



FIJI NATIONAL
UNIVERSITY

Current Version: 01

Approved by FNU Council (14th September, 2019)

CHILD PROTECTION POLICY (2019)

Abstract

Fiji National University is committed to protecting children, regardless of gender, race, disability, country of origin and religious belief. FNU has a zero-tolerance attitude to child neglect, exploitation or abuse and the causes thereof. FNU recognizes that it is the individual personal responsibility of all adults to raise awareness to protect children from neglect, exploitation and abuse and immediately report any suspected breach of this policy.

The FNU Child Protection Policy requires all FNU students, staff and stakeholders to proactively support the management of child protection risks. It provides a framework for the protection, identification, management and reporting of incidents of child neglect, exploitation and abuse in all FNU classrooms, laboratories, workshops, farms and through all teaching facilities. It empowers FNU to advocate the United Nations Convention on the Rights of the Child, to which Fiji is a signatory.

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ACKNOWLEDGEMENT

The Fiji National University (FNU) recognizes and incorporates into its own policies the Australian Government Department of Foreign Affairs and Trade (DFAT) 2018 Child Protection Policy, which clearly articulates:

Multilateral organizations and bilateral donor partners funded by DFAT are expected to act in accordance with the policy principles outlined in this document. They must also abide by their own relevant policies, international declarations, conventions, agreements, and domestic legal frameworks, which seek to protect children

Consultations with the DFAT Child Protection Compliance Section commenced on Wednesday 21 May, 2019 and guided the formulation of the Child Protection Policy set out below.

DEFINITIONS & ABBREVIATIONS

Child:

Fiji National University uses the United Nations Convention on the Rights of the Child (UNCRC) definition of a child, which is any person under the age of 18 and is enrolled/is a student, regardless of whether a nation's laws recognize adulthood earlier.

Child Abuse:

Child abuse and neglect is any act of commission or omission on the part of a parent or child care-giver, which results in death, physical or emotional harm, sexual abuse or exploitation of a child. It is an act or failure to act which presents an imminent risk of harm to a child.

Child abuse comes in various forms identified in appendix 6

Child Protection:

The term used to describe the responsibilities and activities undertaken to prevent or stop children being harmed, abused, exploited or neglected.

CPP:

Child Protection Policy

Child Safeguarding:

Within FNU "Child safeguarding" refers to the set of policies, procedures and practices that we employ to ensure FNU itself is a child-safe organization.

DFAT:

Department of Foreign Affairs and Trade (Australian Government)

FNU:

Fiji National University

Guardian:

A person who has been formally recognized as responsible for looking after a child's interest when the parents of the child do not have parental responsibility over him or her or have died.

**Staff:**

This includes all University employees, honorary appointees, consultants, contractors, volunteers and the University's learning stakeholders. For brevity, the organizational structure is referenced in this context (Appendix 1).

Students:

Student refers to any person enrolled in any programme or course of study whether on a full-time or part-time basis. For definitive purposes, to be 'enrolled' means that the student has paid the prescribed fee as per the University's Fee Policy. In accordance with FNU's Academic and Student Regulations, students shall normally be of 18 years of age at enrolment into programmes. In cases where the applicants are under the age of eighteen, they need to submit an affidavit of parental consent form before the commencement of classes.

Working/dealing with Children:

Working/dealing in a position that involves regular contact with children, either as part of the person's position description or due to the context of the work that brings the person into regular contact with children.

SCOPE AND PURPOSE OF THIS POLICY

This policy applies to all students and staff of the University in respect to all actions and activities relating to or having an impact on the University, or its students, employees and the community which interacts, or wishes to interact, with the University.

The purpose of this Child Protection Policy is to eliminate child abuse and build a protective environment for children, free from violence, abuse and exploitation.

All individuals or organisations having an impact on the University, or its students, employees and the community which interacts, or wishes to interact, with the University are expected to act in accordance with the policy principles outlined in this document.

POLICY PRINCIPLES

Children should be protected from all forms of physical and mental violence, injury, abuse, neglect, maltreatment and exploitation, including sexual abuse.

Principle 1: Zero tolerance of child exploitation and abuse

FNU has a zero-tolerance approach to child exploitation and abuse. Child exploitation and abuse will attract criminal, civil and disciplinary sanctions.

FNU will not knowingly engage — directly or indirectly — anyone who poses a risk to children.

FNU works to minimize the risks of child exploitation and abuse associated with its functions and programs, and trains its staff and students on their obligations under this policy.

Principle 2: Assess and manage child protection risk and impact

While it is not possible to entirely eliminate risks of child exploitation and abuse, careful management can identify, mitigate, manage or reduce the risks to children that may be associated with FNU functions and programs.

