



Islamic Relief
Australia

ISLAMIC RELIEF AUSTRALIA

Child Protection Policy v1.1

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1. VERSION CONTROL

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V1	11.03.2022	New Document
V1.1	3.05 May 2022	Added Table of Contents Added Version control Section Moved Definition section to the top of the document

2. DEFINITIONS

<p>Child</p>	<p>As per the United Nations Convention on the Rights of the Child, IRAus defines a child as any person under the age of 18. Their marital status, position within their family, or work situation does not impact their definition as a child, or the rights that definition infers.</p>
<p>Child Abuse</p>	<p>All forms of physical or mental violence, exploitation or intimidation, including:</p> <ul style="list-style-type: none"> • Sexual abuse: the involvement of a child in sexual activity by an adult or someone who is bigger or older. This may involve the use of power and authority or physical force. Sexual abuse can involve sexual behaviours which are physical, such as masturbation, oral sex, vaginal or anal penetration using any object, involvement in pornography, or non-physical, such as exhibitionism, exposure to pornography, or discussion of an explicit or sexual nature. • Physical abuse: The use, or threat of use, of physical force against a child for the purpose of, or resulting in, harm to the child. Physically abusive behavior includes slapping, shaking, throwing, shoving, burning, grabbing or kicking. • Emotional abuse: Failure to provide a child with nurture or emotional support to the effect of threatening a child’s self-esteem. Emotionally abusive behaviours involve inappropriate verbal or symbolic acts such as name calling, threatening, ridiculing, humiliating or isolating the child. Exposing a child to domestic violence is a form of emotional abuse. <p>Neglect: The consistent failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the child’s physical and emotional development and well-being. This includes a failure to provide food, clothing, shelter, supervision or medical care which the caregiver is in a position to provide, to the extent that the child’s health or development are at risk of being impacted.</p>
<p>Child Exploitation</p>	<p>Including:</p> <ul style="list-style-type: none"> • Child labour; • Committing or coercing another person to commit an act or acts of abuse or exploitation against a child; • Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material; • Committing or coercing another person to commit an act or acts of grooming or online grooming • Child soldiers

<p>Child Pornography</p>	<p>IRAus adopts the definition within the Optional Protocol to the Convention of the Rights of the Child; that being, ‘any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.’</p>
<p>Child Sex Tourism</p>	<p>The commercial sexual exploitation of children by men and women who travel from one place to another, and there engage in sexual acts with children. Child sex tourism is a significant problem within some countries where IRAus is working.</p>
<p>Contact with Children</p>	<p>Contact with children refers to the incidental contact with children that may occur in the course of work even if that work is not child-focused, or indirect contact within the community.</p>
<p>Grooming</p>	<p>The act of an adult or someone bigger or older than a child forming a relationship of trust with them for the purpose of exploiting them to sexually abuse them. Grooming includes online grooming, which is the transmission of messages via any online medium from an adult or someone bigger or older to a child or someone who the recipient believes to be under 18 years old, for the purpose of forming a sexual relationship.</p>
<p>Inappropriate content</p>	<p>Visual depictions or narratives which are obscene, child pornography, potentially harmful to minors, or content which is not compliant with the Policy on Child Protection in Communications and Messaging. (Annex 3)</p>

<p>Particularly vulnerable children</p>	<p>Children who are particularly vulnerable to abuse, such as children with physical or intellectual disabilities, child sex workers, homeless children, or children impacted by disaster.</p>
<p>Stakeholders</p>	<p>Those parties including partner organisations, consultants, contractors, suppliers and other third party organisations that are involved in the delivery of IRAus projects.</p>
<p>Supporters</p>	<p>Those whose contact with IRAus includes making donations, sponsoring a child, volunteer fundraising, being an ambassador and being a member of the public who has dealings with IRAus</p>
<p>Working with children</p>	<p>Paid or voluntary positions which include activities involving direct engagement with children as a normal part of that activity, in addition to any incidental contact with children. Positions of this nature require child-safe recruiting (see Policy on Human Resources, Annex 4).</p>

3. INTRODUCTION

Children are vulnerable to abuse or harm as a result of the power imbalance between them and adults in society. This is particularly true for children living in poverty or in a disaster context. Islamic Relief Australia (IRAus) is committed to taking all necessary steps to minimise the exposure of children to risk of harm, and in the case of suspected harm to ensure appropriate steps are taken to address that situation, while maintaining the safety and comfort of the child involved.

4. POLICY STATEMENT

IRAus believes that all children have a right to personal dignity and protection from abuse and it recognises the special responsibility and duty of care it bears to create a safe environment for children within the course of our work. The interest of child safety and protection is paramount to any other interest which might compromise it.

IRAus is committed to the freedom from harm of all children and prioritises the protection of children who come into contact with our staff and organisation, whether through our programmes, through our fundraising or through any other means. IRAus is committed to a zero-tolerance approach to child exploitation and abuse.

This policy intends to minimize the risk of harm to children through the course of our work. This will be achieved by providing standards of practice to which all IRAus related parties must abide, implementing responsive and robust child protection risk management procedures within programmes, and in the case of suspected harm, providing children with an accessible and safe channel to pursue resolution.

This policy is informed by and strictly adheres to the UNCRC, Islamic Relief Worldwide's policy, and Australian legislation.

IRAus adheres to the DFAT child protection compliance standards, and requires all partners to comply with these standards. Compliance is achieved progressively as per the Child Protection Roadmap regulated through the IRAus Partner Engagement Policy (see Annex 5). As IRAus is a signatory to the ACFID Code of Conduct, it adheres to the Child Protection standards set forth in in Section B.3.4 of the code.

5. SCOPE

All Board members, staff, volunteers, contractors and partners, both within in Australia and in any location where IRAus is operating or implementing programmes.

