

CLAN Child Safeguarding Policy

Version No. & History	3.0 (January 2011, March 2020, November 21, September 2023 (Formerly Child Protection and Safeguarding Policy))
Date approved	November 2025
Date last updated/reviewed	September 2025
Review date	September 2027

1. Purpose

This Child Safeguarding Policy articulates CLAN’s zero tolerance approach to child exploitation, abuse, harassment and child pornography. It provides a framework for managing and reducing risks of child abuse by persons engaged in delivering CLAN’s programs and activities.

CLAN adheres to the UN Convention on the Rights of the Child (UNCRC). CLAN is committed to the safety and well-being of all children, and to the safeguarding of children from harm, abuse and exploitation through child safeguarding measures. Children have a right to survival, development, protection and participation as stated in the United Nations Convention on the Rights of the Child. As indicated in the Declaration of the Rights of the Child, “the child, by reason of his physical and mental immaturity, needs special safeguards and care, including appropriate legal protection, before as well as after birth”.

2. Legislation

Australian State and Territory child protection legislation applies to CLAN and children and families who live within Australia (Supporting Document 1).

There are many Australian legislative requirements that cover child sex offences, sexual misconduct offenses, trafficking, child pornography and telecommunication offences with children outside Australia. CLAN will adhere to Australian legislated Child Protection Acts and Regulations and comply with the Australian Council for International Development (ACFID) and Department of Foreign Affairs and Trade (DFAT) requirements for non-government organisations (NGOS), particularly regarding the requirements of child safeguarding. CLAN staff, volunteers, representatives, and CLAN sponsored visitors to CLAN activities overseas must also abide by relevant local legislation.

3. Application

CLAN’s Child Safeguarding Policy applies to all workers.

Workers refers to full time and part time national and international persons involved in CLAN programs, and those engaged on short term contracts such as consultants, researchers, photographers, contractors, and grant recipients. Additionally, volunteers, board members, trustees, staff/volunteers in partnership agencies, visitors to projects, and any other individuals or groups that have a responsibility or participate in activities with respect to CLANs programs.

The Child Safeguarding Policy is disseminated to, and training undertaken for all relevant persons and groups prior to implementing programs or activities to ensure safe environments for children.

Application of the policy also requires permission for any use of images and personal information used for promotion, fundraising and development education and will ensure the privacy and safeguarding of children.

4. Definitions

Child	A child is regarded to be any person under the age of 18 years, unless a nation's laws recognise adulthood earlier.
Child safeguarding	Describes the responsibilities and activities undertaken to prevent or stop children being abused or maltreated or exploited if already happening.
Child abuse	Includes physical, sexual, and emotional abuse, and neglect, harassment, ill-treatment, neglect, and online or digital abuse, bullying, child labour and domestic violence. It also includes a child or children witnessing such abuse against another child or adult. Abuse may occur to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs, and political persuasion. Abuse can be inflicted on a child by both men and women, by other young people or by professionals and other adults working with children in a position of trust.
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.
Conduct	The manner in which a person behaves, especially in a particular place or situation.
Reportable conduct	Includes any sexual offence, sexual misconduct, assault, harassment, ill-treatment or neglect of a child, and any behavior that causes psychological harm to a child.
Duty of care	A duty of care is the legal duty to take all reasonable steps to do (or not do) something that would foreseeably cause harm to someone else or to their property. Owing someone a duty of care is what's called a 'common law' concept. It's also enshrined as a statutory obligation in some instances, relevant to certain jobs or situations. The risk of harm is 'reasonably foreseeable' if you ought to have known of the potential risk of injury or harm to another person (without the benefit of hindsight) or would have behaved differently to reduce the risk of harm to another.
Physical abuse	Is when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving, or grabbing. The injury may take the form of bruises, cuts, burns, or fractures.
Emotional Abuse	This occurs when a child is repeatedly rejected or frightened by threats. This may involve name-calling, being put down or continual coldness from parent or caregiver to the extent that it affects the child's physical and emotional growth and well-being.
Neglect	The persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.
Safeguarding	Safeguarding is protecting adults or children living in vulnerable situations from abuse or neglect. It is making sure people are respected and supported to get good access to health care and stay well.
Sexual abuse and sexual misconduct	This occurs when a child or young person is used by an older bigger child, adolescent, or adult for his or her own sexual stimulation or gratification regardless of the age of majority or age of consent locally. It may include