Principle 3: Sharing responsibility for child protection

To effectively manage risks to children, FNU requires the commitment, support and cooperation of stakeholder organizations and individuals who help to deliver programs and programmes administered by FNU.

Principle 4: Procedural fairness

FNU will apply procedural fairness when making decisions that affect a person's rights or interests. FNU's stakeholders are expected to adhere to this principle when responding to concerns or allegations of child exploitation and abuse.

Principle 5: Recognition of the best interests of the child

FNU is committed to upholding the rights of the child and Fiji's obligations under the United Nations Convention on the Rights of the Child. In all actions concerning children, the best interests of the child shall be a primary consideration.

PROFESSIONAL BEHAVIOUR/GOOD PRACTICE

FNU staff/students and stakeholders involved working or contact with children are expected to adhere to the following behaviours while they are performing those duties:

- always work in an open environment (e.g. unless they are at immediate risk of injury or in physical danger - avoid private or unobserved situations and encouraging open communication with no secrets- wherever possible, ensure that another adult is present when working near children).
- treat all children equally and with respect and dignity.
- always put the welfare of the children first.
- maintain a safe and appropriate distance from children.
- avoid physical contact with children.
- involve child and parents/guardians wherever possible.
- gain written child and parental/authorized consent for any significant travel arrangements, for the administration of emergency first aid or other medical treatment if the need arises etc.
- be an excellent role model.
- always give enthusiastic and constructive feedback rather than negative criticism.
- recognize the developmental needs and capacity of children.
- not risk sacrificing a child's welfare in a desire for academic, sporting or personal achievements.
- keep a written record of any injury that occurs, along with details of any treatment given.
- if during your care you accidentally touch or hurt a child, and/or he/she seems distressed in any manner, or appears to be uncomfortable by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to the Child Protection Officer and make a written note of it. Parents should also be informed of the incident.
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services.
- not sleep close to unsupervised children unless absolutely necessary, in which case the parent/guardian's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children).
- not use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.
- not use any form of physical punishment on children.
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
- comply with all relevant legislation, including labour laws in relation to child labour.
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures.
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with FNU.
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- obtain **'informed'** consent from the child and parent or guardian of the child before photographing or filming a child.
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.

RISK BASED APPROACH

In compliance with DFAT business activities, this policy provides a risk-based approach to the management of child protection. Taking into consideration that FNU's teaching/learning activities may be associated with 'working with children', then as required by DFAT for Australian Awards Scholarships (AAPS), an assessment of child protection risk is required (for all activities that have contact with children or working with children), including the application of all minimum child protection standards that is in accordance with DFAT guidelines (Appendix 7).

MANAGEMENT AND TRAINING OF THE POLICY

FNU will ensure:

- effective implementation of the policy, including regular review.
- all reports of child exploitation and abuse, policy non-compliance and code of conduct breaches are responded to by respective Colleges and Divisions through investigation, an internal inquiry and reported to the Ministry of Women, Children and Poverty Alleviation and Police. All reports will go to the aforementioned Ministry through the Registrar and Director Human Resources.
- monitoring investigations, outcomes and lessons learned is undertaken.
- monitoring of the child protection systems of FNU learning stakeholder organisations is undertaken, through audits and spot checks, and

Both FNU's Human Resource Department and the Office of the Registrar must ensure personnel and students (minimum of two per year) are trained in child protection awareness and understand their obligation to protect children when carrying out their work or study. Training can be in house or externally facilitated.

RESPONSIBILITIES UNDER THE POLICY

FNU staff and students are aware of this policy and must ensure child protection risk is considered, and is managed in accordance with FNU's risk management practices.

SPECIFIC REQUIREMENTS

With reference to FNU's SP2020, Strategic Core Area 3: Student Services and Campus Life, Objective 1: *Promote Access and Diversity*, there is envisaged design for innovation: Initiative 1.5, Make provisions for user-pay child care services to local and international staff and students.

FNU COMPLIANCE MECHANISMS

FNU monitors compliance with this policy requirement through its appointment process, performance assessments, reviews, accreditation processes, audits and spot checks. FNU can ask to remove individuals when an individual has been accused, charged, arrested or convicted of a criminal offence relating to child exploitation and abuse, or when FNU considers that an individual poses a risk to a child's safety or well-being. FNU also requires anyone under formal investigation for offences relating to child exploitation and abuse to be suspended from duty/ study during an investigation. FNU reserves the right to terminate contract negotiations, refuse to engage an individual, or require an individual to be replaced if appropriate criminal record checks are not undertaken, or cannot be undertaken for roles that are identified as working with or having contact with children.

REPORTING

The basis of obligatory reporting is not only for/on compliance but early uncovering of abuse, exploitation and neglect will aid avert the occurrence of serious injuries and assist coordination among education, health, social welfare, and legal responses.