6. EXCLUSIONS

None.

7. OBJECTIVES

The key objective are:

- To uphold the rights of the child to freedom from harm by ensuring our work does not result in the harm of children.
- To identify and manage child protection risks within our work and organisation in order to reduce them.
- To codify child protection standards of practice in the areas of Human Resources, Programming, Fundraising and Communications to ensure child protection is prioritised in all aspects of our work.
- To provide a clear and straight forward process in the case of harm to address that situation equitably whilst maintaining the safety of the child or observer.
- To demonstrate the commitment of IRAus and the individuals who work within it to zero tolerance of child abuse.

8. POLICY IN ACTION

8.1 Child Protection in Programmes

In order to manage risk related to child protection in Programmes, the IRAus Programmes team will:

- Require a Child Protection Context section of all new project proposals.
- Conduct a child protection risk assessment on all new projects.
- Conduct a child protection risk assessment on all projects that undergo substantial change, or on an annual basis for long-term projects.
- Review and support partners in mitigating and reducing the exposure of children to risk of harm, abuse or exploitation.
- Maintain child protection monitoring in the IRAus Risk Register for the Country Director to submit as an item on the Risk Report sent to the BOT quarterly.
- Review and report annually to the Compliance Committee on the effectiveness of our IRAus programme risk assessment tools and processes, and changing or updating as needed.

8.2 Child Protection in Communications

In order to manage risk related to child protection in Communications and Messaging, the Communications team will:

- Ensure no inappropriate content is used internally or externally for communications.
- Ensure the consent form/audio file from a child's parent or guardian is always attached with the picture within the IRAus 'Photo Library', or else not use the image in any internal or external communications.
- Ensure that a child cannot reasonably be identified or specifically located by a picture or case study.
- Ensure no photo or case study is used of a child which may infringe upon their dignity or rights.

8.3 Child Protection in Human Resources

In order to manage risk related to child protection amongst personnel and within the organisation, the Human Resources team will:

- Maintain a zero-tolerance approach to child abuse by ensuring people who pose an unacceptable risk to children are not engaged in identified position involving contact with children or working with children.
- Conduct child-safe recruitment procedures on all recruitments and additional procedures on recruitments that have been identified as 'working with children'.
- Ensure all new staff are inducted into the Child Protection Policy and sign the Child Protection Code of Conduct (Annex 2).
- Ensure all staff are subject to annual police checks and (in states where relevant) specific child protection checks.
- Ensure all staff annually undergo a child protection refresher training, or undergo additional training upon any substantial change to the IRAus Child Protection Policy or Procedures.
- Ensure all volunteers are inducted into the Child Protection Policy and have signed the Child Protection Code of Conduct, and if likely to have contact with children in the course of their activities or travel with IRAus undertake a police check and (in states where relevant) specific child protection checks).
- Ensure all BOT members, ambassadors and any individual who visits IRAus projects overseas are inducted into the Child Protection Policy and have signed the Child Protection Code of Conduct, and undertake a police check and (in states where relevant) specific child protection checks.
- Ensure any person contracted to provide consultancy or other services are aware of the policy and sign the Child Protection Code of Conduct.

8.4 Responsible Staff Members and Reporting

Chief Executive Officer: The CEO is responsible for ensuring that IRAus remains an organisation committed in principle and action, at all levels, to the protection of children. The Country Director holds all Line Managers or highest level line staff members accountable to this Policy and Code of Conduct

Line Managers or highest level line staff member: The Line Managers or highest level staff members are responsible for coordinating with the HR Department to ensure all staff within their line are inducted into the Policy and have signed the Code of Conduct. They are accountable in ensuring all work done or produced within their department is compliant with this Policy.

Child Protection Focal Point (CPFP): Within IRAus, the Compliance Committee will appoint a Child Protection Focal Point on an annual basis to be the easily identifiable first point of contact for all concerns or allegations regarding a possible breach of the Policy or Code of Conduct. Additionally, the CPFP will assist the HR Department in inducting new staff into the policy, or conducting refresher training. The CPFC will also be responsible for monitoring all sources of child protection principles mentioned in this Policy- and

any new sources as they should arise- to ensure the Policy remains relevant and up-to-date.

All staff, volunteers and ambassadors: All IRAus staff, volunteers and ambassadors are required to comply with the IRAus Child Protection Policy, Child Protection Procedure and Child Protection Code of Conduct. Staff are expected to remain alert and responsive to any child protection risks. IRAus staff are required to ensure they are aware of reporting procedures so they can follow them correctly and inform volunteers where necessary.

Reporting procedures are outlined in the Child Protection Procedures, and should be followed upon any occurrence of suspected child abuse. There is no penalty for instigating Child Protection reporting under any circumstances or against any staff member.

9. POLICY ANNEXES

(Include documents which support or are specifically referred to within the policy.)

1. IRAus Child Protection Procedures
2. IRAus Child Protection Code of Conduct
3. IRAus Policy on Communications and Messaging
4. IRW Child Protection Policy

Appendix A :Child Protection Procedures (Child Protection Policy)

A.1 PROCEDURE STATEMENT

PURPOSE

This procedure exists to reaffirm the commitment of Islamic Relief Australia (IRAus) to the protection of children through practical actions and systems to that effect. It outlines how the Child Protection Policy will be implemented in IRAus and provides clear and practical steps and guidance to staff who through the course of their work experience contact with children, working with children, messaging using children or suspect a violation of the Policy.

The procedures cover Programmes and Partnerships, Marketing and Communications, Fundraising and Supporter Relations, Human Resources, and Reporting Guidelines.

