

APRIL 2022

INTRODUCTION

This Child Protection Policy (**Policy**) affirms Adara's fundamental belief that children have the right to be protected and free from abuse and exploitation. Adara endorses the UN Convention on the Rights of the Child (1989), specifically Article 19 which states that:

Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

This Policy seeks to address the important issue of child protection at all levels affected by the work of Adara, and will be revised, where appropriate, to ensure it remains relevant and in line with relevant laws. Adara believes that the protection of children from abuse and exploitation is the responsibility of all those who participate in the work space of Adara, including employees, staff, directors, volunteers, secondees, contractors, in-country partners and visitors (**Adara Representatives**).

In keeping with the UN Convention on the Rights of the Child, Adara considers a child to be a person under the age of 18 years.

PURPOSE

This Policy provides a practical guide to:

- identify the risks that children can face with respect to abuse and exploitation in Adara's programmes;
- prevent or mitigate child abuse and exploitation in Adara's programmes;
- responding to concerns and allegations of child abuse, exploitation or sexual misconduct; and
- avoid exposure to further harm.

This Policy demonstrates Adara's commitment to protect children from harm and abuse. It aims to educate Adara Representatives about child abuse and exploitation and to promote a child safe and child friendly culture where everyone is committed to keeping children safe from harm.

Adara must adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where Adara's programmes exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, child sex trafficking, child labour and child pornography.

Adherence to this policy is a mandatory requirement for all Adara Representatives including in-country partners.

CONTEXT

While most child abuse occurs within families and communities, children also experience abuse and exploitation in organisations which provide them with support and services. Adara works with some of the most vulnerable of the world's children. The nature of our work means we are potentially at risk of being targeted by people whom seek access to vulnerable children through our programmes.

It is in this context, and the context in which Adara works, that Adara has prioritised making a commitment to protecting children.

CHILD PROTECTION POLICY

IMPORTANT CONCEPTS

To understand the scope of this Policy, it is important to understand a number of concepts and definitions which are used in the Policy.

According to Childwise¹, **abuse** of a child can occur in several different ways, including:

- **Physical abuse:** Occurring when a person purposefully injures or threatens to injure a child or young person and can take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing
- **Emotional abuse:** A chronic attack on a child or young person's self-esteem, taking the form of name calling, threatening, ridiculing, intimidating or isolating a child or young person
- **Neglect:** The failure to provide the child with the basic necessities of life, such as food, clothing, shelter, space, and supervision, to the extent that the child's health and development are placed at risk
- **Sexual Abuse:** When a child or young person is used by an older or bigger child, adolescent, or adult for his or her own sexual stimulation or gratification

Child **abuse and exploitation** generally refers to one of more of the following:

- Committing or coercing another person to commit an act or acts of **abuse** 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 abuse material is material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.

Child exploitation material is the collective description for material, irrespective of its form, which constitutes **child abuse material** or **child pornography material**.

Child pornography material depicts, or is a representation of, a person who is, or appears to be, under 18 years of age and who is, or appears to be, engaged in a sexual pose or sexual activity, or is in the presence of a person who is, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would, in all the circumstances, regard as being offensive.

Grooming generally refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to make that relationship a sexual one (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography). Types of grooming behaviours may include:

- persuading a child or a group of children that there is a 'special' relationship;
- inappropriate gift giving;

¹Childwise (2001). Choose With Care, Ecpat, Victoria.

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- showing special favours to a child or allowing rule breaking;
 - spending inappropriate amounts of time with a child;
 - encouraging secret relationships, including by engaging in tactics to keep relationships secret;
 - testing boundaries (touching, physical contact, undressing in front of child, talking about sex);
 - inappropriate extension of relationship outside of work or Adara programmes; and
 - inappropriate personal communication about personal or intimate feelings.

Online grooming can occur when a person sends an electronic message with indecent content to a person who the sender believes to be under 18 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Sexual Misconduct includes (but is not limited to):

- crossing professional boundaries;
- sexually explicit comments and other overtly sexual behaviour; and
- grooming behaviour.

The alleged sexual misconduct must have been committed against, with or in the presence of a child.

