as '000'.
- All concerns reported will be treated seriously and handled sensitively; personal information is treated confidentially, and privacy is respected.
- An external report may be required to government agencies such as: Police, Child Protection Authority, Reportable Conduct Scheme and Donors. Save the Children representatives are expected to cooperate with external authorities during the conduct of an investigation.
- Individuals have the right to make a report without fear of reprisal and be offered support through the process. The reporter can use the whistle-blower process if needed.
- Any person accused of breaching the policy, will be treated fairly, with respect and to the extent possible:
 - Be advised of the allegations in a timely manner and be given a reasonable opportunity to respond to the allegations.
 - Be given the opportunity of having a support person during any interviews or meetings with the investigator, during or arising out of an investigation.
 - Be provided access to the organisation's Employee Assistance Program or other relevant services to support them during the process.
 - Be sensitively restricted/suspended from duties while the investigation is underway.
- Investigations to substantiate concerns and determine learning outcomes, will:
 - Collate information relating to a report as quickly as possible.
 - Be conducted in consultation with government authorities to minimize interference with external investigations that might be underway.
 - Consider the information collected and draw conclusions objectively and impartially.
 - Maintain procedural fairness in the treatment of witnesses and people who are the subject of allegations.
 - Observe the rules of natural justice (including the right to a fair hearing, and by conducting the investigation without bias or the reasonable apprehension of bias).
- Vexatious or nuisance reports will be taken seriously.
- NetClean ProActive detects illegal material depicting the sexual abuse of children on a corporate device that has occurred in the Save the Children environment, including its social enterprises. The Australian Centre to Counter Child Exploitation will be alerted immediately upon verification of an incident.

Refer also to the [Safeguarding Procedure](#).

Save the Children is committed to responding to allegations of historical child abuse, including reporting, investigating, redress and learning from allegations. Save the Children is a member of the National Redress Scheme for people who have experienced institutional child sexual abuse.

Children who disclose that they are feeling unsafe or being abused must be heard, must be taken seriously, and must be treated with sensitivity and compassion.

☑ DO...	☒ DO NOT...
<p>Show your care and concern for the child by:</p> <ul style="list-style-type: none"> • Listening carefully to what they are saying; let them use their own words • Telling them they did the right thing by telling you • Telling them it is not their fault and that they are not responsible for the abuse • Letting them know what will happen next • Telling them you are pleased they told you. 	<ul style="list-style-type: none"> • Do not make promises you cannot keep, such as promising you will not tell anyone. • Do not push the child into giving details of the abuse • Your role is to listen and observe – NOT to investigate • Do not indiscriminately discuss the circumstances.

3. Personal commitment and learning

Keeping children safe is everyone’s personal responsibility! Representatives and partner staff must:

- Formally commit to upholding the Save the Children Child Safeguarding practices.
- Equip themselves through professional seminars and memberships, team training days, supervised peer discussions and access to research and publications to:
 - Build practical skills in being vigilant to the signs of harm, protecting children and responding to disclosures and allegations.
 - Develop a contemporary understanding of child development and children’s rights, including their rights to feel safe and be heard, and the accountabilities that accompany these rights.

Formal commitment

All representatives and partner staff must sign (physically or electronically) before, or on the day of joining, and every year after, a child safeguarding commitment that acknowledges they have read, understand and agree to comply with Save the Children’s Child Safeguarding Policy and relevant associated guidelines, including:

- Their responsibility, as a person employed/engaged by Save the Children to and avoid actions that are abusive or exploitative of children and young people or could be construed as such.
- Knowing what they can expect if a report is made by them or an allegation is made against them
- That a breach of the Policy may provide grounds for their employment/engagement with Save the Children to be terminated and could result in criminal prosecution.
- Authorising Save the Children to undertake any necessary inquiries, including criminal record checks and reference checks, as part of their appointment or recruitment process.

Partners who have an equivalent process, can have their representatives follow their process if allowed in the Partnership Agreement. Representatives such as media, donors etc. visiting SCI Country Offices only need to sign either the Save the Children or SCI Policy, not both.

The Child Safeguarding Training Curriculum is included at Appendix 1.