This policy advocates a reporting process as depicted below:

Figure 1: FNU's CPP- Reporting process

This policy advocates a reporting process as depicted below:

Figure 1: FNU's CPP- Reporting process

FNU_ CHILD PROTECTION POLICY REPORTING PROCESS	
What to report	Allegations, disclosure or observations of child abuse or suspected breach of the FNU Child protection Policy
Who reports	Student, Staff or stakeholders
When to report	As soon as possible within 24 hours
Where to report	Students – Office of the Registrar Staff – Division of Human Resource Office of Registrar / Division of Human Resource – Ministry of Women, Children and Poverty Alleviation
Possible Outcomes	Criminal investigation – report to Fiji Police Force (Office of Registrar and Division of Human Resources)

From 2018 and in accordance with Fiji's Online Safety Act:

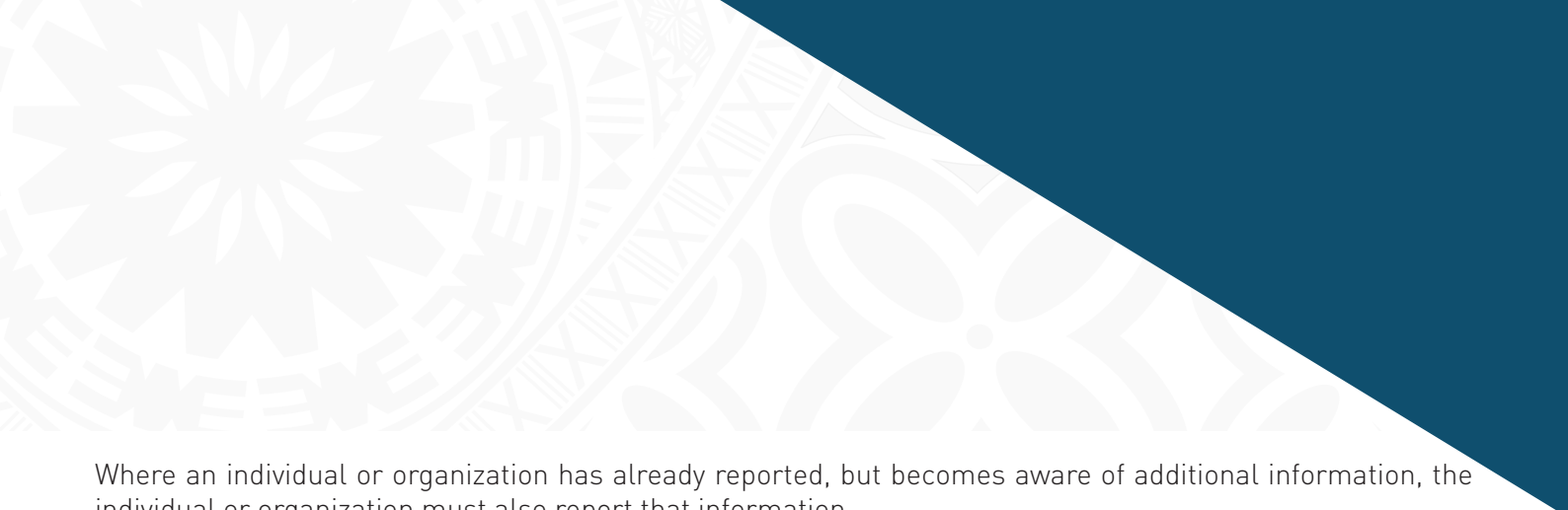
...a child, the child's parent or legal guardian ... as the case may be, may lodge the complaint to the Commission on the child's behalf

It is mandatory for all FNU staff/students and stakeholders to immediately report any suspected or alleged case of child exploitation, abuse or policy non-compliance by anyone within scope of the policy in connection with official duties or business. Members of the community can also report. All reports should be made to:

- Staff – Director Human Resources DHR@fnu.ac.fj
- Student –Registrar (Registrar@fnu.ac.fj)

Staff/students and learning stakeholders must report any behaviour that is suspected of being child exploitation or abuse (including possession of child exploitation material) or policy non-compliance by:

- an FNU staff member
- an FNU student



Where an individual or organization has already reported, but becomes aware of additional information, the individual or organization must also report that information.

When responding to allegations, HR Division and Office of the Registrar have the responsibility to ensure staff and students are treated fairly, and that the rights of each individual are respected during an investigation and any applicable disciplinary process. The DHR and Registrar will report the allegation immediately to the Ministry of Women, Children and Poverty Alleviation. In addition, for any report pertaining to AAPS awardee(s) immediate report must be made to DFAT: at childwelfare@dfat.gov.au. This may also need to be done to other sponsored awardees.

