

Policy title:	Child Protection Policy	Version 5	January 2021
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## 1. PURPOSE

In line with IWDA's rights-based approach to international development practice, IWDA is committed to ensuring the safety and wellbeing of all children. IWDA believes that children have a right to survival, development, protection, empowerment and participation as enshrined in the *United Nations Convention on the Rights of the Child* and the associated optional protocols.

Due to the nature of IWDA and program partner activities, some of IWDA's work involves regular contact with children, including:

- working with children directly (in a small number of projects), i.e. as program beneficiaries;
- indirect work with children, i.e. as children that are brought along to activities with their parent or guardian; or
- via other care providers, and children that are located in the vicinity of activities.

This policy outlines how IWDA emphasises the rights of children to an equitable and safe future and will work to promote child-safe environments to ensure that all children directly associated with IWDA activities are protected from harm, and where they are the beneficiary, are supported in their empowerment and participation. It also sets out general principles, guidelines and obligations to assist IWDA stakeholders understand their role and responsibilities in protecting children.

## 2. SCOPE

This policy applies to all representatives of IWDA, including IWDA personnel (employees, directors, volunteers and contractors), family members accompanying IWDA personnel on travel or assignment, personnel of IWDA program partner organisations and visitors to IWDA project sites.

This policy applies at all times when such representatives are representing IWDA, or undertaking any activities for IWDA or on its programs, and whether during or outside of normal working hours. This includes when they are in program partner countries travelling, socialising or holidaying before or after work.

## 3. GUIDING PRINCIPLES

**Zero tolerance of child exploitation and abuse** - IWDA will not tolerate any form of child exploitation or abuse. All representatives of IWDA are held to high standards in their conduct with and around children and young people.

**Child protection risk and impact** – IWDA will work to identify, mitigate and reduce the risks to children through its programs and services.

**Shared responsibility** – IWDA believes keeping children safe is everyone's responsibility.

**Best interests of the child** –IWDA supports the rights of children and their participation in decision making. In all actions concerning children, the best interest of the child will be a primary consideration.

**Accountability** – IWDA commits to maintaining systems to document, monitor and report on the implementation of the Child Protection Policy.

**Procedural fairness** - When responding to concerns or allegations of child abuse, exploitation or misconduct, IWDA will apply relevant procedural fairness processes and ensure all stakeholders receive appropriate support.

#### 4. POLICY

IWDA recognises that children are members of every community in which we work. IWDA's work ranges from working with children in programs focused on engagement and positively impacting the lives of children, through to activities with no direct or indirect contact.

IWDA will apply child safe practices to all aspects of program management and implementation, including recruitment, training and awareness, risk management, selecting and monitoring program partnerships, reporting and responding to misconduct and applying sanctions. IWDA's child safe practices include:

- Requiring representatives of IWDA to commit to 'do no harm' to the children and communities we support.
- Embedding compliance with the Australian Council for International Development (ACFID) and Department of Foreign Affairs & Trade (DFAT) Code of Conduct and Child Protection Policy, respectively in its policies and systems.
- Requiring all program partners to be compliant with child protection standards
- Promoting our child safe commitment and reporting processes and pathways publicly and on our website, ensuring our messaging to keep children safe is transparent and accessible.
- Understanding the vulnerability of all children, particularly those more at risk of abuse or exploitation.
- At all times portraying and treating children in a respectful and appropriate way. The participation and empowerment of children and young people is prioritised at all times.
- Prioritising the safety of children in activities regarding human rights and changing gender norms.
- Committing to a culture of reporting and responding to all allegations, suspicions, disclosures and breaches to this Child Protection Policy or Child Protection Code of Conduct promptly and efficiently.
- Investigating all allegations, suspicions, disclosures and breaches whilst supporting notifiers, alleged victims and alleged perpetrators, and ensuring a fair and thorough investigation is undertaken.
- Protecting confidentiality, including protecting the confidentiality of children's information, (ensuring data is stored appropriately and accessed only by authorised personnel).
- Not identifying children as survivors of sexual exploitation, family violence or abuse.
- Always prioritising the best interests and protection of children over the opportunity for advocacy and promotion of the agency.