Crossing professional boundaries includes behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate:

- relationship with;
- conduct towards; or
- focus on,

a child or young person, or a group of children or young persons.

Sexually explicit comments and other overtly sexual behaviour

This includes behaviour involving sexually explicit comments and other overtly sexual behaviour. Some forms of this behaviour also involve crossing professional boundaries. This conduct may include:

- inappropriate conversations with children of a sexual nature;
- comments that express a desire to act in a sexual manner;
- unwarranted and inappropriate touching involving a child;
- sexualised behaviour with or towards a child (including sexual exhibitionism);
- personal correspondence (including electronic communications) with a child or young person in relation to the adult's intimate, romantic or sexual feelings for a child or young person;
- exposure of children and young people to sexual behaviour of others including display of pornography; and
- watching children undress in circumstances where supervision is not required and it is clearly inappropriate. For example, in change rooms or toilets.

CODE OF CONDUCT

All Adara Representatives will conduct themselves in a manner which ensures children's rights and needs are always given priority. Children are often at risk from abuse and exploitation from a variety of sources. It is the responsibility of Adara Representatives to minimise this risk by promoting, and setting an example of good practice in identifying and managing potential risks and avoiding exposure to further harm.

Adara has developed a Child Protection Code of Conduct (**Code of Conduct**) and a Child Safeguarding Toolkit consistent with this Policy, to protect children, staff and the organisation by providing clear behavioural guidelines and expectations. The Code of Conduct is annexed to this Policy. This Policy and Code of Conduct describe the basic expectations of Adara Representatives who should conduct themselves in a manner consistent with the Policy and Code of Conduct and their role as an Adara Representative, and a positive role model to children.

Adara recognises that each country has its own legal system. This Policy and these standards must be interpreted and enforced in accordance with local law. There may be instances where this Policy and these standards are more stringent than local law, and in these cases this Policy should be followed.

CORE OBLIGATIONS

Adara acts at all times to ensure children's safety and protection. Adara values its representatives and will support their active contribution to achieving this goal.

Adara Representatives will:

- Maintain and promote a safe environment for children to participate in Adara's activities.
- Immediately report any allegations or suspicions of child abuse to the relevant Child Protection Officer, who reports into the Chief Executive Officer.
- Respond swiftly and in confidence to any allegations involving child protection or safety issues in accordance with this Policy.
- Organise work to minimise the risk of all forms of child abuse and exploitation and accidental harm to children.
- Take action to inform themselves and others on the rights of the child and specifically child protection.
- Treat all children with the highest standards of respect and courtesy.
- Listen to children and encourage them to raise any concerns.
- Be aware of how their interactions with children may be seen by the children themselves and others.
- Establish a culture that empowers children, their families and communities to be knowledgeable of their rights, to know what is acceptable and unacceptable and to know what they can do when there are problems.
- Conduct themselves in a manner that is consistent with Adara's culture and values.

A clause is included in any in-country contractor or partner agreements requiring the contractor or partner to notify Adara immediately if one of their staff members or volunteers is accused of, is being investigated for child safety related matters or does not have the relevant child protection clearances.

In addition, Adara Representatives will:

- Be knowledgeable of local customs, practices and behaviours.
- Consider children's health, safety and well-being, and their best interests, as paramount.
- Not condone or participate in behaviour involving children which is illegal, unsafe or abusive.
- Avoid being placed in compromising or vulnerable positions involving children.
- Not discriminate against or show favour to particular children.
- Not use their position of authority inappropriately.
- Not use their relationship with children to obtain inappropriate favours.
- Realise that they are always the responsible parties, even if a child behaves inappropriately.
- Not behave in a way whereby their actions (physical, verbal or otherwise) are or could be perceived as offensive, inappropriate, abusive, neglectful or exploitative.
- Where possible and practical, not spend time alone with children who are not members of their immediate or extended family, in their homes, project premises or elsewhere.

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- Not provide shelter for children in their homes unless in the case of extreme emergency.