For tracking purposes, the University Information Management System will be required to track all students categorized as children. In addition, periodical reports, pertaining to this policy, from colleges and divisions may be required for the Senior Management Group meetings.

DATE OF EFFECT

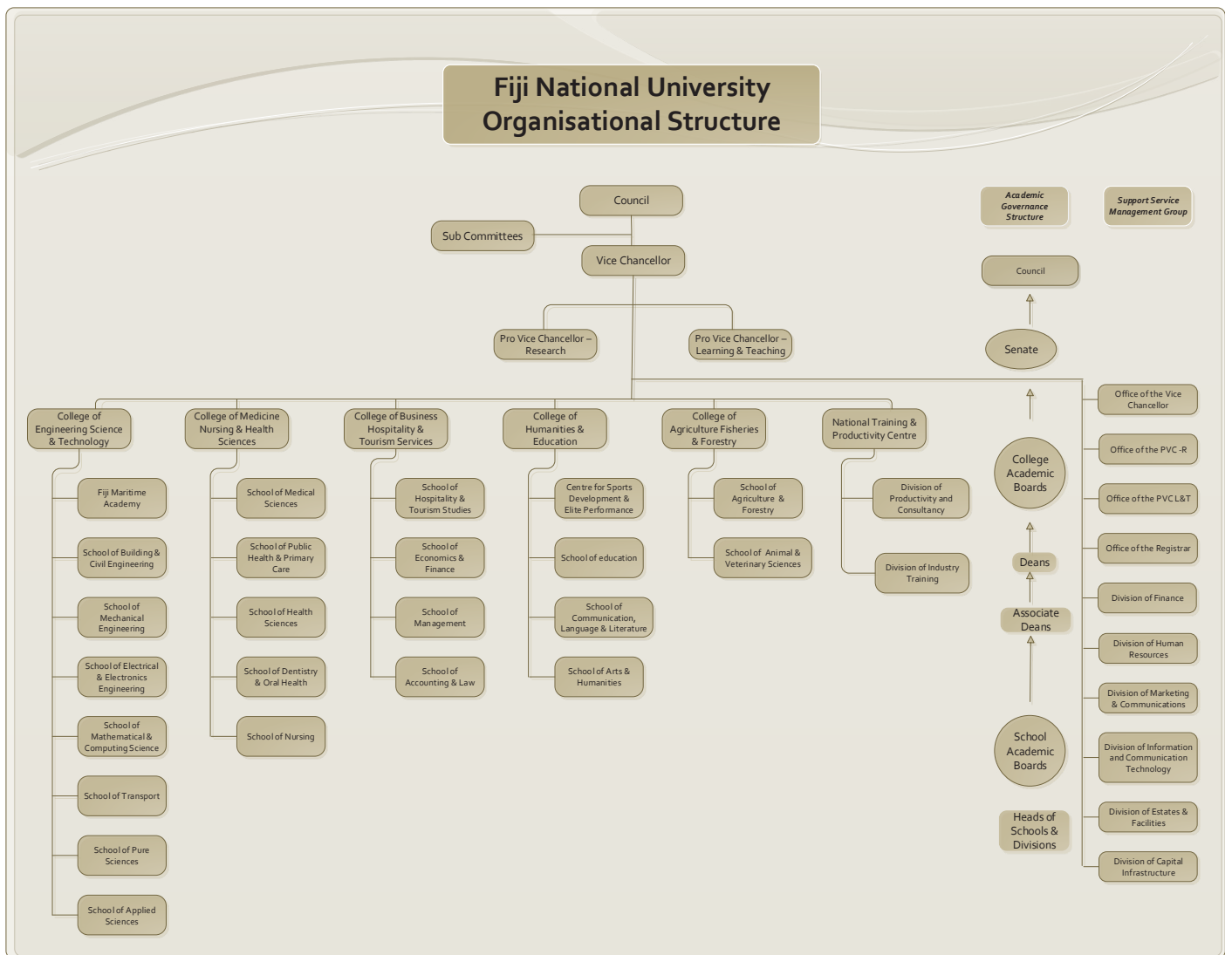
The policy is effective from 14 September, 2019. This policy will be reviewed every three years.

IMPLEMENTATION SUPPORT

All staff and FNU stakeholders must sign a Declaration form prior to commencing employment, or at the commencement of this Policy.

All students must also sign the Declaration form prior to admission/recruitment. Declarations signed by Staff and stakeholders must be returned to the HR Division, for filing on personnel records. Students' declarations shall be maintained by the Office of the Registrar.