## 5. RESPONSIBILITIES

Board	<ul style="list-style-type: none"> <li>• Oversight of this Policy</li> <li>• Approval of any revisions to this policy and IWDA's Child Protection Code of Conduct.</li> <li>• Oversight and management of any child protection incident reports that relate to the IWDA CEO</li> </ul>
CEO	<ul style="list-style-type: none"> <li>• Overall implementation of this Policy</li> <li>• Authorising financial and human resource allocations to meet child protection standards</li> <li>• Accountability for tracking and responding to child protection issues to ensure continuous monitoring and improvement</li> <li>• Authorising changes to the procedures, systems and performance management which support this policy</li> <li>• Monitoring IWDA compliance with relevant legislation, sector and donor requirements</li> <li>• Holding people accountable to IWDA's Child Protection requirements</li> <li>• Oversight and management of all child protection incident reports, including determining the most appropriate methods and personnel for investigating and addressing such reports, in accordance with this policy and the Whistleblowing procedure where applicable (refer to flow charts in Annex 2 below)</li> </ul>
Safeguarding Focal Points	<ul style="list-style-type: none"> <li>• Supporting the completion of any child protection incident reporting and ensuring reporting procedures and documentation is completed.</li> <li>• Reviewing and providing feedback on program partner and IWDA organisation policy and procedures.</li> <li>• Reviewing and monitoring child protection capacity and risk assessments.</li> <li>• Delivering training on child protection and IWDA's child protection reporting procedures</li> <li>• Acting as a first point of contact when IWDA personnel have a child protection question or concern and reporting the same to the CEO or, where the CEO is implicated, to the chair of the Board</li> </ul>
The IWDA Leadership Team	<ul style="list-style-type: none"> <li>• Ensuring that all IWDA personnel in their department, all contractors they engage and all visitors they invite onto a site comply with this policy and the Child Protection Code of Conduct, including undergoing the required induction and training</li> <li>• Holding representatives accountable to IWDA's Child Protection requirements.</li> </ul>
The People & Culture (P&C) Manager	<ul style="list-style-type: none"> <li>• Ensuring that all IWDA personnel are adequately inducted, have completed the ACFID Safeguarding module, and signed IWDA's Child Protection Code of Conduct.</li> <li>• Implementing and maintaining procedures to ensure child protection: <ul style="list-style-type: none"> <li>○ safeguarding questions are asked at interviews</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ safeguarding questions are asked during employee reference checks</li> <li>○ safeguarding questions are asked during performance appraisals</li> <li>○ criminal record checks are completed. 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. Where police checks aren't available, Statutory Declarations will be obtained.</li> <li>● Maintaining records of IWDA personnel child protection training</li> <li>● Supporting IWDA personnel reporting (refer to flow chart 1, Annex 2)</li> </ul>
The Director of Systemic Change and Partnerships	<ul style="list-style-type: none"> <li>● Initial risk assessment of organisations and activities to inform child protection policy development</li> <li>● Documented plan for ensuring downstream DFAT funded program partners are meeting the DFAT child protection minimum standards</li> <li>● Ensuring and monitoring IWDA's program partner compliance with the requirements in clauses 6.4 and 6.5 of this policy.</li> <li>● Ensuring all partnership team members undertake yearly child protection training</li> <li>● Oversight of child protection incident reports that relate to IWDA funded activities</li> <li>● Appointing IWDA Safeguarding Focal Points</li> <li>● The ongoing review and maintenance of this Policy to a standard which is compliant with Australian Government State and Federal, DFAT and ACFID requirements</li> </ul>
All representatives of IWDA	<ul style="list-style-type: none"> <li>● Taking individual and collective responsibility to ensure the protection of children at all times</li> <li>● Role modelling awareness, responsibility and self-management</li> <li>● Reading, understanding and complying with this policy and Code of Conduct</li> <li>● Reporting any allegation, suspicion or disclosure of child abuse, or breach of this Policy or Code of Conduct in accordance with the Child Protection Reporting Procedure</li> </ul>

## 6. IMPLEMENTATION

### 6.1 Code of Conduct

IWDA Child Protection Code of Conduct communicates clear behavioural guidelines and expectations when engaging with children and young people. This includes establishing and maintaining clear professional boundaries designed to prevent harm to children as well as guard against misunderstanding.