ANY BREACH OF THIS POLICY OR THE CODE OF CONDUCT MAY LEAD TO DISCIPLINARY OR OTHER CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION OF THE ADARA REPRESENTATIVE'S EMPLOYMENT, ENGAGEMENT OR INVOLVEMENT WITH ADARA.

CORE PRINCIPLES

The following six core principles are specifically adopted as part of this Policy, and will be incorporated into all relevant documents and agreements entered into or adopted by Adara:

- All forms of abuse and exploitation of children by Adara Representatives constitute acts of gross misconduct and are therefore grounds for termination of their employment, engagement or involvement with Adara.
- Where Adara Representatives develop concerns or suspicions regarding any type of child abuse or exploitation they must report such concerns via established agency reporting mechanisms, including where appropriate to the Child Protection Officer.
- Adara Representatives are obliged to create and maintain an environment that prevents all forms of abuse and exploitation of children and promotes the implementation of this Policy and the Adara Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.
- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence
- Exchange of money, employment, goods, or services (including any goods or services to which a beneficiary is entitled under our programmes) for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.
- Sexual relationships between Adara Representatives and beneficiaries (both adults and children) are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work performed by Adara Representatives.

RISK MITIGATION

ORGANISATIONAL AWARENESS AND ADVOCACY

All Adara Representatives are informed of Adara's child protection policies and must comply with them. Any breach is treated with the utmost seriousness and, where appropriate, will be investigated and disciplinary or corrective action may be taken against Adara Representatives.

Child protection awareness will be included at all stages of Adara operations including the hiring, orientation and training of all representatives who will come into contact with children at all levels and in all offices.

Adara will aim to assess all positions within Adara for the level of contact with children and the level of risk which may arise as a result. This will inform the appropriate level of pre-employment and ongoing screening. Positions working directly with children will require the highest level of screening.

Adara ensures that all Adara Representatives have read and been made aware of this Policy. Adara reserves the right to change, amend and update this Policy at any time at its discretion.

All Adara in-country partners are informed of this Policy and will be required to comply with it as though it was their own Policy. This obligation will be reflected in our partnership agreements.

CHILD PROTECTION RISK MANAGEMENT AND RISK ASSESSMENTS

Risk management means identifying the potential for an incident or accident to occur and taking steps to reduce the likelihood or severity of its occurrence. Adara recognises that there are potential risks to children in the delivery of our programmes. To assess and manage these risks, we examine each programme and its potential impact on children. Programmes involving direct work with children are considered a higher risk, and therefore require more stringent child protection procedures. However, children are part of every community in which we work, so we are always alert to potential risks.

Risk management is an ongoing part of every activity, and Adara, together with stakeholders and beneficiaries, including children and young people and their families, will aim to undertake a child protection risk assessment on every new and evolving programme and project. Adara Representatives must continually be aware of risks, and be actively minimising situations where children can be harmed.

RECRUITMENT

Adara is committed to child safe recruitment, selection and screening practices. All Adara Representatives are informed of this policy during the recruitment process. Our job advertisements make it clear that Adara is a child safe organisation. All Adara Representatives are required to sign an acknowledgement that they have both read this Policy and will comply with its requirements.

During the recruitment process, all Adara Representatives will be asked a general screening question regarding this Policy. For roles where the Adara Representatives will work directly with children, Adara uses appropriate behavioural-based questions, explores the motivations of the candidate for working with children and seeks to understand the candidate's attitude to children, professional boundaries, accountability and ethical issues. Adara will also conduct referee checks on potential employees, and will ask specific safeguarding questions.

All Adara Representatives will be required to undergo a police check. 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. For Australian personnel, a NSW Working with Children Check (WWCC) is also required. Police checks and WWCC will be rechecked for staff every three years. As an additional measure, Adara staff will be asked to disclose whether they have been charged with any child exploitation offences not 'protected' by any Spent Convictions Scheme. All Adara Representatives will be required to provide original proof of identity documents such as a birth certificate, passport, driver's licence and relevant qualifications, when requested by Adara to do so.

Adara may refuse to employ, terminate the employment and/or engagement of, or temporarily stand down or suspend, any person who it reasonably believes may pose a risk to children.