It also:

- Clarifies obligations for and between different stakeholders.
- Minimises the risk of child abuse or harm within projects implemented by IRAus.
- Ensures staff are confident in understanding their responsibilities and obligations within IRAus to protect children.
- Ensures staff and children feel supported and comfortable to report any suspected violation.

The IRAus Child Protection Policy and Procedures will be reviewed every three years at a minimum.

SCOPE

All Islamic Relief Australia offices.

To the extent specified within this Procedure, Islamic Relief Worldwide, all Islamic Relief partners, and all external partners. The particular obligations of those mentioned may vary as per the legal contexts of different countries. Islamic Relief Australia acknowledges that application of the Procedures may be impacted by the domestic legal context of the specific country in question.

In general, all Islamic Relief Australia employees, consultants, volunteers, and supporters are responsible for ensuring the protection of children.

A.2 PROCEDURE STEPS AND ACTIONS

1. CHILD PROTECTION IN PROGRAMMES AND PARTNERSHIPS

Responsibility for this section of the Policy lies with the Global Programmes Manager, or highest level line staff member in the Global Programmes Department.

1.a Programmes

IRAus will ensure child protection is considered in all humanitarian and development project, and is a significant component of any child-focused projects or programmes, including the 'al Yateem' child sponsorship programme. IRAus will ensure risks are considered and addressed and managed at every stage of a project life cycle.

1.a.1 Project planning

When planning or appraising a project proposal, IRAus staff will:

- Assess the capacity of the implementing partner to protect children, using approved IRAus Partner Checklist- Child Protection and the Partnership Policy.
- Train partners on Islamic Relief Australia's Child Protection Policy, Procedures and Code of Conduct to the extent that these differ with the IRW Child Protection Policy, Procedures and Code of Conduct.
- Ensure a child protection risk matrix is included in the proposal, include risks, mitigation and management measures, and is satisfactorily completed to a reasonable degree.
- Ensure Child Protection reporting is included in the Monitoring and Evaluation plan and that it specifically addresses the risks outlined in the proposal as well as any other risks which may have arisen.

1.a.2 Project Implementation

During the project implementation, the implementing partner and any staff within it who have contact with children or access to children's personal information will:

- Comply with the IRAus Policy, Procedure and Code of Conduct.
- Remain vigilant and responsive to child protection risks.
- Ensure all staff, consultants, volunteers, community member and children involved in or impacted by the project have a clear understanding how to report an incident as per the reporting guidelines set out in Section 5.

1.a.3 Monitoring and Evaluation

Child protection and wellbeing is considered not just in regards to the data collected, but the processes of gathering data. Staff undertaking monitoring and evaluation will:

- Ensure information collected from children is done in a safe, comfortable and age-appropriate manner
- Ensure any Child Protection incidents or allegations are documented and reported as per the IRAus Child Protection Incident Report Template (Annex 2)
- Ensure the risks outlined in the proposal, and any unexpected risks that have arisen, are reported against.

1.a.4 *Humanitarian situations and disasters*

IRAus acknowledges that children are particularly vulnerable to abuse or harm in a disaster context, and that particular measures must be undertaken to reduce these specific risks in our humanitarian projects or programmes. IRAus will:

- Ensure any implementing partner in a humanitarian situation meets internationally recognized minimum standards (such as The Minimum Standards for Child Protection in Humanitarian Action, or The Code of Conduct of The International Committee of the Red Cross and Red Crescent Movement and NGOs in Disaster Relief)
- Assist partners with developing Child Protection clauses within their emergency response policies and procedures
- In projects which particularly target children in humanitarian situation, ensure a child protection rapid needs assessment is undertaken, informing the project design and beneficiary selection process
- In projects which particularly target children in humanitarian situation, ensure a complaints mechanism which can be reasonably and safely understood and accessed by children is incorporated into the proposal.

1.b *'al Yateem' Child Sponsorship Programme*

IRAus believes that children are best cared for within their family and community structures, but acknowledges that insecurity can lead to a risk of children being homed in residential care. To mitigate this risk, IRAus' 'al Yateem' child sponsorship programme is undertaken through a kinship model whereby vulnerable children who have lost a breadwinning parent and their guardian (defined Islamically as 'orphans') are supported through ongoing financial support, enabling the guardian of the child to continue to care for the child within a family structure.

As this programme involves implementing partner staff to 'work with children' as per our definition, we acknowledge a higher inherent risk in this programme. For this reason, the 'al Yateem' child sponsorship programme is guided by the 'Orphan Sponsorship Policy and Procedures'. All members of the Islamic Relief federation who interact with the 'al Yateem' child sponsorship programme are subject to that policy and procedures.

1.c *Partnerships*

1.c.1 **IRW and third parties selected and screened by IRW**

IRAus' international programming partner is IRW, who may implement projects through IR field offices or through external partners. IRW is a contributing member of the Child Protection Working Group within the Global Protection Cluster and is internationally recognised for its' robust child protection obligations, as set forth in the IRW Child Protection Policy.

IRW undertakes extensive partner screening processes prior to committing to working with them, including child protection screening. To the extent that IRWs screening process and the responses of the proposed partner satisfy IRAus Child Protection criteria, we will rely on these to the effect that they satisfy our Partner Checklist- Child Protection.

To the extent that any criteria outlined in 1.c.2 is not addressed by IRW, additional screening or requirements must either be undertaken by IRW on behalf of IRAus, or by IRAus directly in the case that IRW is unable to undertake these additional actions.