IWDA's Child Protection Code of Conduct must be signed by all IWDA personnel upon commencement of their engagement, all family members who are accompanying IWDA personnel on travel and assignment before they commence such travel, and all personnel of IWDA program partner organisations working on IWDA supported programs as set out in clause 6.5.

The IWDA Child Protection Code of Conduct is in Annex 1.

## 6.2 Recruitment and Screening

IWDA have robust practices for recruiting, screening and selecting IWDA personnel. These practices serve to minimise the risk of engaging anyone who poses a risk to children. Practices include:

- Assessing all employee, volunteer, contractor and board positions for their level of risk in relation to contact with children.
- Promoting IWDA's child safety commitment in job adverts and position descriptions.
- The use of behavioural-based questions for positions identified as working with children, to explore examples of a candidate's past behaviour and experiences and conducting verbal referee checks for successful candidates prior to engagement.
- Requiring all IWDA staff and board directors to undergo a National Police Check from the Australian Federal Police prior to engagement and, where possible, any country where they have lived for more than 12 months over the past 5 years. Where this is not achievable a statutory declaration may be required.
- Requiring applicants to disclose whether they have been charged with child abuse/exploitation offences

IWDA will not knowingly permit any person to work or have contact with children in the course of IWDA activities if they pose an unacceptable risk to children's safety or wellbeing.

All employment contracts will include an entitlement for IWDA to dismiss, suspend or transfer them to other duties, if they breach the Child Protection Code of Conduct.

Refer to IWDA Recruitment and Selection Policy.

## 6.3 Staff training and awareness

All IWDA personnel will receive the following training at a minimum:

- Induction / introduction briefing into this Policy and associated procedures.
- Induction/ introduction briefing on the Child Protection Code of Conduct
- Induction/introduction briefing on the Incident Reporting and Compliance procedures.
- Additional child protection training or briefing sessions, commensurate to a child safety risk assessment of the engagement, visit or deployment.

## 6.4 Risk Management

While it is not possible to completely eliminate all risks of child abuse, IWDA will ensure risks of child abuse are identified, monitored and reasonably mitigated against in the assessment of all our activities.

IWDA will undertake a risk assessment for all program partnerships to identify risks, classify any high-risk activities and document steps being taken to reduce or remove these risks.

Child protection risk assessments for all programs and activities involving children will be undertaken at the program design and proposal stage, form part of regular monitoring and be reviewed at regular reporting intervals.

## 6.5 Program Partners

IWDA requires all program partners meet the minimum standards of child protection when representing or partnering with our organisation.

All program partners will:

- Sign IWDA's Child Protection Code of Conduct and commit to adhering to this Policy

- Have child protection clauses included in all program partnership agreements and audits
- Undertake their own risk assessment to determine and manage risk to children.
- Have in place their own child protection policy and ensure their personnel have read and understand this policy
- Carry out training on child protection for all their personnel.

IWDA will provide program partners with the following support to comply with IWDA, DFAT and ACFID child protection requirements:

- Introduction briefing to the program partner regarding this Policy and the IWDA Child Protection Code of Conduct.
- Training that supports program partners' understanding of their obligations under this policy.
- Developing a plan for ensuring program partners are meeting the requirements of this Policy.
- Providing policy and reporting templates to assist with developing their own policy and reporting processes and systems.

IWDA may terminate a Partnership Agreement if it believes gross misconduct has occurred, or there has been a serious or persistent breach of any of the obligations stated in Partnerships Agreements. This would include any breach of these child protection obligations.

Refer to IWDA Partnership Agreement template.