	contact or non-contact acts, including threats and exposure to pornography. It also includes any unwelcome behaviour of a sexual nature committed without consent or by force, intimidation, coercion, or manipulation.
Child-sex tourism	The commercial sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone aged under 18 years of age.' (End Child Prostitution, Child Pornography & Trafficking of Children for Sexual Purposes).
Child exploitation	One or more of the following actions: <ul style="list-style-type: none"> • 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 an act of grooming, including online grooming • using a child for profit, labour, sexual gratification, trafficking, forced labour, or any other personal or financial advantage.
Bullying	The inappropriate use of power by an individual or group, with intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal). Physical bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury. Verbal bullying includes insults, taunts, threats, and ridicules psychological bullying includes physical intimidation and ostracism.
Domestic abuse/violence	Domestic abuse, also called "domestic violence" or "intimate partner violence", can be defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure, or wound someone. Domestic abuse can happen to anyone of any race, age, sexual orientation, religion, or gender. It can occur within a range of relationships including couples who are married, living together or dating. Domestic violence affects people of all socioeconomic backgrounds and education levels. Anyone can be a victim of domestic violence, regardless of age, race, gender, sexual orientation, faith or class. Victims of domestic abuse may also include a child or other relative, or any other household member. Domestic abuse is typically manifested as a pattern of abusive behavior toward an intimate partner in a dating or family relationship, where the abuser exerts power and control over the victim. Domestic abuse can be mental, physical, economic or sexual in nature. Incidents are rarely isolated, and usually escalate in frequency and severity. Domestic abuse may culminate in serious physical injury or death.
Victim-survivor	A term used to describe a person under the age of 18 who is, or has been, abused, exploited or harmed. 'Victim-survivor' acknowledges both the harm suffered (victim) and the resilience or agency of the child in coping with th aftermath (survivor). This term emphasises a supportive, rights-based approach to addressing their needs and upholding their dignity throughout the reporting and response process.
Children in emergencies	In an emergency or crisis, children are extremely vulnerable to abuse and exploitation when they become part of a displaced or traumatized population

5. Policy

The *United Nations Convention on the Rights of the Child* is the universal foundation for child protection. The fundamental principle of the Convention is that children have their own indivisible rights.

The Australian Government requires that organizations working with children implement Child Safeguarding Policies and meet compliance and safeguarding standards. Any form of child abuse, sexual exploitation and harassment is unacceptable and will not be tolerated.

CLAN believes that all children have a right to be safe at all times, and that they should be equally safeguarded and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background. All decisions regarding the welfare and protection of children are made based on the *Best Interests of the Child Principle*. This principle underpins decisions and planning that the child will receive maximum benefit possible from services provided, and that the positive impacts of any course of action outweigh any negative impacts.

6. Commitment to Child Safeguarding

CLAN is committed to:

- Effective leadership to enable the safeguarding of children.
- Communication of the Child Safeguarding Policy and practices all workers
- Recruitment screening processes for all personnel in contact with children which include:
 - Criminal record checks before engagement; statutory declarations or local equivalent where criminal record checks are unavailable or unreliable
 - Criminal record checks 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
 - Working with Children Checks or equivalent if available
 - Written or verbal referee checks
 - Behavioural-based interview questions for all personnel working with children
- Processes for assessing risk and monitoring and evaluating risk and child safeguarding processes at all stages of the initiative
- Understanding the processes to ensure child safeguarding in sponsorship/overseas volunteer programs and other high-risk activities that facilitate access to children and young people
- Child safeguarding training for all personnel including reporting procedures
- Employment contracts or other contracts with specific stipulations and expectations
- CLAN's commitment to child safeguarding is promoted to the public, partners, external stakeholders and social media
- Regular reviews of the Child Safeguarding Policy.

Such commitments are detailed throughout this policy.

7. Procedures

The following procedures outline CLAN's approach to child safeguarding through providing a safe and secure environment for children involved in its programs undertaken by CLAN and its partners. CLAN personnel will act professionally and in a safe and responsible manner, specifically in child safeguarding behaviours, the prevention of sexual exploitation and abuse, transactional sex, anti-bullying and sexual harassment, neglect, and including obligations to report wrongdoing.

