

# Child protection policy 2017-18





# **Climates Child Protection Code of Conduct**

The Climates AU Ltd (Climates) Child Protection Code of Conduct applies to employees, staff, volunteers, Climates partners, contractors and subcontractors, and personnel of contractors and subcontractors associated with Climates.

The purpose of the Code is to set out the standards of conduct and behaviour expected by Climates in order to protect children.

## **Interpretation**

Any undefined word in this Code, may have been defined in the Climates Child Protection Policy. Please refer to this Policy for relevant definitions.

## **Declaration**

I have read and understood the Climates Child Protection Policy.

## **General obligations**

I agree that, while working with or engaged in activities funded by Climates, I must:

- 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;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 18 years) in any form of sexual activity or acts, 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, 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;
- use any computers, mobile phones, video and digital cameras or social media appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also '*Filming and photographing children and Use of children's images for work related purposes*', below);
- not use 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 local legislation, including labour laws in relation to child labour;
- immediately report concerns or allegations of child abuse and exploitation in accordance with the Climates Child Protection Policy and any relevant legislative reporting requirements; and
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with Climates that relate to child exploitation or abuse.

### **Filming and photographing children and use of children's images for work related purposes**

I further agree that, while working with Climates or engaged in Climates activities, and when photographing or filming a child or using children's images for work-related purposes, I must:

- before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child, and wherever possible, I will use the Climates Image Release Form, together with a verbal briefing about where and 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; and
- ensure the 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.

### **Acknowledgements**

I understand that the onus is on me, as a person associated with Climates, to use common sense and avoid actions or behaviors that could be construed as child exploitation or child abuse.

I also understand that any breach of the Policy or the Child Protection Code of Conduct is a violation of my obligations and may lead to disciplinary action up to and including dismissal, termination of services, termination of Climates membership, legal action, and/or criminal investigation and prosecution.

# **Climates Child Protection Policy**

*Date of commencement: 1 July 2017*

## **Policy Statement**

Climates strongly supports and values the vital role that children play in the development of vibrant and positive communities.

Climates recognises that children form one of the most vulnerable groups in society. Climates acknowledges that contact and working with children is a critical responsibility and that, at all times, children have the right to be safe and protected.

Climates does not tolerate any form of child exploitation or abuse.

## **Policy principle**

The primary aim of this Policy is to ensure the protection and safety of children and the prevention of child abuse and neglect of children.

## **Policy objectives**

Climates is strongly committed to:

- Providing opportunities for children to actively engage in a range of activities that are inclusive, meaningful, educational and positively contribute to the development of sustainable communities across Australia and internationally;
- A range of strategies that minimise the risk of abuse to children participating in Climates activities within Australia and internationally, including in connection with responding to emergencies; and
- Acting in accordance with the standards set out in International Conventions relating to child rights and protection.<sup>1</sup>

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<sup>1</sup> Convention on 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; Optional Protocol to the Convention on the Rights of the Child on the involvement of children in armed conflicts; Geneva Declaration of the Rights of the Child; International Labour Organization Convention 182: Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour

It is a key priority that management and supervision of all Climates activities is consistent with this Policy.

Climates activities, where children are participants or are present, are underpinned by a number of internal policies, procedures and accountability processes that guide and provide direction on appropriate work practices. Furthermore, this Policy provides for circumstances in which Climates has access to records relating to children.

This Policy aims to ensure that everyone who is involved in any way or in connection with a Climates activity, which involves working with children or contact with children, is aware of their responsibility to ensure that the safety and wellbeing of children is protected at all times.

Other aims of this Policy are:

- To protect children from exploitation and abuse regardless of their nationality, culture, ethnicity, gender, religious or political beliefs, socioeconomic status, family or criminal background or physical or mental health or disability status;
- To ensure that the 'best interests of the child' principle is always paramount, including the need to protect the child from harm, to protect his or her rights and to promote his or her development;
- To establish and maintain required standards of conduct and behaviour in any contact with children, for everyone who is involved in any way in connection with a Climates activity which involves working with children or contact with children;
- To ensure that, if there are reasonable grounds to suspect children are at risk of abuse or have been abused, or abuse is disclosed, the correct reporting procedure is followed and, where practicable and available, follow up support is provided or arranged by Climates;
- To ensure that Climates, and anyone in contact or working with children in connection with the activities and programs of Climates, are obliged to abide by national laws relevant to child protection;
- To ensure that all cases of disclosed or suspected child abuse are handled in a consistent and thorough manner and in accordance with the requirements of the relevant legislation and the relevant local procedures, in Australia or in another country.

