

Child Safeguarding Policy Guidelines

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

As a Member of Save the Children Association, the Save the Children Australia Child Safeguarding Policy and Guidelines are based on the SC International Child Safeguarding Protocol which describes the 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 problem and 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 and the standards of behaviour outlined in this Protocol apply to both the private and professional lives of all staff and representatives.

Commitment to Children

Awareness: *we will ensure that all staff, partners and other representatives 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 of how they can raise a concern.*

Prevention: *we will ensure, through awareness raising and good practice, that staff and others 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 staff and others 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 policy statements and guidelines incorporate the 10 Child Safety Standards, as recommended by the Royal Commission into Institutional Responses to Child Abuse (2016) and are reflective of the United Nations Convention on the Rights of the Child.

The following sections provide guidance on the policy statements:

Section	Focus for:	Page
1. Behavioural boundaries	All	2
2. Reporting concerns	All	6
3. Personal commitment and learning	All	7
4. Fostering a culture of openness	Leaders	9
5. Keeping children, young people, families and carers informed	Program Staff	10
6. Children, family and community participation	Program Managers	11
7. Risk management	Program/Activity Managers	12
8. Partners	Program Managers	13
9. Appropriate checks and monitoring for people	People Managers	14

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Policy Guidelines

1. Behavioural boundaries.

The SC Australia **Code of Conduct Policy** governs the behaviour of representatives in all work and work-related activities, and outside official work when any personal activity conflicts with the code or negatively impacts the organisation's operational abilities and/or reputation. It is expected that SC representatives will always conduct themselves in a manner consistent with the Code of Conduct and never abuse the trust that comes with being a member of the Save the Children family.

The Code of Conduct outlines the behaviour, relationships, attitudes and responsibilities expected of staff and volunteers in relation to children with whom the organisation has contact. The purpose is to:

- Define what is appropriate and inappropriate by specifically referring to types of behaviours that are relevant to the organisation.
- Make people accountable for their conduct.
- Establish the basis for complaint and disciplinary procedures for non-compliance with the Code.

The 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 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 in the age of a child is not a defence.)
- 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 I work in or visit. In cases where the laws, customs or traditions contravene the UN Convention on the Rights of the Child (UNCRC), the UNCRC shall be upheld
- Ensure that, whenever possible, another adult is present when working with children or in contact with children involved in Save the Children programs or activities.

Physical contact

Physical 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
- Should 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 a disabled child or young person (an individual plan for children and young people with these needs must have been negotiated with parents)
- Non-intrusive touch (eg 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 hold, kiss, cuddle or 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 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 I will keep my Manager informed and ensure another adult is present, where possible (noting this does not apply to my own children).

Discipline:

Use of verbal directions is always preferred to physical intervention. It is not appropriate to make physical contact with a child or young person (eg 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 (eg 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.

Where a child or young person's or adult's safety is threatened, representatives may make legitimate use of physical restraint if all non-physical interventions have been exhausted or are impossible in the circumstances and a child or young person is:

- attacking another child or young person or adult.
- posing an immediate danger to themselves or others.

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 (social, sexual, religious, business):

- Not spend time with children or young people involved in Save the Children programs and activities outside work hours unless I live and work in the same community and come together with those children and young people in the context of my family, social and community life. If this is the situation, I 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 a beneficiary is engaging with Save the Children for.
- 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, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

Privacy and Social networking:

The **Privacy Statement**, **Image Policy**, **Information Security Policy** and **Social Media Standards** define specific requirements with relation to acceptable communication and the collection and use of information. The **Ethical Decision Framework** and **Story Telling Guidelines** provide additional assistance. Remember you are responsible for what you post or forward and for the data on your 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 Image Policy, Story Telling Guidelines, Information Security Policy and Social Media Standards.