APPENDIX 1: FNU ORGANIZATIONAL STRUCTURE



APPENDIX 2: STAFF/STUDENT DECLARATION

I confirm that I have read and understood FNU's Child Protection Policy, I agree to comply with the Policy. I understand that a breach of these Policies may provide grounds for my employment/studentship (circle the appropriate) with FNU to be terminated.

I also understand that a breach of these Policies could result in criminal prosecution.

I authorize FNU to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process.

I confirm my willingness to participate in FNU training sessions on child protection.

.....
Job title

.....
Signature

.....
Date

.....
Name

APPENDIX 3: PARTNERS DECLARATION

I confirm that I have read and understood FNU's Child Protection Policy. I agree to comply with the Policy. I understand that a breach of these Policies may provide grounds for my appointment or association with the organization to be terminated.

I also understand that a breach of these Policies could result in criminal prosecution.

I understand that it is my responsibility, as a person associated with FNU to use common sense and avoid actions or behaviours that are abusive or exploitative of children or could be construed as such.

I authorize FNU to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my association with FNU.

I confirm my willingness to participate in FNU training sessions on child protection.

.....
Job title

.....
Signature

.....
Date

.....
Name

APPENDIX 4: Admission – Affidavit



AFFIDAVIT OF PARENTAL CONSENT

SAS 01 C

Admission to Fiji National University

(This form must accompany form SAS 01 A and is
only for students below the age of 18)

PLEASE TYPE OR PRINT CLEARLY AND USE ONLY FULL LEGAL NAMES

- (I). I/We _____ (Parent/ Legal guardian)
And _____ (Parent/ Legal guardian)
Of Said Child (whose Birth Certificate is attached), _____ (print name as on Birth Certificate
or Passport), Do Hereby Authorize Fiji National University to admit the child in the courses as filled in the Application Form
(SAS 01 A).
- (II). We undertake full responsibility for all decisions regarding travel and arrival of the child to Fiji National University campus and
also undertake to take full responsibility for the accommodation arrangements including any visa arrangements for any
persons accompanying the child (if required by Fiji Immigration Department).
- (III). In case of medical emergencies encountered during the normal teaching hours or if occurring within the campus, Fiji National
University will ensure that the child reaches the nearest public health facility. Please note that the hospital Policy and the
Country's laws and regulations will govern any service provided to a child in Fiji. For non- residents, services in the Public
Health Facility will attract fees.

Emergency contact of Parent/Legal Guardian

Name: _____

Address: _____

City / State / Zip: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Alternative Name & Phone: _____

Signature: _____

(Signature Birth Parent(s) or Legal Guardian(s) – To Be Signed in Front of a Notary Public Only)

Subscribed and sworn before me this _____ day of _____ 20_____

Name of Commissioner for Oaths or other person duly authorized take statutory declaration in your country :

Signature: _____

In the Country of _____

My Commission expires on _____

Stamp

APPENDIX 5: Legislation relevant to child protection

A range of local/Fiji laws are relevant to this policy:

Legislations	Offence	Maximum Penalty
Online Safety Act 2018	Any person who contravenes subsection (1) commits an offence	Liable upon conviction to: (a) in the case of an individual, a fine not exceeding \$20,000 or imprisonment for a term not exceeding 5 years or both; and (b) in the case of a body corporate, a fine not exceeding \$100,000 and for a director, manager or officer in charge for the time being, to a fine not exceeding \$50,000 or imprisonment for a term not exceeding 7 years or both
Child Welfare Act 2010	Disclosing identity of persons	Default fine of \$5,000.00
Child Welfare Act 2010	Fails to give notice (of abuse/harm)	Liable to a fine not exceeding \$5,000.00
Child Welfare Act 2010	Obstructing	Liable to a fine not exceeding \$5,000.00 or imprisonment term not exceeding 18 months or both

APPENDIX 6: Child Abuse

A Child in Need of Care of Protection

A child in need of care of protection is a child who has experienced, or is at risk of experiencing, any of the categories listed below, and who is not being kept safe from harm, or the risk of harm, by their caregivers.

Child

A child is anyone under the age of 18 unless stated otherwise in these definitions

The Six types of abuse:

1. Physical abuse
2. Sexual child abuse (Rape, molestation, child pornography production and possession)
3. Neglect (Physical neglect, educational neglect, and emotional neglect)
4. Emotional abuse (Aka: Verbal, Mental, or Psychological abuse)
5. Behavioural
6. Child exploitation

1. Physical abuse:

Physical child abuse is the non-accidental infliction of physical injury to a child. This may include bruises, lesions and fractures that result from hitting (hand, stick, strap, or other object), punching, shaking, kicking, beating, choking, burning (with open flame or hot objects – boiling water, cigarettes), throwing, stabbing or otherwise harming a child including unwanted touching inclusive of tapping or slapping any part of the child's body with or without visible injury. The individual need not have intended to hurt the child for it to constitute physical abuse. Other specific types of physical child abuse include:

Physical abuse indicators include when the child:

- Reports injury by an adult or child caregiver or another person.
- Has unexplained burns, bites, bruises, broken bones, black eyes, or welts (wire hanger, stick, belt, etc.).
- Has fading bruises or other noticeable marks.
- Seems frightened of a particular person and protests or cries when it is time to go home.
- Flinches or cowers at the approach of adults or other students or children. Consider the possibility of physical abuse when the parent or other adult caregiver, student or other person:
- Offers conflicting, unconvincing, or no explanation for the child's injury or reaction.
- Describes the child as 'evil,' or other negative way.
- Uses harsh physical discipline with the child.

2. Sexual abuse:

Any sexual behaviour with - or sexual exploitation of - a child. There are three types of sexual offenses against children: Rape, molestation, distribution or production or possession of child pornography. Any vaginal or anal intercourse with a child is rape. A child cannot legally give consent to sexual activity. Sexual abuse is never a child's fault. Child sexual abuse includes a wide range of behaviours, including:

- Rape: vaginal or anal penile penetration.
- Oral sex by or to any adult.
- Genital contact with no intrusion.
- Fondling of a child's breasts or buttocks, any part of the body including hair and including through clothing.
- Indecent exposure.
- Production, distribution or possession of child pornography
- Sexual Exploitation: Use of a child in prostitution, pornography. Most sexual abuse (90%) is incest perpetrated by a family member or someone the child knows, including those in biological families, adoptive families, and stepfamilies or community members. Strangers account for 10% of sexual abuse. Incest most often occurs within a father-daughter relationship; however, mother-son, father- son, and sibling-sibling incest also occurs. Sexual child abusers can be: fathers, mothers, siblings, relatives, friends, childcare professionals, babysitters, teachers, clergy, athletic coaches, foster- parents, neighbours, and strangers. Some signs of sexual child abuse:
- Inappropriate interest in or knowledge of sexual acts.
- Seductive behaviour by a child.
- Lack of self-confidence, depression, self-harm and possibly suicidal tendencies. Avoidance of things related to sexuality, or rejection of own genitals or body
- Over-compliance or excessive aggression.
- Fear of a particular person or family member.
- Uninhibited behaviour. Sexual abuse may have occurred when the child:

- Reports sexual abuse by a parent or another adult caregiver.
- Has difficulty walking or sitting.
- Changes in behaviour, including discipline problems, faecal soiling, bed wetting, insomnia, nightmares, depression, changes in appetite.
- Suddenly refuses to change for gym or to participate in physical activities.
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behaviour.
- Becomes pregnant or contracts a venereal disease, particularly if under age 18.
- Runs away.

3. Neglect

Neglect is a pattern of failing to provide for a child's basic needs. It is abuse through omission; of not doing something resulting in significant harm or risk of significant harm.

There are four types of neglect:

- Physical neglect: Failure to provide food, weather appropriate clothing, supervision, a safe and clean home.
- Medical neglect: Failure to provide the necessary psychological/emotional, medical or dental care for a child's condition.
- Educational neglect: Failure to enrol a school-age child in school or to provide necessary special education. Allowing excessive absences from school. Emotional neglect: Failure to provide emotional support, love, and affection to a child. Exposure of a child to spousal, pet, or substance, drug and alcohol abuse.

Consider the possibility of neglect when the child:

- Is frequently absent from school.
- Is excessively hungry.
- Begs or steals food or money.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty.
- Has severe body odour.
- Lacks sufficient weather appropriate clothing.
- Abuses alcohol or other drugs.
- Apparent lack of supervision at home. Failure to thrive is a condition in which children fail physically to develop to their normal full genetic potential. It may be caused by medical (organic) circumstances or parental neglect (inorganic) that prevent the child from growing as expected. The cause can be determined by monitoring a child in a hospital setting to see if they put on weight through a regular feeding schedule.

4. Emotional abuse (Aka: verbal abuse, mental abuse, and psychological maltreatment)

Emotional child abuse is any attitude, behaviour, or failure to act that interferes with a child's mental health or social development. A repeated pattern of caregiver behaviour or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs. It can range from a simple verbal insult to an extreme form of punishment. Emotional abuse is almost always present when another form of abuse is found. Emotional abuse can have more long-lasting negative psychiatric effects than either physical abuse or sexual abuse.

Emotional abuse is illustrated by:

- Belittling, rejecting, ridiculing, blaming, scapegoating, bullying.
- Terrorizing, threatening violence or fearful conditions.
- Isolating, confinement, restricting the child from social interactions, etc.
- Exploiting or corrupting.
- Denying the child an emotional response.
- Deliberately not talking to a child for an extended amount of time.