## 1. Definitions

*These definitions include definitions of words used in the Child Protection Code of Conduct (Annexure 2).*

'adult'	a person aged 18 years or more.
'AVID volunteer'	a person who is a volunteer under the AVID Program.
'AVID'	Australian Volunteers for International Development.
'child'	a person under the age of 18 years.
'child abuse'	one or more of the following: <ul style="list-style-type: none"><li>● physical abuse</li><li>● sexual abuse</li><li>● emotional abuse</li><li>● neglect</li><li>● exploitation of a child.</li></ul>
'child abuse material'	material that depicts (expressly or implicitly) a child as a victim of torture, cruelty or physical abuse.
'child exploitation and abuse'	one or more of the following: <ul style="list-style-type: none"><li>● committing or coercing another person to commit an act or acts of abuse against a child;</li><li>● possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material;</li><li>● committing or coercing another person to commit an act or acts of grooming or online grooming.</li></ul>
'child exploitation material'	material, irrespective of its form, which is child abuse material or child pornography material.
'child pornography'	any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any

representation of the sexual parts of a child for primarily sexual purposes.

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

‘child protection’ an activity or initiative for the purpose of preventing or responding to a specific incident of child abuse.

‘Child Protection Code of Conduct’ the Child Protection Code of Conduct set out in Annexure 2.

‘contact with children’ working or participating in an activity or in a position that involves contact with children, either under the position description or due to the nature of the work environment.

‘contractor’ any person or organisation (other than a staff member or volunteer of Climates or Climates Member) working with or providing services to Climates, including any sole traders such as consultants.

‘donor’ an organisation which provides funding to Climates.

‘emotional abuse’ a parent’s or caregiver’s inappropriate verbal or symbolic acts towards a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability whereby a child’s self esteem and social competence is damaged.

‘grooming’ behaviour that makes it easier for an offender to procure a child for sexual activity (including online grooming)

‘host organisation’	an organisation which by agreement with Climates acts as host for an AVID volunteer.
‘online grooming’	the act of sending an electronic message with indecent content to a recipient who the sender believes to be under 16 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.
‘neglect’	the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.
‘partner organisation’	a partner organisation engaged by Climates to work with Climates or to provide services to or in connection with projects (whether within or outside Australia).
‘personnel’	an employee, volunteer, Climates Member, or other person providing services
‘physical abuse’	the use of physical force against a child that results in harm to the child. Physically abusive behaviour includes shoving, punching, hitting, beating, kicking, biting, burning, shaking, throwing, strangling and poisoning.
‘Climates’	Climates AU Limited (ABN 92 609 165 102).
‘sexual abuse’	the use of a child for sexual gratification by an adult or a significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography.
‘sole trader’	a person (other than an employee, volunteer, member, or a company or other incorporated entity) providing services to or working with Climates under a contract or subcontract.

‘volunteer’

a person who is a volunteer willingly gives his/her time for the benefit of Climates, with no financial gain, or who is an AVID volunteer.

## **2. Scope**

### 2.1 Application

This Policy applies to:

- All employees, staff members, and volunteers of Climates;
- All Climates Members;
- All contractors or subcontractors who are providing services to or working with Climates; and
- Each member of the personnel of a host organisation, a partner organisation or any contractor or subcontractor who or which is providing services to, or working with, Climates, in connection with any activity of Climates which involves working with children or may involve contact with children, including any activity which provides access to any record relating to children.

#### **2.2.1 Recruitment: employment, engagement or appointment – potential new personnel**

Section 3.4 applies to any person who, if employed, engaged or appointed by Climates, would be within the Scope set out in Section 2.1.

#### **2.2.2 Newly-appointed personnel**

The Policy applies as a whole to any person who, from the date of their employment, engagement or appointment, is within the Scope set out in Section 2.1.