7.1 Human Resource Management

Persons (workers) involved in CLAN activities may include staff, employees, consultants, volunteers, visitors, other service providers, for example, photographers. CLAN is committed to ensuring that children are safe in CLAN programs and when recruiting, will screen all person/s for suitability to work with children and young people prior to any engagement.

CLAN's Code of Ethics and Professional Conduct and Code of Conduct for Working with Children must be signed by all relevant persons involved in CLAN programs and activities. CLAN reserves the right to refuse employment to or terminate any person's employment or involvement that may pose a risk to children before, during a program or after an investigation into allegations of child abuse or other unacceptable behaviour.

CLAN's contracts, partnership agreements and any other relevant documents where children are involved will include provisions for preventing a person from working with children if they present an unacceptable risk to children. They will also include provisions to suspend or transfer to other duties or any person under investigation, and to dismiss any person after an investigation.

7.2 Person responsible for Child Protection

The President of CLAN is responsible for the oversight of the Child Safeguarding Policy, procedures and practices, management of investigations and reports, and training. The President of CLAN is also the nominated focal person for safeguarding matters.

7.3 Child Safeguarding Induction and Training

CLAN's executive will provide annual training on child safeguarding for Committee members and to review current practice and ensure compliance to current legislation and other requirements. Induction and training will be provided to persons who are to be involved in CLAN's activities where children and young people are involved. Training will include knowing about, and understanding what constitutes child abuse, receiving and reporting child abuse incidents, and management of child safeguarding and protection issues. Child safeguarding training will continue to be provided regularly depending on legal requirements and risk assessments. A person who poses an unacceptable risk to children will be prevented from working with children.

Children and young people who are involved in programs may be consulted during planning stages for a program. They will be informed at the start of each program about child safety.

7.4 Children in CLAN's Partner Programs

In a situation where CLAN provides funding to a project that is either managed with CLAN as a partner or independently, the project being funded must demonstrate compliance to child protection policies and procedures.

Partners are assessed for their experience, capabilities and capacity for implementing CLAN's safeguarding and risk policies effectively. Safeguarding and prevention of sexual exploitation and harassment (SEAH) is part of CLAN's partner's assessment tool to determine a level of risk of a potential partner prior to any Agreement or contract made with partner/s. Training will be provided as needed in order to ensure an adequate understanding of legal and policy

requirements. CLAN's safeguarding policies and practices will be adapted to local contexts in collaboration with local stakeholders where relevant.

Australian partners involved in CLAN's programs and activities must:

- 1) Demonstrate commitment to CLAN's Policies related to Child Safeguarding and conduct
- 2) Have a current Child Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy
- 3) Undertake training in Child Safeguarding when required
- 4) Have available a trained child protection officer or person delegated to manage child safety and to provide information, reports and complaints to CLAN
- 5) Work collaboratively with CLAN to identify and manage potential level of risks to ensure the safety and welfare of workers, others, children and families involved in CLAN program
- 6) Notify CLAN personnel immediately of any serious allegations and/or breaches demonstrate processes for providing information to those involved in projects about reporting child protection complaints and allegation.

7.5 Risk Management for Child Protection

When conducting a risk assessment the principle of 'best interest of the child' is at the forefront. In CLAN's programs where children and young people are involved, the following risk management processes will be undertaken:

- 1) Establish the context of each program, e.g., number of children, ages and specific needs of children, parent involvement in program, activities in the program, experience and expertise of presenters and others involved in the program
- 2) Identify risks where programs are to be delivered, analyse and evaluate risks to determine actions to provide a safe environment
- 3) Develop controls to mitigate identified risks, including a written risk assessment.
- 4) Monitor the safety of children and evaluated activities during the program to identify and manage any risks.

8. Reporting Child Abuse

8.1 Who should report?

All CLAN workers and others involved in CLAN programs, including partners, visitors, children and their families. Reports and complaints are to be managed in a professional and child friendly manner.

8.2 What should be reported?

- Any disclosure or allegation from a child/community member or worker regarding the safety, abuse, harassment, or exploitation of a child
- Any observation or concerning behaviour exhibited by a CLAN worker or other relevant stakeholder that breaches the CLAN Code of Conduct for working with children. This includes inappropriate behavior, professional misconduct, and reportable conduct
- Inappropriate/illegal use of the organisation's photographic equipment or computers including evidence of child pornography
- Staff engaging in suspicious behaviour that could be associated with sexual exploitation or trafficking.