## 6.6 Reporting

Any allegation, suspicion or disclosure of child exploitation or abuse, or a breach of this Policy or Code of Conduct by representatives of IWDA, must be reported immediately utilising the IWDA child abuse reporting procedure in Annex 2. Note:

- If an incident takes place and you are unsure of the age of the victim/survivor, and there is a reasonable likelihood they are under the age of 18, you should consider them a child for the purposes of reporting.
- Reporting child abuse in Australia is mandatory.
- IWDA is required to report to DFAT any allegation, suspicion or disclosure of child abuse or exploitation by any partner that receives DFAT funding or their personnel (including Contractors, Consultants, advisers and contracted individuals, NGO's, Civil society organisations, downstream partners or organisations subcontracted by DFAT funded NGO's, CSO's consultants, contractors or advisers and their personnel, Australian Volunteers in Development participants, host organisations and DFAT grant recipients).
- IWDA may be required to report to other donors or partners, in line with their contractual obligations.
- Anyone making a child protection report to IWDA must comply with the provisions regarding confidentiality.
- Procedural fairness will be applied when responding to incidents, concerns or allegation of child exploitation or abuse.

Refer to IWDA Child Protection Reporting Procedure (Annex 2)

Refer to IWDA Whistleblower Policy and Procedures

<https://iwda.org.au/assets/files/IWDA-Whistle-Blower-Policy-version-1.pdf>

<https://iwda.org.au/assets/files/IWDA-Whistle-Blower-Procedure-version-1.pdf>

IWDA Incident Report Form template

## 6.7 Misconduct and Sanctions

All forms of child exploitation or abuse wherever or whenever it occurs, or any breach of this Policy or Code of

Conduct will be deemed serious misconduct and potential grounds for termination. IWDA reserve the right to:

- Refuse employment or terminate any person's employment where an allegation of abuse or threat to a child has been substantiated.
- Dismiss or transfer to other duties personnel who breach IWDA's Child Protection Code of Conduct.

These terms of employment are included in all employment contracts.

Refer IWDA Cessation of Employment Policy.

## 7. REVIEW AND AMENDMENT

This policy will be reviewed every three years, or as required to ensure it remains compliant with law, relevant and effective. Any changes must be approved by the Board.

Changes to the policy will be communicated to representatives

## 8. REFERENCES/RELATED DOCUMENTS

### Internal

- IWDA Child Protection Reporting Procedure (Annex 2)
- Complaints Policy
- Risk Management Policy
- Delegations Policy
- IWDA Social Media Policy
- IWDA Whistleblower Policy
- IWDA Whistleblower Procedures
- IWDA Internet and Email Policy
- IWDA Recruitment and Selection Policy
- IWDA Cessation of Employment Policy
- IWDA Code of Conduct
- IWDA Partnership Agreement template
- IWDA Funding Order template
- IWDA Incident Report Form template
- Crim Check Police check application forms

### External

- United Nations Convention of the Rights of the Child.
- Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography (2002)
- Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict
- The Australian Government – Department of Foreign Affairs and Trade (DFAT) Child Protection Policy 2017
- ACFID Code of Conduct
- Geneva Declaration of the Rights of the Child
- International Labour Organization Convention 182 Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour The Royal Commission into Institutional Responses to Child Sexual Abuse (Australian Commonwealth)
- National Principles for Child Safe Organisations (Australia)

## **ANNEX 1: IWDA CHILD PROTECTION CODE OF CONDUCT**

I, **[insert name]**, acknowledge that I have read and understood IWDA's Child Protection Policy and Procedures and agree that while representing IWDA, or undertaking any activities on behalf of IWDA or in relation to an IWDA supported project, I will:

- Act in accordance with IWDA's policies and procedures at all times
- Promote the human rights, safety and wellbeing of children and young people at all times
- Listen and respond to the views and concerns of children and young people at all times
- Identify and mitigate risks to children's safety and wellbeing
- Treat children with respect regardless of race, colour, sex, gender, gender identity, sexuality, sexual orientation, age, indigeneity, national, ethnicity, language, religion, political or other opinion, disability, property, displacement, caste, poverty, class or socio-economic status
- 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 (as defined under the Criminal Code Act 1995) or sexual activity (as defined under the Criminal Code Act 1995), including paying for sexual services or acts
- Wherever possible, ensure that another adult is present when working in the proximity of children
- Not invite unaccompanied children into my home or private residences, 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 supervisor's permission, and ensure that another adult is present if possible
- Not give or provide children with alcohol or illegal drugs;
- Not show favouritism through the provision of gifts or inappropriate attention
- Behave provocatively or inappropriately with a child.
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Use of children's images for work related purposes below)
- Not use physical punishment to discipline of 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
- Not arrange personal contact, including online contact, with children I am working with for a purpose unrelated to IWDA activities.
- Comply with all applicable Australian and local legislation, including labour laws in relation to child labour
- Immediately report suspicions, allegations or disclosures of child abuse or exploitation in accordance with appropriate procedures to IWDA senior management



- Immediately report concerns or allegations of Policy or Code of Conduct noncompliance to IWDA senior management
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with IWDA that relate to child exploitation and abuse,
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation or abuse.
- When photographing or filming a child:
  - Before photographing or filming the child, assess and comply with local traditions or restrictions for photographing or filming a child
  - Before photographing or filming the child, obtain informed consent from the child and/or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.
  - 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 or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form
  - Conceal the identity of vulnerable and at-risk children. Do not show a vulnerable child's face or represent them in any way that may lead to their identification.
- Not identify children as survivors of sexual exploitation, gender-based violence or abuse; and
- Not reveal an individual child's status as a person living with HIV, TB or any other serious health conditions without written consent.

If I think this Code of Conduct has been breached by another person I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns
- Follow IWDA's child protection policies and procedures.

I understand that breaches of this Child Protection Code of Conduct may lead to disciplinary action, including termination of my engagement.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX 2: CHILD PROTECTION REPORTING PROCEDURE

### Making a child protection report

Any person, including children, young people, parents and caregivers and the general public, should report any concerns regarding the safety and wellbeing of children and young people and the behaviour or conduct of representatives of IWDA. These concerns may include:

- Suspicions
- Allegations
- Observations
- Disclosures
- Breaches to the Child Protection Policy or the Child Protection Code of Conduct

Concerns may apply regarding the child abuse categories (refer to Child Protection Policy for definitions):

- Physical
- Emotional
- Exposure to Family Violence
- Sexual
- Grooming (including online grooming)
- Neglect
- Exploitation

Reports regarding child protection matters may involve any of the following representatives of IWDA :

- Employees
- Volunteers
- Contractors
- Consultants
- Visitors to IWDA project sites
- Board members
- Program partner representatives
- Family members accompanying representatives

### How should it be reported

If you wish to report a child protection concern use one of the following mechanisms to notify IWDA:

1. IWDA personnel: should inform their Line Manger, CEO or IWDA Safeguarding Focal Point and complete a IWDA Child Protection Incident Report; or
2. Any person, internal or external: may notify the CEO:
  - a. by telephone on 03 8373 2500
  - b. by email to [ethics@iwda.org.au](mailto:ethics@iwda.org.au); or
3. Any person, internal or external: may make a formal whistleblowing report under IWDA's Whistleblower Policy if they have reasonable grounds to suspect that IWDA personnel have engaged in conduct of concern. IWDA's Whistleblower Policy and Procedure set out further details on how to make such a report.

The flow charts below outline the process for reporting and investigation.

### What if I don't have proof or am wrong?

IWDA expects their representatives to report any concerns about child protection issues, however they are not expected to have evidence or prove that an incident has occurred.

It is not the responsibility of representatives of IWDA to investigate their concerns, interview other adults or children, or have expertise or conclusive facts.

Representatives of IWDA should ensure they feel equipped and have an awareness of child protection to make a report should they have concerns.

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.

All reports should be made via the Reporting Flow Chart below.