1.c.2 *Third parties selected and screened externally to IRW*

In some cases, IRAus may partner with organisations outside of the IR structure. IRAus strongly believes the Islamic Relief federation is strong through internal collaboration and therefore this is a relatively rare occurrence. However in the case where IRAus is able to fund projects in countries where IRW does not operate or have an existing partner, IRAus will select and screen a partner independently. In this situation:

- Any partner who has contact with children, will be working with children, or have access to personal information about children must undergo criminal record checks to identify and record of offences related to working with children. If criminal record checks are unavailable an alternative declaration must be provided.
- Any partner must be aware of their child protection obligations as a partner of IRAus, as indicated by their signature on an IRAus Child Protection Code of Conduct or the partners' own code, which outlines obligations to an equivalent degree.
- IRAus will undertake a Child Protection Risk Context Assessment to ascertain whether further assessment is necessary.
- IRAus understands that the requirements it places on partners are high and will endeavour to support organisations in strengthening capacity for Child Protection, via means including training, provision of materials, support in developing own policies and procedures, and other as necessary.

A.3 MARKETING AND COMMUNICATIONS

Responsibility for this section of the Policy lies with the Communications and Marketing Manager, or highest level line staff member in the Communications and Marketing Department.

2.a *Child Related Messaging*

IRAus is committed to ensuring the rights and dignity of children are upheld in any communications which uses images of children, stories about them, or invokes them, as per the Communications and Messaging Policy. To that end:

- IRAus will only use images of children which are an honest representation of the fact and portray children in a dignified and respectful manner. Children must be adequately clothed.
- IRAus must have on file consent form or audio clip of the guardian of any child photographed by IRAus, IRW, contractors, or partner staff if that image is to be used in public communications.
- IRAus will always ensure that individual children is not at risk of being identified to a reasonable degree, without strict and closely monitored guidelines being implemented (see the Communication and Messaging Policy)

2.b *Storage of information about children*

IRAus will ensure:

- Personal and identifying information about children sponsored will never be stored locally, but will remain within the Salesforce CRM through which the child sponsorship programme operates. Only specific staff and volunteers who require access to reasonably undertake their work have access to the full information through the CRM.
- Raw footage, photographs and other communications received directly from the field or from IRW via any means will be saved securely within the IRAus Image Library. Images of children which are approved for external use are available to download by all staff. Images not yet cleared are only visible to and accessible by Communications staff.

A.4 FUNDRAISING AND SUPPORTER RELATIONS

Responsibility for this section of the Policy lies with the Fundraising Manager, or highest level line staff member in the Fundraising and Supporter Relations Department.

3.a. Fundraising

3.a.1. Young Volunteers

IRAus welcomes young volunteers (a volunteer under the age of 18) however recognises such volunteers as children, and takes a risk management approach to ensuring a young volunteer feels safe and is protected while volunteering at IRAus.

- A fundraiser or any staff member can never be alone with a young fundraiser of the opposite gender.
- A staff member who is not classified as 'working with children' should not be alone with young fundraisers unless safety requires it. Provisions should be made ahead of time to ensure this situation does not arise.

- Young volunteers should only take on roles which are age appropriate. Fundraisers should discuss with their line manager whether a particular task or role is age appropriate, and complete a risk assessment form for any role typically undertaken by a young volunteer.

3.a.2 *Events*

Children are usually present at IRAus fundraising events. The following procedures must be undertaken prior to the event to mitigate any protection risks:

- The event coordinator must complete a child protection risk assessment with the event proposal, and discuss with their line manager how best to mitigate risks.
- If there are young volunteers involved in the event, their roles must be assessed for age appropriateness and measures must be instated to ensure any risks to them are managed.
- If the event offers child minding:
 - All child minders must have a current criminal record checks and in relevant states working with children checks.
 - There must always be a minimum of two child minders on duty at any time, and a maximum of 5 children per child minder.
 - The event coordinator must check the child minding space beforehand and on the day to evaluate physical safety
 - Children must be 'signed in' and 'signed out' of child minding by the parent or guardian.
 - The event coordinator must monitor the child minding carefully.
- If the event has an anticipated guest list of greater than 100 people, a staff member attending the event must be the designated Event Child Protection Officer, specifically concerned with ensuring children attending or volunteering at the event are never in a high risk situation, or for the event coordinator, volunteers or children to report to immediately in the event of an incident.

3.a.3 *Schools in Australia*

Fundraisers visit schools in Australia on a regular basis during the course of their work. IRAus ensures:

- Any employee, volunteer, supporter or person associated with IRAus who visits a school has undergone a criminal history check and is aware of their child protection obligations with IRAus as indicated by their signature on a Child Protection Code of Conduct.
- Any employee, volunteer, supporter or person associated with IRAus who visits a school is mindful of not putting themselves in a situation whereby they would be one-on-one with a child.
- Any presentation, speech or communication with school-age students must be reviewed by the Communications department to ensure all content is age appropriate.

3.b. Supporter Relations

3.b.1 Communicating with donors and supporters about children

IRAus will ensure to only communicate information which is factual, accurately represents the situation children and does not enable any child to be reasonably identified.

If a donor requests support for a specific child in a country where IRAus has projects, IRAus refers them to the field office to discuss with the office directly whether that child is eligible for support through any IR programme.

3.b.2. 'al Yateem' Child Sponsorship

Supporters of Islamic Relief who sponsor a child often want to create and maintain ties with that child. To ensure this is done in a child safe way:

- The last name and birth date of the child will never be released to the donor or available on any imaging or communication about the child, to prevent identification.
- Any communication between the donor and the child they sponsor must be conducted via IRAus, to enable IRAus to remove any identifying information or communicate with the donor in the case a question or communication is inappropriate.
- No contact of the child and sponsor through social media is permitted.
- Any visit between the child and the sponsor must be organized through IRAus. Sponsors must comply with the following guidelines:
 - Notification of visit must be at least 2 months in advance.
 - Sponsor must undergo an Australian criminal background check before IRAus approves the visit.
 - IRAus retains the right to refuse or cancel the visit if the results of the criminal check contains a history of child related offences or if the check is not provided. The relevant country office will be made aware in this situation, and under no circumstances will the person who has had their request to visit denied be able to visit, even if they request from the relevant country office in person.
 - In the above situation, a record is created on the IRAus Risk Register and is dealt with between the Country Directors directly.
 - Sponsors will undergo pre departure training and comply with all obligations proscribed in that training during the visit.
 - At all times, the sponsor will be accompanied by a staff member from IRAus or the implementing partner.
 - Meetings will always occur in public places. In the case that the child and their guardian have to travel to meet the donor (a decision made by the implementing partner and the guardian), the sponsor must cover the costs of their travel, including accommodation.