8.3 Who to report to

In Australia child abuse reports should be made to the President of CLAN and will be managed with expediency. If there is an allegation or suspicion of child sexual abuse by a worker in the organisation, this will be reported to the police.

Reports received of any suspected or alleged case of child exploitation, abuse or policy non-compliance must be reported. To report any behaviour related to DFAT business that is suspected of being child exploitation or abuse please email childprotection@dfat.gov.au.

Concerns about people engaging in child sex tourism, child sex trafficking and child pornography should be reported to the Australian Federal Police via www.afp.gov.au.

Child abuse incident reports in overseas settings should be made to the project manager who will then contact the President of CLAN or directly to the President of CLAN. In cases of suspected child abuse overseas, an initial assessment will be made based on the quality and reliability of the information and a determination will be made for managing the incident report.

Local reporting procedures and evidence will guide the process based on whether the allegation constitutes a criminal offence in the country, and/or if it is a breach of the CLAN's Child Safeguarding Policy or CLAN's codes of conduct and how it should be managed whether by local child protection agencies, and if it is a matter that should be reported to Australian authorities.

If there are concerns that a child is being sexually abused, harassed or exploited by someone external to CLAN or if the incident has occurred outside of the program the matter will be referred to an external body or agency dealing with child protection matters in the country. CLAN must also determine if it may also constitute a matter to be dealt with by Australian authorities.

8.4 When to report

Child abuse concerns should be reported immediately.

8.5 How should it be reported?

Verbally to a designated staff member and/or by completing and submitting CLAN's written Incident Report Form.

8.6 CLAN's commitment

CLAN will treat all concerns raised seriously and ensure that all parties including the accused person will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently. CLAN will ensure that the interests of anyone reporting child abuse in good faith are protected. Children and community members with whom CLAN works will be provided with information about how to report any child protection concerns about CLAN workers and others. Complaints about child safeguarding, including neglect, sexual exploitations, abuse and harassment are to be managed as stated in the Child Safeguarding Policy and the Preventing of Sexual Exploitation, Abuse and Harassment Policy.

When an allegation is made there should be an immediate response that protects the child from further potential exploitation, abuse or victimisation. The child may require medical assistance or counselling support. Where possible the child should remain in the place of residence or relevant program. If the child is in immediate danger, arrangements should be made for the child to go to a safe place. CLAN will assist the complainant with identifying the most appropriate reporting

mechanism, or help refer their complaint, where possible especially in any safeguarding related complaints.

Any worker who intentionally makes false and malicious allegations, will face disciplinary action. A worker accused of abuse may be stood down while an investigation is undertaken into the allegations.

CLAN is a community development focused organisation committed to child and youth participation. Children involved in CLAN's programs may be asked for their feedback about workers and services for review of the Child Safeguarding Policy and CLAN's codes of conduct. Where relevant, children and young people will be informed about CLAN's child abuse reporting process and who to contact if they are at risk, have been abused or are concerned about another child.

CLAN's Committee takes child safety most seriously and provides the opportunity at each committee meeting to consider child safeguarding and to establish if there have been any complaints of this nature or any other kind. Annual refresher training on child safeguarding is provided to the CLAN Committee.

8.7 Management of a report

The President of CLAN will manage reports of child abuse in Australia.

Child abuse reports in an overseas country will be collegially managed by the in-country project manager in consultation with the President of CLAN to discuss the allegations and decide upon processes to follow.

Management of a child abuse report will normally include the procedures outlined below:

1. Obtain information and details of abuse and complete the Child Incident Report Form
2. Follow this process for making decision about child abuse report:
 - a) Consider any evidence, appraise the risk and needs of the child or young person to determine if matter requires reporting to a government agency, for example, DFAT if CLAN has received funding from this organization.
 - b) Should funding have been sourced from a non-government or private donor, provide a report in relation the incident and action taken.
 - c) Decision options are:
 - CLAN to manage report internally
 - No further action taken
 - Report to relevant investigative authority
 - Report to Australian Federal police
 - Report to state child protection authority.

9. CLAN Child Protection and Safeguarding Policy Supporting Documents

9.1 CLAN Employment of Workers

CLAN is committed to child safe recruitment, selection, and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- 1) Promoting our child safe commitment on our website, in other promotional materials

and in all job advertisements.