### What will happen next?

- IWDA will immediately notify the Chair of the IWDA Board, undertake any other required notifications and determine the need for an investigation. Required notifications may include:
  - IWDA will immediately report to DFAT, any suspected or alleged instances or disclosures of child abuse, exploitation, harm or child protection policy non-compliance of DFAT funded partners to the DFAT Conduct and Ethics Unit via [childwelfare@dfat.gov.au](mailto:childwelfare@dfat.gov.au).
  - IWDA will follow and adhere to all donor contractual obligations and notification requirements as they relate to child abuse, exploitation, and harm or child protection policy non-compliance.
  - If the complaint or concern relates to an Australian citizen engaged by IWDA to work overseas, IWDA's Chief Executive Officer will consult with/report to the Australian Federal Police who are responsible for the investigation of crimes of this nature committed by Australian citizens overseas as required.
  - If the complaint or concern relates to a person engaged by IWDA to work within Australia IWDA's Chief Executive Officer will consult with/report to the Police who are responsible for the investigation of crimes of this nature as required.
- If the complaint or concern relates to a person employed by an IWDA program partner organisation IWDA's Chief Executive Officer, or her delegate, will, subject to obligations of confidentiality, discuss the allegations with the partner organisation's Chief Executive Officer and decide together upon the next steps. These may involve:
  - Report to local police and or child protection authority
  - Report to the Australian Federal Police
  - Concern handled internally if it is not a criminal matter
  - No further action taken

### What to expect from an investigation?

IWDA will treat all concerns raised seriously and ensure that all parties will be treated fairly in accordance with the principles of natural justice. All reports will be handled professionally, confidentially and expediently.

Investigation details will be limited to those who have direct input into and are involved in the allegation or incident.

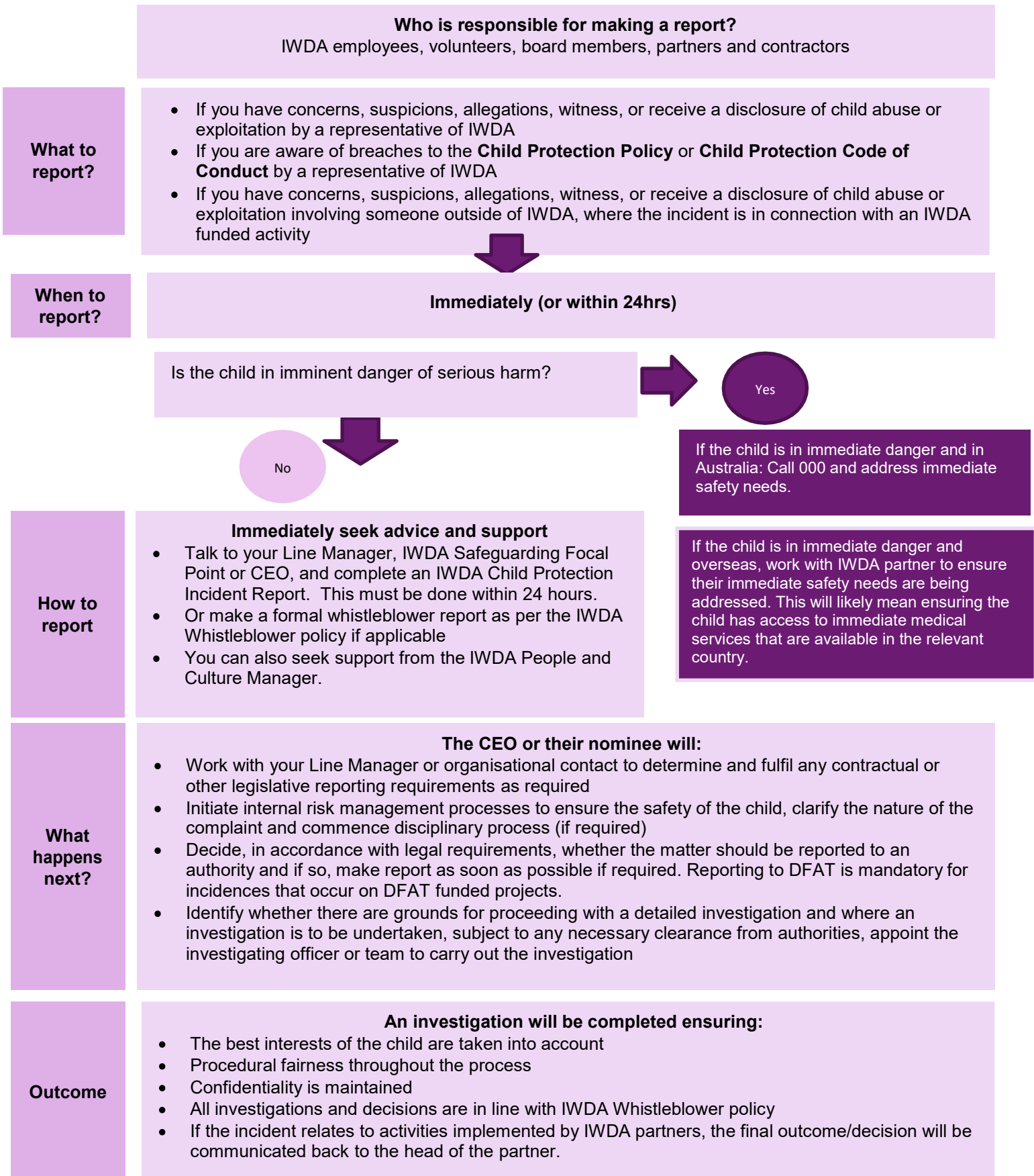
Investigations should follow a sequence to ensure they are safe and fair to all concerned.