3.b.3. Supporters visiting the field

Donors or volunteers may visit projects funded through IRAus and in doing so come into contact with children. IRAus manages the child protection risks of these visits by:

- Ensuring anyone visiting projects funded by IRAus have undergone a criminal history check before their visit is approved.
- Ensuring anyone visiting projects funded by IRAus undergo pre-departure training and comply with all obligations proscribed in that training during the visit.
- Ensuring any donors or volunteers are accompanied at all times by an IRAus staff member and are never left unsupervised with a child.
- Ensuring that, in the case of a visit to the home of a community member, the Country Director has approved such a visit and the visit has been agreed to by the parents and community leaders, and guidelines regarding interactions with children are strictly followed.

A.5 HUMAN RESOURCES

Responsibility for this section of the Policy lies with the Human Resources Manager, or highest level line staff member in the Human Resources Department.

IRAus has the following measures in place in order to ensure that staff and volunteers are aware of their responsibilities and obligations in ensuring IRAus is a child safe organisation, and to ensure that people who pose an unacceptable risk to children are not engaged in positions which involve contact with children or working with children.

1.a *New employees*

1.a.1. **For all recruitments**

All recruitments will be required to undergo the following processes to ensure child safe recruitment:

- Job advertisements will include a reference to the IRAus Child Protection Policy and Code of Conduct, and explicitly require compliance with both.
- Behavioural-based and situational interview questions will be used by members of the selection panel to contribute to the assessment of the candidate's suitability for working with children, where they would do so in the course of their duties.
- At least two reference checks will be conducted and documented as part of the selection process, and will include questions related to contact with children.
- Candidate will be required to disclose any allegation, charge, conviction or other outcome to any offence which relates to child abuse.
- Candidate will undergo criminal history checks. In the case that criminal history checks are not available in the candidate's country of ordinary residence, an equivalent relevant check will be undertaken.
- Candidates can commence employment prior to the check results. However, any adverse results will result in immediate dismissal.

1.a.2. *For positions identified as working with children:*

In addition to the above (with the exclusion of the last):

- The candidate will undergo any specific working with children checks relevant to their state or country of ordinary residence.

1.a.3. *Induction*

New employees and volunteers within Australia will be obliged to undergo standard training on the child protection policy as part of their induction programme.

Employees within implementing partner organisations who are identified as working with children or having contact with children must undergo induction to the IRAus Child Protection Policy or equivalent standards.

1.b *Current employees*

Current employees will be required to be continuously compliant with the IRAus Child Protection Policy and any updates of it, the Procedures, or the Code of Conduct, through:

- Being provided with the updated IRAus Child Protection Policy and being required to sign the updated Code of Conduct upon any update.
- Staff whose position requires 'working with children' to undertake additional working with children checks.
- Undertake regular internal Child Protection training.

1.c *Volunteers*

1.c.1 *Volunteers within Australia*

IRAus will ensure that volunteers whose roles are within Australia are required to:

- Undertake a criminal history check. Volunteers are able to commence work in roles which do not require working with children while the check is being conducted.
- In the case that their role requires working with children, undertake a working with children check if such a check is available in their country of normal residence.
- Checks must be updated every 5 years.
- Undergo induction to the IRAus Child Protection Policy and sign the IRAus Child Protection Code of Conduct.

1.c.1 *Volunteers traveling to countries of project implementation*

IRAus will ensure that volunteers who will be travelling to a country of project implementation:

- Undertake a new criminal history check if their previous check was over six months ago.
- Undertake a new working with children check if their previous check was over six months ago and if such a check is available in their country of normal residence.
- Will have their trip immediately cancelled if either of those checks indicates a previous history of criminal charges for child related crimes.

- Undergo induction to the IRAus Child Protection Policy and sign the IRAus Code of Conduct.
- Undergo training on child protection in the field prior to departure.
- Are constantly accompanied by an IRAus staff member and are never placed or place themselves in a situation where they are with children unsupervised.

2.d Contractors and Consultants

IRAus will bring this policy to the attention of, and require the signing of the Child Protection Code of Conduct by, people contracted by IRAus as consultants or to provide specific services by including those documents in the contract terms and conditions, in the cases that:

- The consultancy or services require working with children
- DFAT funds are used for the consultancy or services.

A.6 REPORTING GUIDELINES

Responsibility for this section of the Policy lies with the Country Director, however all staff are responsible for being aware of the Reporting Guidelines

The reporting process is set out in a Procedure Flowchart following this section.

A.6.a Obligation to Report

All IRAus staff have an obligation to report directly to their line manager in the case that:

- They suspect a child is being harmed or could be harmed.
- A disclosure or allegation from a child/ family member/ community member/ staff member/ volunteer/ other stakeholder is made regarding the safety or abuse of a child involved in an IRAus project, programme, or involved with IRAus in any other way.
- They observe concerning behaviour or actions of an IRAus stakeholder, whether staff, volunteer, contractor, board member or other, which they feel does or may breach the Child Protection Policy and Code of Conduct.
- They are aware of or suspect inappropriate use of printed or online materials.

In no situation will an IRAus staff member be punished for reporting an incident.