Examples of inappropriate use are:

- Giving your 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 your own digital camera/ video 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 you 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 libellous 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.
- '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 representatives and partners are treated as mandatory reporters and must report, using the reporting process, any concern for the well-being of a child, including the following:

- disclosure by a child or family member or observations of the indicators, of harm.
- allegation, suspicion or observation of inappropriate behaviour by a representative or partner staff.
- breach of policy caused by process failure.
- accidental harm or other child-safety concern.

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, Reportable Conduct Scheme.
- 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 they need.
- 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.
 - Cease while external investigations by government agencies are 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.

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...	 DON'T...
<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 conduct an investigation. • 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 SC Australia 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 Australia, to use common sense 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 Australia 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 a media, donors etc. visiting SC International Country Offices only need to sign either the SC Australia or SCI Policy not both.

Mandatory Team Training Curriculum:

Core groups	Team Training
Board members	Online refresher training every 2 years + BPRC Members quarterly update on Child Safeguarding Controls and cases.
Executive team	Child Safeguarding Essentials + quarterly update on Child Safeguarding Controls and cases.
Staff - child contact	Child Safeguarding Essentials + child worker module.
Staff - limited child contact	Child Safeguarding Essentials.
Volunteers (Program) & Ambassadors	Child Safeguarding Essentials.
Volunteers (Retail)	Retail induction booklet.
Partners (program)	Site inductions. Child Safeguarding Essentials if do not have equivalent training in own organisation.
Casuals, Consultants, Media, Delegations - limited child contact	Site inductions and travel briefings.

* Child Safeguarding Essentials must be undertaken within 3 months of joining and refresher every 2 years. A face-to-face and Skype only version only in exceptional circumstances is available.

Specialist roles	Specialist Training
CS Board Trustee	Induction to role and quarterly update discussion on cases.
CS Focal Point	Induction to role before publishing as Child Safeguarding Focal Point on OzNet + Annual training on investigation skill set, experience sharing, child wellness, debriefing, legislation etc.
Call Centre Staff	Annual refresher on self-care, referral and reporting.
People Managers including HR Business Partners	Within first 3 months and 2-year refresher on monitoring behavioural boundaries and compliance standards.
Humanitarian Response Staff	Prior to first deployment and 2-year refresher on child safety in emergency setting.

Team Training may be delivered by: Child Safeguarding Advisor or Child Safeguarding Focal Points. Specialist Training must be provided by specialist trainer.

Safety Shares:

Safety shares, which can go by many other names including Toolbox Talk, Canoe Meeting, Tailgate Safety Meeting, and Safety Moments, are an informal discussion or presentation that focus on various safety issues and “Great Saves”.

Representatives to:

- read and understand bi-annual communication of reporting procedure and child safety FAQ.
- Actively participate in business unit safety share sessions.

Travellers visiting Pacific and SC International managed Country Offices must confirm understanding of Pre-Travel Advisory requirements including, understanding of child safe information in pre-departure information and active participation in in-country briefings.

Visitors to sites must actively participate in site induction processes which will include relevant child safety awareness messages.

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 to child safety as an organisational priority, so everybody inside and outside the organisation can see how important 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.
- 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, best practice is promoted, and changes are made 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.
- Providing adequate support for focal point network – including:
 - adequate budget, time and incentives (e.g. training, career development opportunities) are available.
 - activities from Terms-of-Reference are included in, individual work plans and performance reviews,
- Welcoming external scrutiny.

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.
 - Commitment to child safety and what this means; and what is meant by ‘abuse’, ‘neglect’ 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:

- Talks 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.
- Establishes 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.
- Teaches them about acceptable and unacceptable behaviour and contact, in a manner appropriate to their age and level of understanding.
- Explains who is, and who is not, a staff member (or volunteer) and what people’s roles are.
- Provides protective behaviours training adapted to the needs of children.
- Helps children to identify adults who they trust, and feel they can go to when they are worried or feeling unsafe.
- Encourages children to tell a trusted adult whenever they have a problem, feel unsafe or witness something they don’t like.
- Have open, direct and age appropriate conversations with children about abuse, particularly sexual abuse and about the fact that children are not responsible for any abuse they suffer.
- Creates venues and opportunities for children to share their concerns in safe ways.
- Provides child focused and inclusive complaints processes.
- Take anything a child says seriously, follows up their concerns, and let them know what action has been taken.
- Arrange appropriate support and/or counselling for children with a problem or involved in adverse events.