Indications:

- Shows extremes in behaviour - overly compliant or demanding behaviour, extreme passivity, or aggression.
- Is either inappropriately adult (e.g. parenting other children, their own parent, care-giver or siblings) or inappropriately infantile (e.g. frequently rocking or head-banging).
- Is delayed in physical or emotional development.
- Has attempted suicide.
- Reports a lack of attachment to the parent.

Child abuse crosses all racial, economic and cultural lines. Sometimes families who seem to have it all from the outside are hiding a different story behind closed doors.

5. Behavioural

- **Beyond control**
 - A child's behaviours are causing physical or emotional damage to the family, property or community, and the child's caregivers are unable or unwilling to manage or address these behaviours.
- **Truancy**
 - Child is choosing to miss school on a regular basis without a valid explanation from a caregiver.
- **Missing from residence.**
 - Child has run away from or not returned to their home or usual place of residence and is either unable to be located or refusing to return.
- **Self-harm**
 - Acts which are intended to hurt or injure the person doing the act, but are not intended to end their life
- **Suicide / attempted suicide**
 - Child has committed an act of self-harm intended to end their life.
- **Alcohol or drug use**
 - Child is using illicit substances to a level which is impacting on their development and functioning. Substance use include: marijuana, glue sniffing and inhalants, ice, alcohol, cigarettes, and prescription drug abuse.
- **Mental health**
 - Child is displaying behaviours which indicate they are affected by a mental health condition, and this condition is impacting on their safety, wellbeing or ability to function day-to-day.

6. Child exploitation

- **Child labour**
 - Any work by a child which deprives children of their childhood and is negatively affecting their health, education, physical, mental, or social development. This work in particular affects the child's schooling. This includes any work that is inappropriate for the child age.

- CSEC/Child prostitution
 - Commercial Sexual Exploitation of Children is the sexual abuse of a child where cash, gifts or other benefits are provided to the child or another person in exchange for sexual acts. The child is treated as a sexual and commercial object. This includes child prostitution, sex tourism, producing child pornography for money, and trafficking a child for sexual purposes.
- Trafficking
 - A child is taken somewhere and held there usually by threats, abuse or lies, so the trafficker or another person can exploit their labour by making them work or carry out tasks.

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
Having a child Protection Policy and reporting procedure in place	<p>1. Partners The organisation has a child protection policy that applies to all personnel, partner's downstream personal and subcontractors that are engaged by the organization to perform any part of DFAT funded activity.</p> <p>The managing partner must ensure the downstream organization or individual subcontractor complies with the relevant minimum child protection standards.</p> <p>Individuals All individual contactor is not required to have a child protection policy. However, they will be required to sign a code of conduct that applies and builds on where appropriate DFAT's Child Protection Professional Behaviours and provide evidence of their commitment to child protection.</p>	<p>Partners</p> <ul style="list-style-type: none"> - Child protection policy in place - Personnel aware of the organization's child protection policy (e.g. through internal communication and training) - Documented plan for ensuring downstream DFAT funded partners are meeting the minimum standards - Initial risk assessment of organisation and activities to inform policy development <p>Individuals</p> <ul style="list-style-type: none"> - Attend child protection training - Sign code of conduct - Commitment to child protection 	A child protection policy provides clear guidance and demonstrates how the organisation, across its operations, will ensure that children are protected from child exploitation and abuse in the delivery of DFAT funded programs.	<p>An organisation is unaware of the risks to children within their organisation and the activities they manage and/or implement.</p> <p>Having a sub-contractor sign up to a code of conduct as the only control does not provide sufficient contractual effect to address child protection issues.</p>

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
	<p>2. The organisation's child protection policy includes a documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy non-compliance, including available sanctions for breaches.</p>	<ul style="list-style-type: none"> - Organisation's guidelines for managing concerns or allegations of child exploitation and abuse, and policy non-compliance - Documentary evidence that personnel can raise concerns about a child's safety or well-being or unacceptable behaviour by personnel - Documentary evidence outlining the organisation's details of available sanctions - Documentary evidence that policy and reporting information is publicly available and accessible to community members 	<p>An effective child protection policy requires a report handling procedure.</p> <p>One of the biggest hurdles to personnel reporting child exploitation and abuse is that there is no formal system in place to do so, or that personnel or community members are not aware of a formal system to report concerns or allegations.</p> <p>Reporting systems must respect the rights of both the alleged victim and the alleged offender.</p>	<p>Personnel are unaware how to report concerning behaviour.</p> <p>Community members are unaware how to report concerning behaviour.</p>