If a staff member suspects child harm, potential child harm, or inappropriate use of materials and does not report that incident, they may be subject to disciplinary measures including possible termination of employment.

A.6.b Making a Report

The staff member must report any suspicion or knowledge of child protection incidents to their line manager or Child Protection Focal Point within 24 hours. The line manager will notify the Country Director

and complete a 'Child Protection Incident Report' with the reporter and submit it to the Country Director immediately following completion.

A.6.b.1. Child Protection Incidents in Australia

If the incident has occurred within Australia, the Country Director will contact the Child Protection Helpline of that relevant state (Annex 3).

If the allegations involve IRAus staff, consultants, volunteers, supporters or partners, the CD may request an internal inquiry. This will be conducted by the HR manager and the Child Protection Focal Point. IRAus will notify IRW as to the outcome of this investigation.

A.6.b.2 Child Protection Incidents Involving IRW Field Offices or IRW Partners

If the incident has occurred outside of Australia and concerns an IRW field office or partner utilising IRAus funding or implementing an IRAus project or programme, the IRAus Country Director must immediately notify the IRW Child Protection Coordinator, Regional Desk Coordinator and Head of Region at IRW. In discussion with IRW, IRAus may decide to launch a joint investigation with IRW. This is the most preferable option in this circumstance.

The joint investigation may be led by IRW as long as IRAus is satisfied that the proposed investigation is thorough and fair. However IRAus reserves the right to lead the investigation or conduct an independent investigation if circumstances warrant. This decision must be made by the IRAus Country Director.

Following a joint or individual investigation, IRAus and IRW must discuss the recommended actions. If the recommendations made by IRAus are significantly different to those decided by IRW, and IRAus considers the action of IRW to be inadequate or placing children at an unacceptable risk of harm, IRAus reserves the right to immediately cease all funding to that partner or field office until adequate measures are taken to protect children from harm. This decision must be made the IRAus Country Director and the IRAus BOT.

The IRAus BOT must be notified of the decision to launch investigation within 24 hours. They must be notified of the outcome of the investigation within 24 hours of that outcome being formalised.

If the concerns include physical abuse, sexual abuse, child pornography, trafficking or exploitation, the IRAus Country Director should notify local child protection authorities or police unless such authority does not exist or it is clearly established that reporting the incident would result in further harm to the child.

A.6.b.3. Child Protection Incidents Involving Partners External to IRW

If the incident has occurred outside of Australia and concerns a partner external to IRW, the Country Director and Child Protection Focal Point must be immediately notified. The Country Director will notify the IRW Child Protection Coordinator and may request assistance from IRW.

If the concerns include physical abuse, sexual abuse, child pornography, trafficking or exploitation, the IRAus Country Director should notify local child protection authorities or police unless such authority does not exist, or it is clearly established that reporting the incident would result in further harm to the child. If

the Australian Federal Police has or may have jurisdiction in the matter, the incident will be reported to them via the Country Director.

Any incident which involves an IRAus program implemented by the partner must be subject to an internal inquiry, conducted on request by the IRAus Country Director, by the Human Resources Manager and Child Protection Focal Point. If IRW has agreed to provide assistance, the investigation may involve input from the IRW Child Protection Coordinator and all conclusions and decisions are to be discussed with them.

Following the investigation, IRAus must discuss with the partner recommended action. If the partner disagrees with the IRAus recommendations, and IRAus considers the recommended actions of the partner to be inadequate or placing children at an unacceptable risk of harm, IRAus reserves the right to immediately cease all funding to that partner until adequate measures are taken to protect children from harm. This decision must be made the IRAus Country Director and the IRAus BOT.

The IRAus BOT must be notified of the decision to launch investigation within 24 hours. They must be notified of the outcome of the investigation within 24 hours of that outcome being formalised.

A.6.c Outcomes of the investigation

Following the investigation, those appointed by the Country Director to conduct the investigation will conclude whether the allegations or suspicion of actual or potential child abuse are substantiated or unsubstantiated.

A.6.c.1 Substantiated cases of child abuse or harm

In the case of substantiated child abuse or harm, the actions will differ depending on the nature of association with IRAus of the perpetrator:

- If the perpetrator is a staff member, they will be summarily dismissed.
- If the perpetrator is a volunteer, their relationship with IRAus will be terminated indefinitely.
- If the perpetrator is a Board Member, they will be removed from the Board of Trustees immediately.
- If the perpetrator is a contractor or consultant, their contract will be terminated immediately.
- If the perpetrator is associated with IRAus or IRAus programmes in any other capacity, the association will be terminated.

The HR Department will maintain a confidential and secure list of individuals whose relationship with IRAus has been terminated on the grounds of substantiated child abuse, and will screen all future individuals seeking association with IRAus against that list.