#### **2.2.3 Current personnel**

The Policy applies as a whole to any person who, as at the date of commencement of this Policy, is within the Scope set out in Section 2.1.

However, that person must undertake a criminal record check as set out in Section 3.4 and Annexure 1 (in addition to the checks required under the Police Check Policy), if:

- she or he is a citizen of a country other than Australia (for a check of criminal record in the country of citizenship);

- he or she has worked outside Australia for any period in excess of 12 months in the period of 5 years prior to commencement with Climates (for a check of criminal record in respect of each country in which she or he has so worked for that period).

#### **2.2.4 Changes in position or role – screening and recruitment process to apply**

If a person who is currently employed, engaged or appointed by Climates is being considered for a change in his or her role or position, so as to come within the Scope of the Policy, then Section 3.4 of the Policy applies to her or him.

### 2.3 Application to partner organisations and host organisations internationally

In the case of partner organisations and host organisations internationally, which Climates has arrangements, the application of this policy means that each of these organisations is required to develop and implement a Child Protection Policy.

## **3. Responsibilities and implementation**

### 3.1 Responsibilities

Each person within the Scope as set out in Section 2.1 is required to comply with this Policy.

Specific responsibilities of persons within the Scope of the Policy (set out in Section 2.1) are set out in this Policy.

#### **Child Safe Contact Officers**

Child Safe Contact Officers are appointed by Climates. Their roles and responsibilities (including education, training and implementation) are set out in the Child Protection Handbook.

### 3.2 Using and implementing this Policy

This Policy sets out general principles and guidelines, and some specific obligations. It must be applied and implemented by referring to the Child Protection Handbook.

### 3.3 Risk Management

Climates must identify any child protection risks in all its activities (including any programs, projects and AVID or other placements) and adopt strategies for managing perceived risks.

Child protection risks are assessed across Climates operations:

- in development of job descriptions;

- in recruitment screening processes (see Section 3.4 and Annexure 1);
- in activity assessments; and
- if Climates is considering partnering with another organization, an organisational assessment.

The risk assessments:

- identify risks;
- classify any high risk positions, individuals, activities and/or organisations; and
- document steps to be taken to reduce or remove risks.

Activity risk assessments are to be reviewed and updated annually (or more often if required) over the life of assessed activities.

### **Overriding prohibition**

Climates will not permit any person to work with or have contact with children, if that person poses an unacceptable risk to children's safety or wellbeing.

### **Organisational assessment**

This Policy is to apply to partner organisations, host organisations and any other contractors or subcontractors referred to in Section 2.1, from the date of commencement of this Policy, as follows:

#### Proposed new partners:

Climates must undertake a child protection assessment of an organization being considered by Climates for a partnership arrangement in connection with activities which involve working with children (or in respect of which there may be contact with children).

For this purpose, a 'partnership arrangement' is an arrangement under which the proposed partner would become a partner organisation, a host organisation or other contractor or subcontractor supplying services to or working with Climates, as set out in Section 2.1 – Scope of the Policy.

Climates will not enter into a partnership arrangement unless the proposed partner satisfies the requirements of this Policy, in respect of the proposed partner activities which involve working with children or contact with children.

### Current partners:

If Climates currently partners with a partner organisation, a host organisation or other contractor or subcontractor supplying services to or working with Climates, as set out in Section 2.1 – Scope of the Policy, in connection with activities which involve working with children (or in respect of which there may be contact with children), that organisation must comply with the obligations under this Policy:

- in respect of operations within Australia, as may be required by Climates; and
- in respect of operations outside Australia, so as to satisfy AusAID requirements.

## **3.4. Child safe recruitment and screening**

### 3.4.1 Members of staff and volunteers of Climates, Climates Members and other personnel providing services to Climates

Climates must apply the child safe recruitment and screening procedures (which are set out in Annexure 1) for any person within the Scope of the Policy (set out in Section 2.1) engaged in connection with any activity of Climates which involves working with children or may involve contact with children or with any activity of Climates which provides access to any record relating to children.