4. Fostering a culture of openness

The organisational leadership (Board, CEO, Senior Management Team, Business Unit and Team Leaders, etc.) must model and regularly reinforce attitudes and behaviours that value children and young people, and a commitment to child safety, through:

- Making a public commitment and publish an annual statement of compliance to child safety as an organisational priority, so everybody inside and outside the organisation can see how important it is. This should include:
 - ensuring the Child Safeguarding Policy is widely available, visible, and talked about.
 - displaying 'child safe' promotional material prominently in offices and on websites etc. including commitment to child safety, reporting procedure, and contact numbers.
 - regularly including, at least twice a year, a safeguarding update during regular business unit meetings including anonymously discussing past cases.
 - exhibiting a continuous improvement culture by undertaking learning reviews following critical incidents, breaches of policy, etc.
 - Communicating regularly with all staff and volunteers so everyone:
 - knows the rules and knows who to talk to if there are concerns about abuse or other inappropriate behaviour.
 - knows to be vigilant to the signs of harm, and to routinely check with children to see if they are 'OK'.
 - knows to value the voice of children and consider their point of view when making decisions about them.
 - knows how to report abuse to people outside the organisation and does not try to keep concerns about abuse 'inside' the organisation due to concerns about organisational reputation.
 - Providing opportunities to share workplace observations and problems, and to safely explore views about child safety issues.
 - Encouraging new ideas and different views on program design and delivery, promoting best practice, and making changes when the need for improvement is identified.
 - Recognising positive behaviours and dealing with inappropriate behaviour immediately.
 - Providing accessible pathways for staff, volunteers, parents/carers and children to raise issues safely, without fear of retribution – encouraging everyone to speak up when they feel unsafe or have concerns for the safety or wellbeing of a child or young person.
 - Welcoming external scrutiny and being open to improvement opportunities through learning reviews and feedback collation following critical incidents or breaches.
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5. Keeping children, young people, families and carers informed

- To ensure all children, young people, families and carers are appropriately informed, a two-way communication process must be used, including:
- Providing families and carers with timely information at program/activity registration and visible information (e.g. posters, leaflets and internet content), about:
 - its policies, programs, and activities, in a form and language that is understood, culturally sensitive and is adapted to the needs of families.
 - our commitment to child safety and what this means; and what is meant by 'abuse', 'neglect', 'exploitation' and 'grooming', and what is acceptable behaviour.

- Seeking out the views, and involvement of parents/carers on issues that impact on their children e.g. through surveys and focus groups.
- Making contact as soon as a problem is identified and reporting back on outcomes.

The strategies used to inform children should ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable to do so, including using the following:

- Talking to children about rights and responsibilities – making sure children know it is their right to feel safe at all times, and that the organisation has a responsibility to make sure they are safe.
- Establishing what safety means to children – when they feel safe and when they feel unsafe – and teaches them to say ‘no’ to anything that makes them feel unsafe.
- Teaching them about acceptable and unacceptable behaviour and contact, in a manner appropriate to their age and level of understanding.
- Explaining who is, and who is not, a staff member (or volunteer) and what people’s roles are.
- Providing protective behaviours training adapted to the needs of children and delivered by appropriately trained and skilled staff.
- Helping children to identify adults who they trust and feel they can go to when they are worried or feeling unsafe.
- Encouraging children to tell a trusted adult whenever they have a problem, feel unsafe or witness something they don’t like.
- Creating opportunities for children to share their concerns in safe ways.
- Providing child focused and inclusive feedback and reporting processes.
- Taking anything a child says seriously, following up their concerns, and letting them know what action has been taken.

6. Children, family, and community participation

Save the Children supports meaningful, good quality participation of children, families, and communities, that gives children a genuine opportunity to express their views, be involved in decisions or take action. These principles are embedded into the approach to child safety through the **Practice Standards in Children’s Participation** (included at Appendix 2), which assist with identifying the need, and in designing and delivering the intervention.

7. Risk management

The Save the Children Board has a stated Risk Appetite of zero tolerance regarding harm to children or beneficiaries caused by a Save the Children representative. We will not knowingly take decisions that put children at risk of harm. Any occurrence of the risk, no matter how small will be treated seriously and fully investigated and addressed.

Save the Children is fostering a risk aware culture through its Risk Management Policy, by ensuring:

- Risk is considered in decision making – facilitating informed choices and prioritising actions.
- Systems are in place to drive accountability, authority and appropriate competence for managing risk.
- That the necessary resources are allocated to responding to risks.