TRAINING

This Policy will be made available to all Adara Representatives visiting or involved with Adara projects. It is the responsibility of the Chief Executive Officer to ensure that all Adara offices, including overseas, have a copy of and that all Adara Representatives are aware of, and where appropriate trained on, this Policy. All Adara Representatives will receive a child safeguarding overview training during their induction, and Adara Development staff will be required to attend a mandatory child safeguarding training session prior to completion of probation and refresher training at least once every two years.

The Chief Executive Officer will appoint a person in each office responsible for ensuring that all Adara Representatives in that office adhere to this Policy and are aware of their requirements under this policy and the Code of Conduct. This person shall be known as the Child Protection Officer and will be responsible for reporting back to the Chief Executive Officer on child protection and safety matters. In situations where any part of the Policy is in conflict with local law, the Child Protection Officer must bring this to the attention of the Chief Executive Officer.

Adara Representatives will be made aware of the importance of their own responsibility in upholding and implementing this Policy.

MARKETING AND PRINTED MATERIAL

Adara undertakes all reasonable precautions to protect paper and electronic information about children. At all times Adara Representatives are required to adhere to the Adara Development Photography and Videos Use of Image Policy.

All communications involving children must use pictures and text that are decent, respectful and not in breach of relevant laws.

PROCEDURES

ALLEGATION REPORTING, MANAGEMENT AND INVESTIGATION

Adara is committed to doing all it possibly can to prevent the abuse of children and to hold accountable all those who do.

WHAT IS REPORTED?

ALL ADARA REPRESENTATIVES, WHEREVER THEY ARE LOCATED, ARE REQUIRED TO REPORT IMMEDIATELY ANY:

- Disclosure or allegation from a child or community member or Adara Representative regarding the safety, abuse or exploitation of a child.
- Observations of concerning behaviour by any Adara Representative that breaches this Policy or the Child Protection Code of Conduct.
- Inappropriate use of Adara's technology, including computers and photographic equipment.
- Person engaging in suspicious behaviour that could be associated with child abuse or exploitation or trafficking.

TO WHOM AND HOW DO YOU REPORT?

ALL ADARA REPRESENTATIVES ARE REQUIRED TO REPORT IMMEDIATELY TO THE CHILD PROTECTION OFFICER.

If Adara Representatives who are located in-country are unable to contact the Child Protection Officer (**CPO**) immediately or the matter involves the Child Protection Officer, they may report instead to the Chief Executive Officer or Chair.

Irrespective of to whom the report is made, the report should be made:

- verbally; and
- by completing the Adara incident reporting sheet, which can be obtained on the Adara intranet on the People & Culture page.

WHO ARE THE CHILD PROTECTION OFFICERS?

Our nominated Child Protection Officers are:

Adara Development (Australia) and Adara Development (Bermuda)

Chief Executive Officer

Telephone: +612 9395 2800

Email: complaints@adaragroup.org

Caitlin McGrath

Senior Programmes Director

Telephone: +612 9395 2800
Email: caitlin.mcgrath@adaragroup.org

Adara Development (Nepal)

Pralhad Dhakal
Nepal Country Director
Telephone: +97701 4650164/ 4374577
Email: pralhad.dhakal@adaragroup.org

Adara Development (Uganda)

Daniel Kabugo
Uganda Country Director
Telephone +256 77 2643234
Email: daniel.kabugo@adaragroup.org

Adara Development (USA)

Brooke
MagnussonGlobal
Health Director
Telephone: +1 425 967 5115
Email: brooke.magnusson@adaragroup.org

WHAT HAPPENS IF YOU DO NOT REPORT?

IF AN ADARA REPRESENTATIVE KNOWINGLY CHOOSES NOT TO REPORT AN INCIDENT OR ANY SUSPICION OF CHILD ABUSE OR EXPLOITATION, THEN DISCIPLINARY OR CORRECTIVE ACTION WILL BE TAKEN, UP TO AND INCLUDING TERMINATION OF THE ADARA REPRESENTATIVE'S EMPLOYMENT, ENGAGEMENT OR INVOLVEMENT WITH ADARA.