6. Children, family and community participation.

The Save the Children **Program Policy** supports meaningful, good quality participation from 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 following **Practice Standards in Children's Participation** which assist with identifying the need and in designing and delivering the intervention:

Standard 1:	<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>
Standard 2:	<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>
Standard 3:	<p>A child-friendly, enabling environment</p> <p>Child-friendly meeting places are used where girls and boys feel relaxed, comfortable and have access to the facilities they need. The meeting places must be accessible to children with disabilities.</p>
Standard 4:	<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, sex, 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>As a child-safe organisation we respect cultural difference by:</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.
Standard 5:	<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>
Standard 6:	<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>
Standard 7:	<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 & 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>

7. Risk management.

The SC Australia 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.

SC Australia 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, the activity 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, will 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 Security Policy, Image Policy 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 Focal Points and 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. Partners.

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.

There are three key policy areas that define requirements for partnerships:

- **Donor Acceptance and Refusal Policy** and practices for social media and using our brand.
- **Program Policy**, including; gender, diversity, sustainability, award and partnership guidelines.
- **Procurement Policy** – defining preferred supplier requirements and setup due diligence.

Implementing partners working directly with children, pose a heightened risk. The Program Policy is embedded into the approach to child safety for partner agencies and their staff and representatives who have a formal/contractual relationship to Save the Children, through the following:

- During the opportunity assessment Go/NoGo a capacity strengthening plan should be defined based on the results of the Partnership Assessment process – this includes the partner’s ability to meet child-safeguarding requirements.
- To ensure accountability in the partnership and accountability to communities, a partnership agreement (MoU/Sub-award Contract) is needed 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 SC Australia’s Child Safeguarding Policy unless it is agreed that a partner agency may enforce its own Child Safeguarding Policy. Relevant compliance obligations such as ACFID code of conduct and DFAT minimum partner requirements should 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.
- Partners should be subjected to background and vetting checks and partner staff should be subjected to appropriate screening.
- As part of the implementation Monitoring, Evaluation, Accountability and Learning (MEAL) plan, a partnership monitoring plan is required, including components for: the project (activity and budget), the relationship (survey), donor and beneficiary accountability (analysis of concerns/feedback), and partner capacity progress (from capacity plan). Sub-office visits should include visiting implementing partners to carry out monitoring activities from the plan.

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. The SC Australia **Recruitment Policy and Compliance Standards, Performance Management Process, Volunteer Policy** 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.

Safe recruitment and selection processes

The following checks must be carried out at the job and contract requisition stages:

- Job advertisement must state the organisation's child safe commitment and requirements for reference checks and screening.
- Written job descriptions and duty statements outlining expectations, responsibilities and accountabilities including child safeguarding statements.
- People managers record and assess behavioural responses to child safe interview and reference check questions.
- Candidates receive the Child Safeguarding Policy as pre-read material before interviewing.
- Qualifications and Working Rights evidence obtained and checked if relevant.

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	No (transition to WWCC)
Volunteers (incidental contact with children)	No	Yes Volunteer WWCC
Board members	Yes	Yes
Partner organisations	Yes	Yes
Consultants	Yes	Yes
Visitors, Media, Delegations	No	No

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.

not required if under 16 years of age. Must be linked to Save the Children Australia 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.

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.
- Setting a clear commitment in duty statements and Key Performance Indicators and completing reviews of these performance agreements to ensure we are all accountable for achieving the organisation's goals and living our values.
- Using the Amovita Professional Supervision Model to support staff who are working directly with clients in a professional and / or clinical context, including accessing well-being support mechanisms from Amovita after exposure to stressful situations of abuse or involved in reporting.