The Risk Management Policy is embedded into the approach to child safety through the following:

Risk assessments

All activities, including humanitarian responses, programmatic activities/ excursions, policy, marketing, media/communications, advocacy campaigning work, including through the use of information technologies, must be assessed for:

- mandatory risks: child safeguarding, technical skills, partner capability, safety and security, and corruption.
- specific risks relating to the activity/funding.

With respect to child safeguarding, all activities must be planned to take account of the increased level of risk of harm to a child associated with the nature of the activity, and ensure they occur with informed consent, do not exploit the child or carer, nor increase their vulnerability.

Risk Management Planning processes, templates and toolkits are available that allow all types of risks, including child safeguarding ones, to be considered together and should be used prior to the activity commencing and used in an ongoing process of monitoring and evaluation.

Risk identification should as a minimum consider physical, emotional, online spaces and the use of images and data. Other key policies assist in this, Safety & Security Policy, Information and Technology Policy, Storytelling and Image Guidelines and Social Media Standards.

Risk response resources

Activity, Business Unit, Country/State Office and Department budget owners must reflect in relevant operational plans the resources needed to implement controls defined in risk assessments. Specific consideration should be given to the assignment and budgeting for child safeguarding activities.

Risk reporting

The results of ongoing monitoring and evaluation of risk assessments, including single significant risks/ issues or aggregated hot spots must be periodically escalated to higher levels. Basic report tracking data must be maintained securely and confidentially.

Risk awareness & promotion

Everyone must contribute to awareness and promotion of a risk management culture, including:

- Being proactive by raising awareness within the organisation of child safety risks; and by planning for and responding immediately to any child safety concerns which do arise.
- Being participatory by empowering all staff, volunteers, parents, carers and children to have a say and confidence in the organisation's child safety approach.

8. Safer partnerships

Program managers must ensure appropriate support is provided to downstream partners with the skills, capacity, and systems to fulfil their responsibilities consistent with the Child Safeguarding Policy and Safer Partnership 12 universal requirements and tools. For programming outside of the Pacific and Australia, this support will primarily be provided by SCI Country Offices.

Save the Children defines a partnership as a long-term relationship between two or more partners (individuals or organisations) with a mutually agreed set of principles and accountabilities, working towards defined objectives that facilitate lasting change for children.

The relationship may or may not involve a transfer of resources (cash or in-kind assistance) and will stem from:

- donors providing funds or raising funds on our behalf
- individuals or organisations advocating with us or implementing our programs
- suppliers providing us with goods and services.

Child Safeguarding is embedded into implementing partners and their staff and representatives through the following:

- At the appropriate point in award/program cycle and upon identification of a potential partner, a capacity assessment and strengthening plan to be developed by the Country Office/Program in collaboration with the partner agency. At the Go/No Go stage, consideration must be given to existing or future partners safeguarding capacity and awareness.
- To ensure accountability in the partnership and accountability to communities, a partnership agreement Memorandum of Understanding/Sub-award Contract) is needed between the Country Office and prospective partner that follows the Contract Standard and reflects:
 - principles of information sharing and joint decisions (e.g. participating in key meetings such as kick-off), handling complaint/ disputes and monitoring and evaluating the arrangement in the context of the broader program.
 - acknowledgement of compliance with Save the Children's Child Safeguarding Policy including sub-award partners to develop their own Child Safeguarding Policy. Relevant compliance obligations such as the National Principles for Child Safe Organisations, Australian Council for International Development (ACFID) Code of Conduct and Department of Foreign Affairs and Trade (DFAT) minimum partner requirements must be passed through to the partner in the agreement.
 - agreed procedures for reporting and investigating concerns involving breaches of the policy, including: how partners may provide feedback, raise complaints and receive a response through an effective, accessible and safe process, what happens to partner staff when a report is made e.g. suspension/termination, etc.
- When Save the Children partners with governments and multilateral organisations a risk assessment must be completed and where appropriate Save the Children must:
 - agree and provide a complaint mechanism for beneficiaries to report concerns of safety or unacceptable behaviour by staff.
 - develop an information sharing protocol – which provides a mechanism where relevant government and non-government agencies exchange information that will support a more coordinated, response to concerns of child abuse and exploitation.
- Country Offices must ensure partners are subjected to background and vetting checks, and partner staff must be subjected to appropriate screening.
- The Safer Partnership Core Standards are the minimum requirements to which that each project that is implemented in cooperation with a partner must adhere to. The standards are developed to create transparency, to prioritise the most important measures and to enable monitoring based on objective measurable standards. *[Note: the rollout of Safer Partnerships commences in Quarter 3 2021.]*

9. Appropriate checks and monitoring for people

For Save the Children to be safe for children, we need to identify suitable representatives and deter unsuitable candidates. Save the Children's Recruitment Standards, Interview Guide and Safeguarding Compliance Standards, and Consultant Process outline the recruitment and ongoing professional supervision, accountability and development requirements and processes.