- 2) Contracts will include statements of potential sanctions for breach of the Child Safeguarding Policy and the CLAN codes of conduct.
- 3) CLAN's Child Safeguarding Policy will be available to all applicants, and they will be informed of the screening requirements. Applicants will need to sign that they have read and understood the Child Safeguarding Policy and the CLAN codes of conduct before interacting and engaging with children as a representative of CLAN.
- 4) Applicants will be required to submit a detailed application form when applying for a position. This form will ask for extensive information about the applicant's background such as dates and places of employment, education, and other activities.
- 5) All positions will be assessed for the level of risk in relation to contact with children. Positions working directly with children will require the highest level of screening and the applicant must possess relevant qualifications or certifications and experience in working with children.
- 6) Job descriptions describe key selection criteria and outline tasks and accountabilities.
- 7) Criminal records or statutory declarations, referee checks and behavioural-based interview questions are used to screen applicants.
- 8) A minimum of two reference checks (verbal or written) will be required for all preferred candidates. The referee should address the applicants suitability for the position applied. The candidate's most recent employer/supervisor should be one of these referees. CLAN reserves the right to request additional references.
- 9) Interviews will be conducted for all positions. Specific questions will target attitudes to child safeguarding and knowledge of requirements in relation to same.
- 10) All workers involved with the organisation will be required to have a Working with Children Check and a Criminal Records Check or equivalent depending on jurisdiction or country of origin. If this is not possible a statutory declaration to the fact that they have no criminal records past or are not currently involved in criminal proceedings, in particular, those involving offences against children, where they are the defendant or have been charged with an offence yet to be heard in the court.
- 11) Should an applicant be applying from outside of Australia, checks must be provided from each country the applicant has lived in over the previous 5 years and for any citizenship of countries other than Australia.
- 12) All workers may be required to provide proof of identify which may include a birth certificate, passport, driver's license and relevant qualifications. Original documents may be required.
- 13) If appropriate, check professional registers.
- 14) All positions will be subject to a probationary period depending on the length of the contract.
- 15) Issues relating to child safeguarding will be included in performance reviews.
- 16) Employment contracts will include provisions for the prevention of a person from working with children if they present an unacceptable risk to children, dismissal, suspension, or transfer to other duties for any breach of the Code of Conduct for Working with Children.
- 17) All workers will be required to read the CLAN Child Safeguarding Policy and the Working with Children Code of Conduct which forms part of the induction process.
- 18) CLAN may suspend, transfer to other duties any employee who breaches the Working

with Children Code of Conduct or is under investigation for a child protection matter. CLAN reserves the right to terminate or suspend any employee after an investigation on assessment of the seriousness of the allegation.

- 19) CLAN reserves the right to refuse employment to or terminate any person's employment that may pose a risk to children.

9.2 CLAN Child Protection Risk Guidance Note

Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other paid work. Projects where CLAN's work results in direct access to children, then a risk assessment/register is to be completed to determine the level of risk attached to the project in terms of child safeguarding. The project lead is to regularly review the risk register to ensure risk levels are being mitigated or managed if the risk cannot be minimised. Items around risk to consider are the level of contact and interaction with children, their vulnerability, their rights and the project team's level of skill working with children, risk controls in place, training required, the need for a Code of Conduct specific to the project, access to CLAN policies such as Prevention of Sexual Exploitation, Abuse and Harassment Policy, record keeping and the need for partner checks and so on.

9.3 CLAN Incident Report Form

Use this form when reporting an incident in relation to a breach of the Child Safeguarding Policy; any relevant law of Australia or the country in which the CLAN project is operating.