INVESTIGATING CHILD PROTECTION CONCERNS

The CPOs must immediately inform the Chief Executive Officer or Chair who will then discuss next steps with the CPO.

The initial steps that should be taken in relation to an investigation concerning allegations of child abuse or exploitation are as follows:

- a) the Chief Executive Officer will assess whether the Police (if the alleged behaviour is criminal) or any relevant statutory child protection agencies need to be notified in relation to the allegations. If they have been notified the Chief Executive Officer should seek clearance from these organisations prior to proceeding with their own investigation;
- b) notify the child's parents (unless to do so would likely compromise the investigation or any investigation by the Police or a statutory authority);
- c) carry out a risk assessment (see below) and take action to reduce/remove risk, where appropriate; and
- d) investigate the allegation where appropriate or appoint someone to investigate the allegation.

Adara will:

- a) be mindful of the principles of procedural fairness;
- b) inform the person subject of the allegation (**PSOA**) of the substance of any allegations made against them and provide them with a reasonable opportunity to respond to the allegations;
- c) make reasonable enquiries or investigations before making a decision;
- d) avoid conflicts of interest;
- e) conduct the investigation without unjustifiable delay;

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- f) handle the matter as confidentially as possible; and
 - g) provide appropriate support for all parties including the child/children, witnesses and the PSOA.

In an investigation the investigator will generally:

- a) interview relevant witnesses and gather relevant documentation;
- b) communicate the allegations to the PSOA;
- c) interview the PSOA;
- d) consider relevant evidence and make a preliminary finding/s;
- e) inform the PSOA of the preliminary finding/s and provide them with an opportunity to respond;
- f) consider any response provided by the PSOA;
- g) make a final finding; and
- h) decide on the disciplinary action, if any, to be taken against the PSOA, unless the investigator is not the CEO, in which case they will make a recommendation to the CEO on any disciplinary action to be taken.

The steps outlined above may need to be varied on occasion to meet particular circumstances. For example, it may be necessary to take different steps where the matter is also being investigated by the Police or another child protection agency.

A PSOA may have an appropriate support person with them during the interview process. Such a person is there for support only and as a witness to the proceedings and not as an advocate or to take an active role.

Where the allegation has arisen in country, the Chief Executive Officer may require the assistance of the relevant Country Director, Child Protection Officer or Programme Manager to properly carry out the investigation. External legal, mediation services or expert advice may be sought by Adara before, during and after the investigation. The investigation and its outcomes will be appropriately documented.

Adara will treat all concerns raised seriously and treat all parties involved fairly. All reports will be handled professionally, confidentially and as expediently as possible. All reports, the names of people involved and the details will remain confidential and any disclosure will be on a "need to know" basis or when required by relevant local or Australian or local law or when Police or child protection authorities are notified of the incident or allegation.

All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. Adara will do its best to ensure that the interests of the Adara Representative reporting child abuse in good faith are protected. Any Adara Representative who intentionally makes false or malicious allegations during any period of the investigation process, will face disciplinary or other corrective action, up to and including termination of the Adara Representative's employment, engagement or involvement with Adara. Within a reasonable time after child safeguarding concerns are reported, the Child Protection Officer who received the report will provide the relevant Adara staff member with information regarding how to access support through Adara's Employee Assistance Program. If an Adara Representative other than an Adara staff member reports a child safeguarding concern, they are able to reach out to the relevant Child Protection Officer at any time regarding support available.

The rights and welfare of the child is of prime importance. Every effort will be made to protect the rights and safety of the child throughout any investigation.

During an investigation, the best interests of the child may warrant the standing down of an Adara Representative. Any Adara Representative stood down in this manner who has a contractual entitlement to receive income will continue to receive full pay - recognising that the member is entitled to a fair process that does not pre-judge the outcome of any investigation.

Initial risk assessment

One of the first steps following an allegation against a PSOA is for the Chief Executive Officer or their delegate to conduct a risk assessment. The purpose of this initial risk assessment is to identify and

minimise the risks to:

- (a) any child(ren) who are the subject of the allegation;
- (b) other children with whom the PSOA may have contact;
- (c) the PSOA;
- (d) Adara or other affiliated organisations; and
- (e) the proper investigation of the allegation.