6.c.2 Where allegations remain unsubstantiated

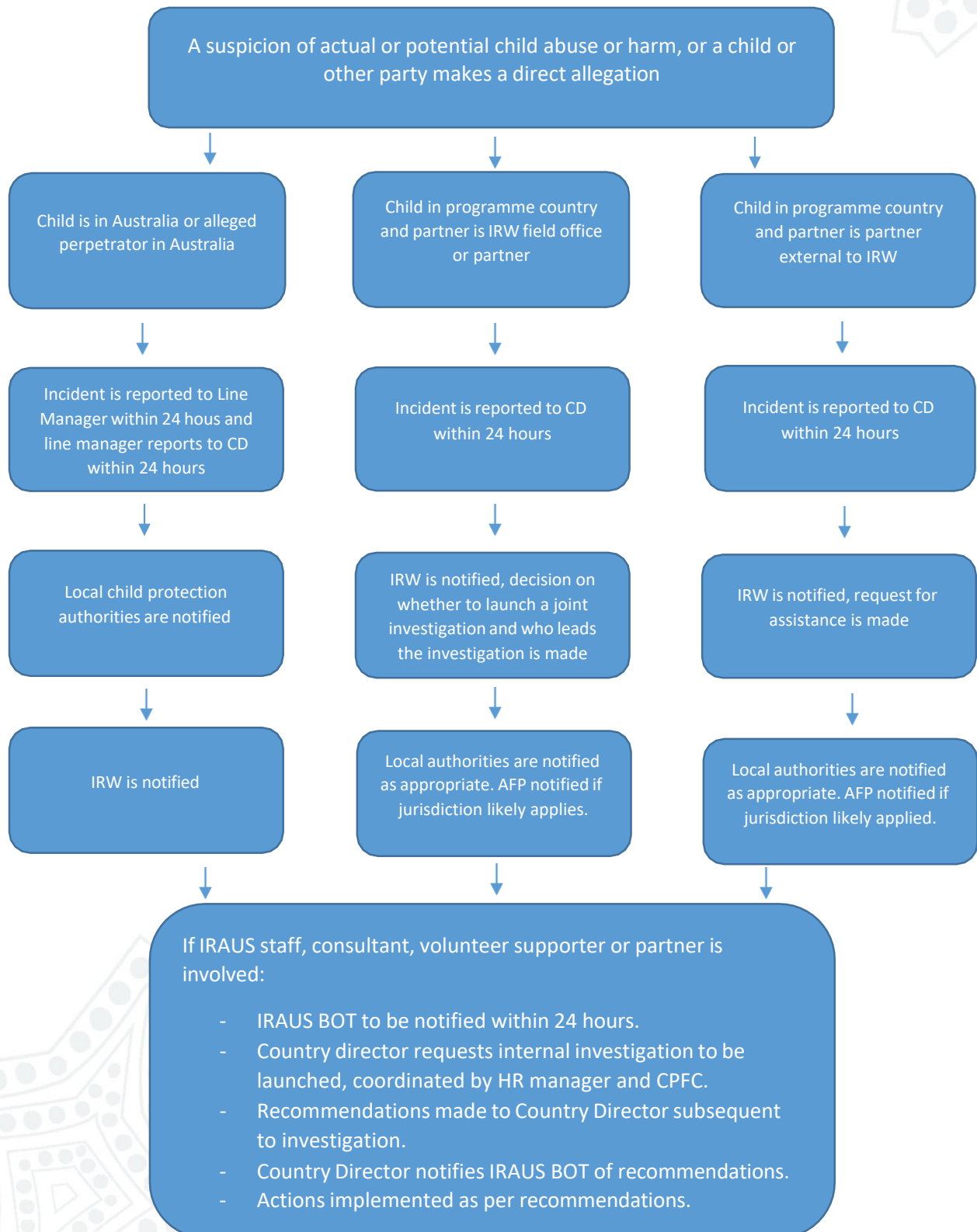
In the case of unsubstantiated allegations, IRAus will consider whether the capacity existed to conduct fair and thorough investigations into the allegations. IRAus reserves the right to take further action if necessary to ensure the safety of young children, such as ensuring the relevant individual, in the course of their work with IRAus or in IRAus programmes, has no unsupervised contact with children or does not

work with children, ensuring they have no contact to personal information of children, or moving them to a different role with limited contact with children.

7. CRIMINAL PROSECUTION

In cases of substantiated or unsubstantiated allegations, the individual may be subject to criminal prosecution under Australian law or the law of other countries. IRAus will cooperate fully with any case of criminal prosecution.

8. PROCEDURE FLOWCHART



PROCEDURE ANNEXES

Include documents which support or are specifically referred to within the procedure.

ANNEX 1- IRAus Child Protection Code of Conduct

ANNEX 2- IRAus Child Protection Incident Report Template

ANNEX 3- Useful Child Protection Contact Points

Annex 1

Islamic Relief Australia Child Protection Code of Conduct

Islamic Relief Australia (IRAus) believes that all children have a right to personal dignity and protection from abuse and it recognises the special responsibility and duty of care it bears to create a safe environment for children within the course of our work. The interest of child safety and protection is paramount to any other interest which might compromise it.

As a representative of IRAus I understand that I represent these values. As an individual working within IRAus, I understand that we are collectively and individually responsible for maintaining these values.

I understand that this Code of Conduct is derived from the Child Protection Policy and Procedures, which I have read. I understand that any breach of this Code of Conduct on my behalf may result in disciplinary action including dismissal or termination of contract.

I therefore commit to abiding by this Child Protection Code of Conduct which requires me to:

1. Respect and treat with dignity and fairness all children regardless of background, race, religion, political opinion, disability or other status.
2. Conduct myself in a positive and professional manner consistent with my role as a representative of IRAus and strive to be a positive role model for children.
3. Understand, implement and follow Child Protection procedures as they relate to my role, as laid out in the 'Child Protection Procedures' in order to keep children safe.
4. Uphold relevant legal obligations in the country where I am working relating to child protection.
5. During the course of my work, I will not:
 - a. Hit or physically harm children, or threaten to do so.
 - b. Commit any sexual act or behavior towards children, including sexually suggestive language or paying for sexual acts by children.
 - c. Have inappropriate physical contact with children.
 - d. Develop a relationship with children which could be seen by others to be exploitative, abusive, sexual, or inappropriate.
 - e. Act in a way to shame, humiliate or perpetrate emotional harm against a child including use of inappropriate, sexual, demeaning, or culturally inappropriate language.
 - f. Prefer or show differential treatment to any child to the exclusion of others.
 - g. Spend time unsupervised with children which is not directly justified by my work, and spending excessive time unsupervised with children.
 - h. Use computers, mobile phones, social media or other mediums to harass or exploit children, or access child exploitation material through any medium.
6. During the course of my work, I will:

- a. Take responsibility for ensuring that I am accountable and not place myself in a position where there is a risk of allegations being made.
 - b. Self-assess my behaviours, language and relationships with children.
 - c. Ensure I understand cultural norms regarding relationships, conversations and physical contact with children of the same and opposite gender, and not act inappropriately according to these.
7. Respect the confidentiality of a child's personal information by ensuring such information is not shared publicly or beyond those required by me, and if shared inappropriately by others, notifying the relevant line manager.
 8. Obtain the consent from the child and their guardian before photographing or filming the child.
 9. Ensure any photographs or production of a child's image created by me in the course of my work with IRAus is compliant with the Child Protection in Communications Policy.
 10. Ensure any photographs or production of a child's image created by me in the course of my work with IRAus is not shared publicly before it is approved by the Communications Department.
 11. Immediately report any actual or suspected breach of the Child Protection Policy or Procedures or Child Protection Code of Conduct by staff members, volunteers, BOT members, contractors or consultants, or partners of IRAus, to my line manager.
 12. Disclose any charges, convictions, or other outcomes of an offence which occurred before or during my association with IRAus that relates to child abuse or exploitation.

I have read and understand the Child Protection Policy and Code of Conduct, and agree to abide by it at all times to protect children who are impacted by IRAus or who I may come into contact with during the course of my work.

I understand that a breach of the Code of Conduct or the IRAus Child Protection Policy and Procedures constitutes grounds for disciplinary action, and may lead to dismissal from employment or service, and result in legal proceedings.

Signature: _____

Name: _____

Position: _____

Date: _____

Annex 2

IRAus Child Protection Incident Report

Any complainant must be aware of the following information:

This report must be completed if you suspect or know about actual or potential child abuse or harm. Failure to report an incident that you know about or suspect is taken very seriously and could result in termination of your employment or association with Islamic Relief Australia.

This report will under no circumstances be made public and will be securely stored by the Human Resources Department.

This report will be shared in full with staff relevant to the investigation including the Country Director, the Human Resources Manager, the Child Protection Focal Point and the IRW Child Protection Coordinator. Information within the report may be shared elsewhere if and as appropriate, as decided by the IRAus Country Director.

The information in this report will be put to the alleged perpetrator in the course of the investigation. If you are concerned about your safety and wellbeing in this process, please share these concerns with your line manager who will discuss with you and senior management how to mitigate your concerns and ensure your safety and security.

If the reporter is filling out the report in person: Do you, the reporter, understand this information?

YES Name: _____ Sign: _____ Date: _____

If this information has been conveyed over the phone by your line manager: Have you (Line Manager) conveyed this information to the reporter?

YES Name: _____ Sign: _____ Date: _____

Reporter

Name of reporter: _____

Age: _____ Sex: _____ Country of Residence: _____

Relationship with child: _____

Relationship with alleged perpetrator: _____

Relationship with IRAUS: _____

Alleged Perpetrator

Name of alleged perpetrator: _____

Age: _____ Sex: _____ Country of Residence: _____

Relationship with child: _____

Relationship with reporter: _____

Relationship with IRAUS: _____

Child

Name of child: _____

Age: _____ Sex: _____ Country of Residence: _____

Relationship with reporter: _____

Relationship with alleged perpetrator: _____

Relationship with IRAUS: _____

Incident

An incident is something you observed or heard that made you suspect or know that child abuse or harm is happening or could happen

Date/ time of incident: _____

Country of incident: _____

Location of incident: _____

Names/ contact details of any witnesses:

Name: _____ **Contact Details:** _____

Name: _____ **Contact Details:** _____

Name: _____ **Contact Details:** _____

Short Description of Incident (add further paper if needed):

What immediate security measures have been taken to protect the child?

Who is responsible for ensuring immediate security for the child?

Has the police been contacted?

If yes, what happened?

Does the child want police assistance?

Has the child been informed about medical treatment, if necessary?

Has the child sought medical treatment, if known?

If yes, who provided the treatment?

If known, any information on prognosis and treatment?

Any other relevant information provided by reporter:

Report completed by:

Name: _____

Position: _____

Date: _____ Time: _____ Location: _____

Signature: _____

If the reporter is with their line manager in person: Did your line manager explain to you the reporting process from here?

YES NO Sign: _____ Date: _____

If this information has been conveyed over the phone by your line manager: Have you conveyed this information to the reporter?

YES NO Sign: _____ Date: _____

If the reporter is with their line manager in person: Do you have any concerns for your safety which you would like to discuss further with your line manager and senior management?

YES NO Sign: _____ Date: _____

If this information has been conveyed over the phone by your line manager: Have you discussed the next steps of this with the reporter, if necessary?

YES NO Sign: _____ Date: _____

Date completed report sent to Country Director:

Date report received by Country Director:

I, the Country Director, have read this report and will be taking appropriate action:

Name: _____

Date: _____

Annex 3:- Useful Child Protection Contact Points

For immediate concerns in Australia that are life threatening call the police on 000

ACT:

Child Protection Helpline: 1300 556 729

NSW:

Child Protection Helpline: 132 111 Mandatory Reporters Guidelines:

www.keepingthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide

NT:

Child Protection Helpline: 1800 700 250

QLD:

Child Protection Helpline: (07) 3235 999

SA:

Child Protection Helpline: 131 478

TAS:

Child Protection Helpline: 1800 001 219

VIC:

Child Protection Helpline: 13 12 78

How to report: <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/about-child-abuse/how-to-make-a-report-to-child-protection>

WA:

Child Protection Helpline: (08) 9325 1111

END OF POLICY DOCUMENT