CLAN Incident Report Form <i>Use this form for reporting incidents or allegations in relation to child abuse, child sexual exploitation and harassment</i>	
Name of person receiving report: Position: Date:	
Name/s of person reporting and contact details	
Name: Position:	Address: Phone: Email:
Details	
CLAN Program or Activity:	Country: Date when report received:
Type of Allegation: <i>circle</i> Sexual Abuse/Sexual Misconduct Physical Abuse Psychological Abuse Neglect Sexual exploitation Harassment Other (add pages as necessary)	Details: Time, date and place: Other relevant details: (For example, implements used, vulnerability, or disability factors, age, mood, behaviour, witnesses):
Details of Person/s subject to allegation: <i>Circle descriptor</i> <ul style="list-style-type: none"> • CLAN worker • CLAN contractor/subcontractor • CLAN volunteer • Australian citizen or resident • In-country resident • Another child or young person 	Family Name: Given Name: Gender: Date of birth: Nationality Contact: Other details:
Details of Victim/s, Age of child at time of alleged incident:	Family Name: Given Name: Gender: Date of birth: Nationality Contact: Other details:
Family Details:	Name: Location: Parent knowledge of report? Yes/No Nationality: Language spoken at home:

Name of witness/s: <i>(add pages as necessary)</i>	Family Name: Gender: Nationality Contact: Other details:	Given Name: Date of birth:
Impact on child and details of any injuries observed or reported:		
Action been taken to support the child and the family:		
Network of support around the young person:		

Further details: Is the victim still in danger of abuse or neglect? Yes/No Are local police or other local authority aware of the incident/allegation? What other authorities have been informed? If relevant, have Australian Federal Police in country been informed? Provide details:
Any other pertinent information
Report check: *protects all parties involved in the report *is confidential, truthful, fair and professional *is submitted expediently to focal person after notification of behaviour/s

9.4 Understanding and responding to a complaint of abuse made by a child

<https://dcj.nsw.gov.au/children-and-families/protecting-our-kids/reporting-a-child-at-risk/child-at-risk-of-harm-and-neglect/if-a-child-tells-you-about-abuse.html>

Children do not often disclose abuse or neglect the first time something happens. They may experience a sense of helplessness and hopelessness and may take weeks or years before making their abuse known. A child or young person may:

- Believe that they are responsible for the abuse
- Not understand that it is inappropriate behaviour by others
- Want to protect the person responsible
- Want to protect their own 'reputation'
- Feel ashamed of the abuse, of the perpetrator, of protecting the perpetrator
- Feel scared or powerless
- Have been threatened with further harm or harm to others if they tell someone.

A child may disclose information purposefully or accidentally. They could:

- 'Blurt out' a harmful experience or their fear of something
- Confide privately that they have been abused or fear that they will be
- Tell another child
- Provide hints – as evidenced in drawings, play or stories
- Disguise a disclosure by posing 'what if' or 'a friend of mine' scenarios
- Present with somatic symptoms, such as constantly feeling 'sick'.

You should respond to a disclosure by being calm and listening carefully and non-judgmentally. Let the child tell their story freely and in their own way. Acknowledge how difficult it may have been to disclose and reassure the child or young person that it was the right thing to do. The role of the person hearing the disclosure is not to interview or gather evidence. This is the responsibility of specially trained caseworkers and police officers.

Immediately after the disclosure write down and date the comments and statements made by the child using their exact words. Record any observations about the child's mood or demeanour. Communicate this information in the incident report.

Where appropriate, a child or young person should be told a report is being made. How they are told depends on whether the abuse was intentionally or accidentally disclosed, as well as on the child's age and capacity to understand.

Even if a child or young person opposes reporting, if they are at risk of significant harm you must proceed and report the matter as they and their siblings or other children and young people with whom the alleged person responsible has contact may be at similar risk. Failure to report suspected risk of significant harm is against the law in Australia.

When making a report, provide information about a child or young person's reaction to hearing that the report is being made and have regard to any known wish expressed by the child or young person, including their opposition to the report being made.

9.5 CLAN Code of Conduct for Working with Children

All people working on behalf or as a result of a CLAN grant or project are responsible for safeguarding and maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship. Everyone should conduct themselves in a manner consistent with their role as a CLAN representative and a positive role model to children.

Safeguarding is protecting adults or children living in vulnerable situations from abuse or neglect. It means making sure people are supported to get good access to health care and stay well. It is wrong if people living in vulnerable situations are not treated by professionals with the same respect as other patients.