The factors which will be considered during the risk assessment include:

- (a) the nature and seriousness of the allegations;
- (b) the vulnerability of the child(ren) the PSOA has contact with;
- (c) the nature of the position occupied by the PSOA; and
- (e) the disciplinary history or safety of the PSOA (if they are an employee, volunteer, secondee, visitor or contractor) and possible risks to the investigation.

The Chief Executive Officer or their delegate will take appropriate action to minimise risks. This may include the PSOA being temporarily relieved of some duties, being required not to have contact with certain children, or being suspended from duty or engagement with a particular programme. When taking action to address any risks identified, Adara will take into consideration both the needs of the child(ren) and the PSOA.

Please Note: A decision to take action on the basis of a risk assessment is not indicative of the findings of the matter. Until the investigation is completed and a finding is made, any action, such as an Adara Representative being suspended or temporarily removed from a programme, is not to be considered to be an indication that the alleged conduct by the Adara Representative did occur.

The Chief Executive Officer or their delegate will continually monitor risk during the investigation including in the light of any new relevant information that emerges.

At the completion of the investigation, a finding will be made in relation to the allegation and a decision made by the Chief Executive Officer regarding what action, if any, is required in relation to the PSOA, the child(ren) involved and any other parties.

RESPONDING TO DISCLOSURE BY A CHILD

When a child makes an allegation of abuse, this allegation must be taken seriously. It is important for the Adara Representative to remain calm and in control and to reassure the child that something will be done to keep the child safe.

When a child discloses they are being harmed:

- listen carefully;
- tell the child it is not their fault and he/she is not responsible for the abuse;
- tell the child you are pleased he/she told you;
- try and obtain some details such as where the abuse is taking place (e.g. school, home, work), is it currently occurring or did it occur in the past, and the name of perpetrator, if possible; and
- keep what they have said to you confidential but inform them that you are required to report the harm to relevant persons in Adara.

It will not help the child to:

- make promises that can't be kept, such as promising not to tell anyone;

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- push the child into giving details of the abuse. Just listen to what the child wants to say and don't conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation); and
 - indiscriminately discuss the circumstances of the child with others not directly involved.

Once an allegation is made there should be an immediate response that protects the child from further potential abuse or victimisation. The child may require medical assistance or counselling support. If the child is in immediate danger, make arrangements for the child to go to a safe place. The Child Protection Officer and/or the Chief Executive Officer should be made aware of any such arrangements.

INVOLVING CHILDREN AND YOUNG PEOPLE

Adara recognises the unique insight, experiences and contribution of children and young people and works with them to help identify any potential child protection risks in its programs that include or affect children and young people. Risks in this regard have been identified and included in the risk management strategy and monitored for updates.

Date of Policy: April 2022
Next review date: April 2024

CHILD PROTECTION CODE OF CONDUCT

I, _____, agree that I will comply with Adara Development Child Protection Policy and, while visiting project activities funded by or related to Adara Development, I will:

- Conduct myself in a manner that is consistent with the values of Adara, found in the Adara Culture and Values Policy, Attached.
- Provide a welcoming, inclusive and safe environment for all children and young people
- Treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or that is intended to shame humiliate, belittle, degrade or exploit children
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts. I understand that mistaken belief of the age of the child is not a defence
- Wherever possible, ensure that another adult is present when working in the proximity of children
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my manager's permission, and ensure that another adult is present if possible
- Use any computers, mobile phone, or video and digital cameras appropriately, and never exploit or harass children or to access child pornography through any medium
- Refrain from physical punishment or discipline of children and / or any physical contact with children (excluding my own children)
- Refrain from hiring 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 legalisation, including labour laws in relation to child labour in applicable child protection legislation
- Immediately report concerns or allegations of child abuse or a breach of the Child Protection Policy or this Code of Conduct in accordance with appropriate procedures outlined in the Adara Child Protection Policy
- Consult with any Adara staff member if I have any questions regarding child protection, the Child Protection Policy or this Code of Conduct and how they relate to my own work with Adara
- Not be in possession of, or drink alcohol or use drugs in the presence of children, and not provide alcohol or drugs to children.
- Not give any gifts to children.
- Self-assess my behaviours, actions, language and relationships with children
- Be a positive role model for children
- Refrain from holding, kissing, cuddling or touching a child in an inappropriate, unnecessary or culturally insensitive way
- Not seek to make contact and spend time with any child or young person outside the programme times.