These policies are embedded into the approach to child safety through the following summary of activities:

- safe recruitment and selection processes
- initial and ongoing screening requirements
- professional supervision and development.

These are complemented with robust accountability frameworks for ensuring personal commitment and learning, and safe and appropriate responses to allegations.

The Working with Children Check is an ongoing assessment of a person's eligibility to work or volunteer with children based on their known past police and disciplinary information. A Police Check is only current at the time of issue and is a list of offences from a person's criminal history which can be disclosed. Initial and ongoing screening requirements are included at Appendix 3.

Professional supervision and development

At Save the Children Australia, one of the ways we strive to achieve the best outcomes for children is through our high performance, safe and supportive culture. Our Performance Lifecycle helps us to foster and achieve this culture and is embedded into the approach to child safety through:

- Support processes such as mentoring, conflict resolution and safe and accessible ways to report concerns.
- Regular one-on-one meetings with people managers for reviews of work performance, including adequate oversight of activities / supervision ratios and being aware of behavioural boundary warning flags.
- Provision of supervision to support staff who are working directly with children and young people in a professional and/or clinical context, including accessing wellbeing support mechanisms after exposure to stressful situations of abuse or involved in reporting.

PREVIOUS VERSION	CURRENT VERSION	COMMENTS	AUTHOR	APPROVED BY EXECUTIVE COMMITTEE	REVIEW DATE
2	3	Provide additional detail	Head of Risk Support	15 Nov 2018	Q3 2020
3	4	Multiple changes throughout as suggested by Child Wise	Head of Safeguarding	25 May 2021	Q2 2023

APPENDIX 1 – CHILD SAFEGUARDING TRAINING CURRICULUM

TRAINING	WHO SHOULD ATTEND THIS TRAINING?	LEARNING OBJECTIVES	2021/22
<p>Child Safeguarding Essentials eLearning (45 mins)</p> <p>Must be undertaken within 3 months of joining and refresher every 2 years.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Permanent employees <input checked="" type="checkbox"/> Social Enterprises <input checked="" type="checkbox"/> Casuals <input checked="" type="checkbox"/> Board Members <input checked="" type="checkbox"/> Short-term Consultants <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Pacific Employees <input checked="" type="checkbox"/> Retail Volunteers 	<ul style="list-style-type: none"> • Know child safeguarding terms and understand the current child safeguarding policy and guidelines • Identify child safeguarding risks • Know how to identify, report, and respond to child safeguarding concerns. 	<p>Available online OnDemand <i>All staff can access for career development</i></p>
<p>Frontline/Field Facing Child Safeguarding Training (2 hours)</p> <p>Facilitator: Head of Safeguarding</p> <p>Must be undertaken within 6 months of joining and refresher every 2 years.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Permanent employees who work with children <input checked="" type="checkbox"/> Social Enterprises employees who work with children <input checked="" type="checkbox"/> Casuals who work with children <input checked="" type="checkbox"/> Volunteers who work with children 	<ul style="list-style-type: none"> • Understand what is meant by childhood, child abuse and the organisation's responsibility to keep children safe • Identify the signs of abuse and neglect and understand prevention procedures • Recognise harm to children and become confident in reporting actual or potential harm through the organisation's reporting process. 	<p>Available online Monthly <i>All staff can access for career development</i></p>
<p>Retail Volunteer Child Safeguarding Video</p> <p>Must be undertaken within 1 month of joining and refresher every 2 years.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Retail Volunteers 	<ul style="list-style-type: none"> • Understand the current child safeguarding policy and guidelines • Know how to identify, report, and respond to child safeguarding concerns. 	<p>Available online OnDemand</p>
<p>Safer Partnerships (2 hours)</p> <p>Facilitator: Head of Safeguarding</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Award Staff AS & IP <input checked="" type="checkbox"/> Project Leads AS & IP 	<ul style="list-style-type: none"> • Understand the Safer Partnerships approach to safeguard children, adults and staff on partner led implementation projects. • Learn how to use the Safer Partnership implementation tools 	<p>Q3 Available Online <i>All staff can access for career development</i></p>
<p>Safeguarding Briefing (30 mins)</p> <p>Facilitator: CO HR Lead</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All Pacific country office staff <input checked="" type="checkbox"/> All consultants working in Pacific countries 	<ul style="list-style-type: none"> • Understand what we mean when we use the term 'safeguarding'. • Understand the standards expected of them at all times and know which policy to use if they have any safeguarding suspicions and concerns. 	<p>Face to Face</p>
<p>Business Area Training</p>	<p>Ensure training is culturally and linguistically inclusive, teams may request face to face or virtual training for small groups and can be co-facilitated with Team leader. Email: child.safeguarding@savethechildren.org.au</p>		<p>As requested</p>