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
	3. The organisation provides child protection training for personnel, including downstream partners.	- Training attendance records - Training agendas and timeframes for training - Materials used in training	Personnel must be fully aware of their responsibilities to protect children and how to report concerns or allegations about child exploitation and abuse.	Personnel are unaware of behaviour that would arouse concern. Personnel are unaware of how to build child protection practices into their work. Personnel do not know how to report concerning behaviour.
	4. The organisation's child protection policy includes a commitment to preventing a person from working with children if they pose an unacceptable risk to children.	- Referenced in relevant documentation, including policies, contracts and human resource guidelines	The organisation, as an employer, must have clear grounds to determine whether a person is the most appropriate to work with children.	A lack of leadership and governance and the right culture undermine personnel efforts to implement a child protection environment.
	5. The organisation's child protection policy is subject to regular review, at least every five years or earlier if needed.	- Policy is subject to regular review in accordance to the policy commitment, or at least every five years	Contexts change, particularly in the development sector. There must be a commitment to review and update the policy as required.	Lessons learned from previous incidents are not taken into account, increasing the likelihood that those risks will be repeated.

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
Undertaking assessment and management of risk	6. The organisation undertakes a risk assessment to reduce the risk of any child being harmed as a result of operations or activities funded by DFAT. The assessment must identify risks, and document steps being taken to reduce or remove these risks.	<ul style="list-style-type: none"> - Risk plan identifying activities and measures to reduce or remove the risk to children - Documentation that risk assessments are reviewed and updated regularly during the life of the activity - Evidence of adaption to local context (when a different approach to standard risk controls is required) 	Some activities are higher risk than others. This may be due to the nature of the activity or the location. For example, working with children with disability or in an emergency situation involve higher risks.	Risks to children are missed during activity design and implementation.
Recruitment and screening, and employment practices in place	7. The organisation's employment contracts contain provisions for suspension or transfer to other duties of any employee who is under investigation and provisions to dismiss any employee after an investigation.	<ul style="list-style-type: none"> - Employment contracts for personnel/ consultants contain appropriate provisions 	Robust recruitment, screening and employment practices reinforce the importance of the organisation's child protection policy to personnel.	Personnel that pose unacceptable risks to children are unable to be removed (suspended, transferred or terminated) without a criminal conviction.

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
	<p>8. Contact with children positions</p> <p>The organisation has robust recruitment screening processes for all personnel in contact with children. These recruitments procedures include:</p> <ul style="list-style-type: none"> - criminal record checks before engagement - verbal referee checks <p>Working with children positions</p> <p>Additional screening measures (such as interview plans that incorporate behavioural based interview questions) must be used when candidates are applying for positions that involve working with children.</p>	<ul style="list-style-type: none"> - Documented criminal record checks for personnel in contact with children - Documented verbal referee checks - Documented request for an applicant to disclose whether they have been charged with child exploitation offences, and their response - Interview plans incorporating behavioural-based interview questions that are specific to positions that involve working with children - Review checks when personnel have a change in circumstances - In limited circumstances it may prove impossible to obtain a reliable criminal record check. A statutory declaration, or local legal equivalent, outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted instead - Checks must be conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship 	<p>Child-safe recruitment and screening processes are essential to enable an organisation to choose the most appropriate person for a position that involves contact with children.</p> <p>Recruitment and selection can prevent access to children by those with a known history of harming children.</p> <p>Child safe recruitment and selection processes can discourage individuals who pose an unacceptable risk to children from applying for positions.</p>	<p>Your organisation may be targeted by adults who wish to harm children (due to weak recruitment and screening practices)</p> <p>A person who poses an unacceptable risk of harm to children (as indicated by their background) is unknowingly appointed to a position within the organisation.</p>

Requirement	Minimum Standard	Minimum standard-evidence	Why is this required?	What is the risk without it?
	<p>9. The organisation has a child protection code of conduct that meets and – builds on (where appropriate) – the minimum standard set by DFAT (see Attachment B – DFAT’s Child Protection – Professional Behaviours).</p>	<ul style="list-style-type: none"> - A risk-based child protection code of conduct based on DFAT’s Child Protection – Professional \ Behaviours - Signed codes of conduct or a register documenting details of personnel who have signed the code of conduct, or inclusion in employment contracts - Signed image consent forms/ verbal consent file notes 	<p>A code of conduct makes clear the organisation’s standards for acceptable and unacceptable behaviour in relation to children, including use of images and must be signed by all personnel.</p> <p>It protects personnel by providing guidance on how to avoid situations that may be perceived as harmful to children.</p> <p>It also provides employers with a sound basis on which to conduct Disciplinary action.</p>	<p>Lack of clear, well-advertised rules allow concerning behaviour to go unchallenged.</p> <p>Identification of a child and/or their whereabouts.</p>



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