### 3.4.2 Advertising

In respect of any recruitment or engagement, a statement, the substance of which is that Climates is a child safe organisation and screens applicants for suitability to work with or to have contact with children, will be included in the relevant section of the Climates website or other relevant place.

## **3.5 Provision of the Policy**

Any person within the Scope of the Policy (set out in Section 2.1) must:

- be provided with, or have ready access to, a copy of the Policy;
- be briefed on the Policy (e.g. as part of their orientation or induction); and
- be required to understand and follow the requirements of the Policy.

### **3.6 Standards of Conduct and the Child Protection Code of Conduct**

A person within the Scope of the Policy (as set out in Section 2.1) must:

- be provided with and sign (or electronically acknowledge and agree to comply with) the Child Protection Code of Conduct<sup>2</sup>;
- apply with all applicable laws relating to working with children; and
- comply with the standards of conduct and behaviour established in the Child Protection Code of Conduct.

Climates must retain a physical copy of the Child Protection Code of Conduct as signed by each person or an electronic record of each person who has acknowledged having read and being bound by the Policy through an electronic process.

### **3.7 Employment contract provisions**

Each employment contract of a Climates employee must include an entitlement for Climates to dismiss the employee, or suspend or transfer them to other duties, if they breach the Child Protection Code of Conduct.

### **3.8 Training and awareness**

All persons within the Scope of the Policy (set out in Section 2.1) are required to be aware of and familiar with the requirements of this Policy.

A person within the Scope of the Policy must be provided with and must participate in child protection awareness training (including the obligations under the Policy and the Child Protection Code of Conduct to protect children and how to report concerns or allegations about child abuse).

Climates must maintain a register, managed by Human Resources, of those persons who have been trained.

### **3.9 Procedures for reporting child abuse**

A report of child abuse may include any disclosure, concern or allegation made by a child, or by any other person, of child abuse or a breach of the Child Protection Code of Conduct.

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<sup>2</sup> As set out in Annexure 2

Climates is committed to ensuring that the safety and wellbeing of the child and their dignity and rights remain the overriding concern at all times.

Climates will:

- deal with a report of child abuse in accordance with this Policy;
- make every effort to protect the rights and safety of the child throughout the investigation of any report of child abuse;
- treat a report of child abuse seriously and ensure that all parties are treated fairly;
- deal with a child abuse report in a confidential, fair and timely manner; and
- ensure that the interests of anyone reporting in good faith are protected. 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.

Any person who intentionally makes a false or malicious report may be subject to any applicable disciplinary action up to and including dismissal or other action appropriate to their relationship with Climates.

A contractor or subcontractor who intentionally makes a false or malicious report may be subject to termination of contract.

### 3.9.1 Notification

If a person becomes aware of an incident of:

- child abuse, or what may reasonably be suspected to be child abuse, through disclosure from a child, young person, third party and/or direct observation; and/or
- a breach or possible breach of the Child Protection Code of Conduct

He or she must immediately:

- if the incident is required to be reported by any applicable legislative mandatory reporting obligation, report the incident to the relevant external child protection authority or the relevant police force;
- notify the incident by completing and delivering an Incident Report to the relevant manager.

Others, including people in the community, can also notify child abuse or suspected child abuse to any person in Climates. A Climates person who receives a notification in this way must immediately notify the relevant manager in accordance with the Child Protection Handbook.

### 3.9.2 Acting on the notification

The manager to whom the Incident Report is given (or his/her appointee) will interview the person/s who provided the Incident Report and any other relevant persons, so as to be in an informed position to:

- identify immediate and potential risks to the child;
- develop and implement an action plan to ensure the child's safety (the 'Action Plan').

### 3.9.3 The Action Plan

The Action Plan includes:

- checking that a report of the matter to the relevant police force and/or the child protection authority has been made, if it is required in compliance with a mandatory legal requirement, and/or
- making a report of the matter to the relevant police force and/or the child protection authority, even if it is not required by law, unless the relevant Manager (in consultation with their manager) determines that the matter does not involve conduct which may be criminal or conduct which may be required to be reported under a mandatory legal requirement; and/or
- ensuring referral and support for the child; and/or ● managing the matter internally in accordance with Climates processes, according to whether or not the incident may involve criminal conduct or other reportable conduct.