SPECIALIST ROLES	SPECIALIST BRIEFING
Child Safeguarding Board Trustee	Induction to role and quarterly update discussion on cases.
Call Centre Staff	Annual refresher on self-care, referral, and reporting.

APPENDIX 2 – PRACTICE STANDARDS IN CHILDREN’S PARTICIPATION

<p>Standard 1:</p>	<p>An ethical approach: transparency, honesty and accountability</p> <p>Children are able to freely express their views and opinions and be treated with respect. Children understand how much impact they can have on decision-making and who will make the final decision. Children are involved from the earliest possible stage and can influence the design and content of participatory processes.</p>
<p>Standard 2:</p>	<p>Children’s participation is relevant and voluntary</p> <p>The issues are of real relevance to the children being involved and draw upon their knowledge, skills and abilities. Children are assisted to develop skills for participation, such as communication skills.</p>
<p>Standard 3:</p>	<p>A child-friendly, enabling environment</p> <p>Child-friendly meeting places are used where children and young people feel relaxed, comfortable and have access to the facilities they need. The meeting places must be accessible to children with disabilities.</p>
<p>Standard 4:</p>	<p>Equality of opportunity</p> <p>All children have an equal chance to participate and systems are developed to ensure that children are not discriminated against because of age, race, colour, gender, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. Staff use inclusive and empowering, child-friendly language in everyday activity and relevant written documents.</p> <p><i>As a child-safe organisation we respect cultural difference by:</i></p> <ul style="list-style-type: none"> • Taking steps to develop cultural competence within the organisation so staff and volunteers can respond in a culturally appropriate manner • Taking guidance from experienced others (for example, seeking advice from recognised Aboriginal or Torres Strait Islander organisations) • Approaching family cultural contexts with sensitivity.
<p>Standard 5:</p>	<p>Staff are effective and confident</p> <p>All staff and managers are sensitised to children’s participation and understand the organisational commitment to children’s participation. Staff are provided with resources that support participation.</p>
<p>Standard 6:</p>	<p>Participation promotes the safety and protection of children</p> <p>Staff plan formal and informal times and activities for information sharing and discussion with children about issues and/or decisions. Consent is obtained for the use of all information provided by children and information identified as confidential needs to be safeguarded. Posters are displayed clearly defining feedback processes.</p>
<p>Standard 7:</p>	<p>Ensuring follow-up and evaluation</p> <p>Children are supported to participate in follow-up and evaluation processes. Child safeguarding is incorporated into monitoring and evaluation mechanisms to ensure early and proactive identification and response to concerns related to injury, abuse or other harm in relation to the program intervention.</p>

APPENDIX 3 – INITIAL AND ONGOING SCREENING REQUIREMENTS

GROUP	*NATIONAL POLICE CHECK	#WORKING WITH CHILDREN CHECK
SCA employees/ contractors and volunteers (contact with children and/or related data)	**Yes	Yes
SCA employees/ contractors, Ambassadors (incidental contact with children)	Yes	Yes
Volunteers (incidental contact with children)	Yes	Yes
Board members	Yes	Yes
Consultants (incidental contact with children)	Yes	Yes
Visitors, Media, Delegations	No	No

Not required if under 16 years of age. Must be linked to SCA and kept current as per each jurisdiction's requirement.

* National Police Checks must be refreshed every 2 years.

** An international police check is required (if available) from any country resided in for 12 months or more over the last 5 years. If not available, then additional reference checks should be obtained and approval sought from Director of People & Culture.