USE OF CHILDREN'S SOUNDS AND IMAGES FOR WORK RELATED PURPOSES

I agree that I will comply with Adara Development Photography and Videos Use of Image Policy, set out in the Annexure.

I understand that the onus is on me to use common sense and avoid actions or behaviours that could be construed as child abuse when undertaking project activities.

CHILD PROTECTION CODE OF CONDUCT

I confirm that at no time have I ever been involved in, charged with or convicted of any criminal offence, including a charge or offence of or relating to child abuse or child pornography, in any country. I have not been investigated nor am I aware of any investigation into offences by and allegations against me involving child abuse or child pornography.

NAME (please print)

Signature

Date

CHILD PROTECTION CODE OF CONDUCT

Annexure

PHOTOGRAPHY AND VIDEOS

USE OF IMAGE POLICY

1. CONSENT

- 1.1. Images (which in this policy means both photographic (still) and video images) on location at any project site of Adara Development must only be taken or made after permission has been granted by the person(s) to be photographed or videoed.
- 1.2. Images of children on location at any project site of Adara Development will not be taken or made unless parental or guardian consent and the consent of the child, where appropriate, has been obtained.
- 1.3. When you approach subjects on site, briefly introduce yourself, be courteous, and explain the purpose of your visit or the reason you want to take photos or record the video.
- 1.4. Consent that is obtained to taking a photograph or recording a video should be informed consent. Explain how, where and when the image is likely to be used. In clinical contexts, speak with the clinical director before you begin photographing or videoing workers or clients. Keep a record of how consent was given (whether written or oral and, if oral, always try and obtain consent in the presence of a witness).

2. TYPES OF IMAGES

- 2.1. Images must be taken or made in a courteous manner, giving due respect to the local communities, staff and others.
- 2.2. The images must present subjects in a dignified manner and should not present them as vulnerable or victims.
- 2.3. People (especially children) should be adequately clothed in images and not in poses or situations that could be interpreted as sexually suggestive.
- 2.4. Paternalistic images should be avoided (ex. portraying the agency/donors as the 'providers')
- 2.5. Avoid using images of identifiable clients in clinics.
- 2.6. Women and men, boys and girls should be portrayed as equal partners in development not passive recipients.

3. USE

- 3.1. You will not use any images, or other likenesses of children and/or information related to children that could compromise their care and protection through any form of communication media (including all social media such as Facebook, MySpace, Flickr, Twitter, YouTube, etc.)
- 3.2. Remember: photographing, videoing and using images of vulnerable populations requires extreme care and sensitivity. To protect the identity of individuals who may be put at risk of reprisal or rejection in their communities as a result of allowing their image to be captured, it is necessary to make sure they cannot be identified and leave out personal information such as names.
- 3.3. Images of children should not be accompanied by information relating to their place of residence. Images with corresponding text which may identify a child must be removed.
- 3.4. Images should be used in context and should be a true representation of events.
- 3.5. Images which are used should be contemporary. Avoid using historical images unless the use is important for historical context.
- 3.6. Images will not be used in public communications without the written approval of the Director of Partnerships and Communications of Adara Development.

CHILD PROTECTION CODE OF CONDUCT

4 MEDIA

- 4.1. Media (including print, TV, video, documentary or other media) must act with particular sensitivity to ensure our staff, communities and beneficiaries are not endangered.
- 4.2. No individual child's image may be used in any identifiable form for the purpose of media.
- 4.3. Images of children in groups of more than three are permissible as long as they are not labelled, named or otherwise identified in any way.
- 4.4. Direction and permission for any media must be sought from and given by the Director of Partnerships and Communications and/or Country Director.