Other steps may also be required, as determined by Climates, according to the particular circumstances.

## **4. Consequences of breach of the Policy or of the Child Protection Code of Conduct**

A breach of or failure to comply with the Policy or the Child Protection Code of Conduct will give rise to:

- **Climates personnel:**
  - implementation of disciplinary procedures in accordance with Climates policies, which may result in disciplinary action up to and including:
    - in the case of an employee – dismissal of the employee;

- in the case of a volunteer - termination of the services of the volunteer;
  - in the case of a Climates Member – termination of the membership of the Climates Member;
- **Partner organisations, host organisations, or other contractors and subcontractors:**
  - in the case of a contractor who is a sole trader – termination of contract;
  - in the case of a member of the personnel of a partner organization, host organisation or other contractor or a subcontractor (“entity”) –
    1. a direction to the entity requiring cessation of the services of the person concerned; and/or
    2. termination of the contract or other arrangement with the entity.

It may also give rise to:

- other legal action; and/or
- criminal investigation and prosecution.

## **5. Policy monitoring and review**

Monitoring application of the policy is the responsibility of the Directors and the Coordinator of Human Resources.

The policy will be reviewed annually.

It may be reviewed more frequently if there are changes to relevant national and/or international standards, so that the Policy remains current, effective and appropriate.

## **6. Commencement and operation**

This Policy commences operation on the date of its approval by the Directors unless another date of commencement of operation is determined by the Directors.

## **Attachments**

Annexure 1: Child Safe Recruitment or Engagement

Annexure 2: Child Protection Code of Conduct

# **Annexure 1: Child Safe Recruitment or Engagement**

## **A. Application of this Annexure**

Recruitment of any person within the scope of the Policy, as set out in Section 2.1:

- as an employee or as a volunteer; or
- as a sole trader;

and the approval of the utilisation of any personnel of any other contractor or subcontractor, is to be undertaken in accordance with:

- the Climates Recruitment and Selection Policy;
- the Climates Police Check Policy; and
- this Annexure.

Approval of the utilisation of the services of a Climates Member (who is not a volunteer) is to be undertaken in accordance with this Annexure.

### 'Working with Children' clearance notices or cards

If a person within the Scope of the Policy (set out in Section 2.1):

- works with children; and
- is required by law to hold a specific 'Clearance Notice' or card issued by a governmental authority in order to work with children (e.g. a 'Blue Card' in Queensland),

Climates must verify that the person holds that clearance notice or card.

## **B. Screening – applicants and preferred candidates**

The screening process involves two or three steps, as set out below, according to whether the role may involve contact with children (two steps) or involves working with children (three steps).

Step 1 – Screening enquiries for any roles in which a person may have contact with children:

### Preferred applicants for employment, volunteering or activity as a Climates Member

- An applicant (for employment or for work as a volunteer) who may be considered for appointment, or a Climates Member who is being considered for utilization, must be asked and must disclose whether they have been charged with a child abuse or exploitation offence;
- Verbal referee checks - a referee for a preferred candidate must always be asked:
  - if they hold any concerns about the applicant;
  - if complaints were made about the applicant

in connection with working with or having contact with children:

#### Sole traders

An applicant who may be considered for engagement who is a sole trader (i.e. to be engaged as a contractor or subcontractor) is to be screened in the same way.

#### Personnel of a contractor or subcontractor

Any personnel of a contractor or subcontractor who will provide services under any contract with Climates must be asked and disclose whether they have been charged with a child abuse or exploitation offence as though they were an applicant or preferred applicant for direct employment with Climates.

Step 2 - An additional screening requirement for any roles which involve working with children:

- Targeted behavioral interview questions, which are specific to positions which involve working or having contact with children, must be included in the interview schedule.
- If a person within the Scope of the Policy (set out in Section 2.1) works with children and is required by law to hold a specific 'Clearance Notice' or card issued by a governmental authority in order to work with children (e.g. a 'Blue Card' in Queensland), Climates must verify that the person holds that clearance notice or card.

For further information, please refer to the Child Protection Handbook.