IWDA will take all reasonable endeavours to protect the confidentiality of all parties during an investigation, all details of the reporting and investigation process will be kept confidential and only shared with relevant authorities and DFAT as is mandatory.

Those involved will be informed of the findings and outcomes as soon as reasonably practicable.

**CHILD PROTECTION REPORTING FLOWCHART**

**Flow chart 1: Internal child protection reporting process**



### Flow chart 2: External child protection reporting process

#### Who can make a report?

Any person, including a child, young person, parent, caregiver, other community member, IWDA partner organisation or consultant or contractors working on behalf of our partners

#### What to report?

- If you have concerns, suspicions, allegations, witness, or receive a disclosure of child abuse or exploitation by a representative of IWDA
- If you are aware of breaches to the **Child Protection Policy** or **Child Protection Code of Conduct** by a representative of **IWDA**
- If you have concerns, suspicions, allegations, witness, or receive a disclosure of child abuse or exploitation involving someone outside of IWDA, where the incident is in connection with an IWDA funded activity

#### When to report?

**Immediately (or within 24 hrs)**

#### How to report

Contact the Chief Executive Officer of IWDA via verbal discussion (**+61 3 8373 2500**) or via email - **ethics@iwda.org.au** or make a formal Whistleblower report as per the **IWDA Whistleblower policy**

#### What happens next?

##### The CEO or their nominee will:

- Complete an IWDA Child Protection Incident Report. Support can be provided by the Lead Safeguarding Focal Point. This must be done within 24 hours
- Report the allegation, suspicion, breach, or incident to the relevant authorities or donor as required. Reporting to DFAT is mandatory for incidences that occur on DFAT funded projects.
- Offer support to the child/adult, parents/caregiver and the person who reports
- Initiate internal risk management processes to ensure the safety of the child/adult, clarify the nature of the complaint and commence disciplinary process (if required)
- Decide, in accordance with legal requirements, whether the matter should be reported to an authority and if so make report as soon as possible if required
- Wait for clearance from authorities (if applicable) before starting an investigation

#### Outcome

##### An investigation will be completed ensuring:

- The best interests of the child are taken into account
- Procedural fairness throughout the process
- Confidentiality is maintained
- All investigations and decisions are in line with IWDA Whistleblower policy
- If the incident relates to activities implemented by IWDA partners, the final outcome/decision will be communicated back to the head of the partner.