Step 3 – Criminal record or similar checks

#### **Step 3.1 Criminal record review or declaration**

### Preferred applicants for employment, volunteering or activity as a Climates Member

A criminal record review or declaration for a preferred candidate for employment volunteering or activity as a Climates Member must cover:

- each country in which the person has lived for 12 months or more in the 5 years preceding the date of review ; and
- the person's country of citizenship.

No Criminal Record Check may be undertaken, unless the person has consented to it being obtained.

The preferred candidate is to be informed:

- that any certificate arising from the Criminal Record Check will be used in connection with determining whether the applicant will be offered the position or work; and
- that the certificate may be made available to funding agencies.

### Sole traders

A preferred applicant for engagement who is a sole trader (i.e. as a contractor or subcontractor) is to be screened in the same way and on the same terms as a preferred candidate for employment.

### Personnel of a contractor or subcontractor

Any personnel of a contractor or subcontractor who will provide services under any contract with Climates must be required to undertake a Criminal Record Check in the same way as though they were a preferred applicant for direct employment with Climates.

### **Step 3.2 Undertaking the check**

Formal criminal record checks are to be used, unless reliable records are not available or searchable.

If formal reliable criminal record checks are available for the relevant country:

- The preferred candidate for employment (or other provision of work or labour services, as noted above) will be required to submit a completed Criminal Record Check, in respect of offences in connection with any aspect of child abuse or exploitation.

- A satisfactory Criminal Record Check is a pre-condition of:
  - appointment of the preferred candidate as an employee, volunteer or Climates Member whose services are to be utilised; or
  - engagement of the preferred person as a sole trader contractor or subcontractor, or
  - approval of utilisation of the services of an employee of a contractor or subcontractor.

If formal criminal record checks are not available or reliable for the relevant country:

- The preferred candidate for employment (or other provision of work or labour services) will be asked to sign a legally binding declaration in respect of any criminal record in connection with any aspect of child abuse or exploitation.
- A satisfactory declaration is a pre-condition of:
  - appointment of the preferred candidate as an employee, volunteer or Climates Member whose services are to be utilised, or
  - engagement of the preferred person as a sole trader contractor or subcontractor, or
  - approval of utilisation of the services of an employee of a contractor or subcontractor.

### **C. Records of recruitment procedures**

A detailed record of the recruitment is to be maintained (including the response to the request for disclosure of any charges of a child abuse offence, a referee's comments and the outcome of the criminal record check or other process).

## **Annexure 2: Standards of Behaviour - Child Protection Code of Conduct**

The Climates Child Protection Code of Conduct applies to members of staff, volunteers, Climates Members, contractors and subcontractors, and personnel of contractors and subcontractors associated with Climates.

Its purpose is to set out the standards of conduct and behaviour expected by Climates in order to protect children.

### **Defining words used in the Code**

A number of words used in this Code are defined in the Climates Child Protection Policy. You must refer to the definitions.

### **The Code**

I have read and understood the Climates Child Protection Policy.

### **General obligations**

I agree that, while working with or engaged in activities funded by Climates, I must:

- 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;
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- not engage a child (under the age of 18 years) in any form of sexual activity or acts, 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, 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;
- use any computers, mobile phones, video and digital cameras or social media appropriately, and never to exploit or harass children or to access child exploitation material through any medium (see also 'Filming and photographing children and Use of children's images for work related purposes', below);
- not use 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;
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- immediately report concerns or allegations of child abuse and exploitation in accordance with the Climates Child Protection Policy and any relevant legislative reporting requirements; and
- immediately disclose all charges, convictions and outcomes of an offence, which occurred before or occurs during my association with Climates that relate to child exploitation or abuse.

### **Filming and photographing children and use of children's images for work related purposes**

I further agree that, while working with Climates or engaged in Climates activities, and when photographing or filming a child or using children's images for work-related purposes, I must:

- before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child, and wherever possible, I will use the Climates Image Release Form, together with a verbal briefing about where and how the photograph or film will be used;
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- ensure images are honest representations of the context and the facts; and
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I also understand that any breach of the Policy or the Child Protection Code of Conduct is a violation of my obligations and may lead to disciplinary action up to and including dismissal, termination of services, termination of Climates membership, legal action, and/or criminal investigation and prosecution.