### ANNEX 3: DEFINITIONS

**Child/Children** - means a person below the age of 18 years for the purposes of this Policy and the Child Protection Code of Conduct.

#### **Abuse**

Abuse can be perpetrated against children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, gender identity, religious beliefs and political persuasion. Child abuse can include physical, sexual, emotional, neglect, bullying, child labour, grooming and family violence. It can also include trafficking for the purposes of sex or labour and can include being used in or exposed to pornography. Child abuse can be both in person and through online platforms including social media. Child abuse can cause significant harm to a child's growth and development. Child abuse in all its forms is harmful.

**Neglect** - Neglect is the failure to provide for the child's basic needs for life to the extent that the child's health and development are, or are likely to be, placed at risk, including:

- Food
- Clothing
- Shelter
- Medical attention
- Supervision or care.

**Physical Abuse** - Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver or any other adult. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. This may take the form of punching, beating, shaking or otherwise harming a child.

**Sexual Abuse** - Sexual abuse occurs when a person uses power, force or authority to involve a child in any form of sexual activity. Behaviour sex offenders engage in may include:

- touching or fondling children
- sending obscene or suggestive phone calls/texts to children
- exhibitionism and or voyeurism in front of children
- exposing children to pornographic images
- penetration with penis, finger or other object into the mouth, anus or vagina

It is important to note that sexual abuse includes both contact and non-contact behaviours.

**Grooming** - Grooming is predatory behaviour designed to prepare a child for sexual abuse. Many perpetrators of sexual offences against children purposefully create relationships with children and young people, their families and carers in order to establish the conditions necessary for them to abuse the child. For example:

- Spending special time with a child e.g. in private settings, away from their family or organisation, including online
- Isolating the child or young person from family and peers
- Giving gifts to a child
- Showing favouritism
- Allowing the child to step out of boundaries or rules
- Touching the child
- Testing and breaking professional boundaries.

**Online Grooming** - The act of sending an electronic message to a child, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child.

**Exposure to Family Violence** - Family violence is behaviour by a person towards a family member that is:

- Physically or sexually abusive
- Emotionally (psychologically) abusive

- Coercive or in any way controls or dominates that family member and causes that family member to fear for their safety or wellbeing, or for that of another family member
- Causing a child to hear or witness or be exposed to the effects of behaviour referred to above
- Exposing a child to family violence which includes seeing, hearing or experiencing violence in a number of ways.

**Emotional Abuse** - Emotional abuse occurs when a child's parent, caregiver or any other adult repeatedly rejects the child or uses threats to frighten the child. This may involve children:

- Being repeatedly rejected, called names or being put down
- Being frightened by threats
- Experiencing continual coldness to the extent that it significantly damages their physical, social, intellectual or emotional development
- Being exposed to family violence.

**Harm** - Any detrimental effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended.

**Child Exploitation Material** - Material that depicts (expressly or implicitly) a child as a victim of torture, cruelty, sexual or physical abuse.

**Child Exploitation** - One or 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
- using a minor for profit, labour, sexual gratification, or some other personal or financial advantage

**Child Protection** - An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.

**Code of Conduct** – Means the IWDA Child Protection Code of Conduct in Annex 1.

**Informed consent** – Agreement to do something or to allow something to happen only after all the relevant facts are known.

**IWDA Personnel** - all IWDA employees, directors, volunteers, interns and contractors.

**Program partners** – organisations with whom IWDA has signed Partnership Agreements and/or who receive DFAT funding in association with IWDA programs

**Contractor** – A person or organisation retained by IWDA to undertake a contract to provide materials, tasks or labour to do a service or job.

**Representative of IWDA** - IWDA personnel (employees, directors, volunteers and contractors), family members accompanying IWDA personnel on travel to project sites, personnel of IWDA partner organisations and visitors to IWDA project sites

**Visitor** – A person who is not an IWDA personnel, visiting an IWDA project site (i.e. donor/supporter visits).

**Volunteer** – An unpaid person who acts on a voluntary basis supporting IWDA program delivery or operations.

**Board Member** – A director on the board of directors of IWDA.