There is a need for confidentiality around the issues discussed and any material including photographs disseminated that are of a sensitive nature, particularly in relation to children, their rights and protection

CLAN's Code of Conduct for Working with Children aims to protect children, workers and the organisation by providing clear behavioural guidelines and expectations. All workers and project visitors must agree to the Working with Children Code of Conduct prior to participating in CLAN activities where children are involved. The Code requires the following behaviours:

I WILL

- I WILL treat all children and young people in our program with respect and use appropriate language and communication at all times
- I WILL conduct myself in a manner that is consistent the values of CLAN
- I WILL avoid physical contact with children unless it is necessary for medical or safety purposes
- I WILL provide a welcoming, inclusive and safe environment for all children, young people, parents, and workers
- I WILL wherever possible, ensure that another adult is present when working near children
- I WILL respect cultural differences
- I WILL encourage open communication between all children, young people, parents, and workers and have children and young people participate in the decisions that affect them
- I WILL report any concerns of child abuse or sexual exploitation or harassment
- I WILL ensure at all times that I and other workers are transparent in actions and whereabouts
- I WILL take responsibility for ensuring that I and other workers are accountable and do not place ourselves in positions where there is a risk of allegations being made
- I WILL assess my own and workers behaviours, actions, language and relationships with children
- I WILL speak up when I observe concerning behaviours of colleagues
- I WILL NOT engage in behaviour that is intended to shame, humiliate, belittle or degrade children
- I WILL NOT use inappropriate, offensive or discriminatory language when speaking with a child or young person
- I WILL ban the use of alcohol, tobacco and drugs when I am with children
- I WILL use appropriate language and not use language or behaviour towards children that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate

I WILL NOT

- I WILL NOT do things of a personal nature that a child can do for themselves, such as assistance with toileting or changing clothes
- I WILL NOT take children to their own home/hotel or sleep in the same room or bed as a child
- I WILL NOT smack, hit or physically assault children or use physical punishment on children
- I WILL NOT develop sexual relationships with children or relationships with children that may be deemed exploitative or abusive
- I WILL NOT behave provocatively or inappropriately with a child
- I will avoid physical contact with a child unless it is required in an emergency situation
- I WILL NOT condone or participate in, behaviour of children that is illegal, unsafe or abusive
- I WILL NOT act in a way that shows unfair and differential treatment of children
- I WILL NOT photograph or video a child without the consent of the child and their parents or guardians
- I WILL NOT hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way
- I WILL NOT seek to make contact and spend time with any child or young person outside the program times
- I WILL NOT use CLAN's computers, mobile phones, video and digital cameras inappropriately or illegally, nor use them for the purpose of exploiting or harassing children
- I WILL NOT hire minors as domestic labour 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. I will comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- I WILL NOT give gifts to children.
- I will fulfill reporting responsibilities as required and also when unsure about a matter.

9.6 CLAN Principles for Prevention of Sexual Exploitation and Abuse

CLAN adheres to the Inter-Agency Standing Committee (IASC) Task Force on Prevention of Sexual Exploitation and Abuse which outlines six core principles:

- 1) Sexual exploitation, harassment and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment
- 2) Sexual activity with children is prohibited regardless of the age of majority locally. Mistaken belief in the age of a child is not a defence
- 3) Exchange of money, employment, goods or services for sex including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due beneficiaries
- 4) Sexual relationships between humanitarian workers and beneficiaries are not permitted, since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work
- 5) Where a humanitarian worker develops concerns or suspicions regarding sexual abuse

by a fellow worker, whether in the same agency or not, they must report such concerns via established agency reporting mechanisms

- 6) Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse, and which promotes the implementation of their code of conduct.

9.7 CLAN Code of Conduct for Use of Children's Images

CLAN will at all times portray children in a respectful, appropriate and consensual way. Our guidelines on the use of images children's images, in line with the ACFID Code of Conduct are:

- 1) A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner.
- 2) Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- 3) A child and its family must always be asked for consent when using their images. When asking for consent to use the image, details should be given as to how and where this image will be used.
- 4) There should be no identifying information of the child used in the publication of images or location
- 5) Children should be portrayed as part of their community.
- 6) Ensure that images are honest representations of the context and facts.
- 7) Local cultural traditions should be assessed regarding restrictions for reproducing personal images
- 8) Images should be an honest representation of the context and the facts
- 9) When sending images electronically, file labels should not reveal identifying information
- 10) All photographers will be screened for their suitability, including police checks where appropriate.

9.8 CLAN Sponsorship Guidelines

CLAN recognises the need to implement specific guidelines to manage the child protection risks within its sponsorship programs. These guidelines include ensuring that:

- 1) Letters which contain political or religious comments which could cause offence or be inappropriate are not permitted
- 2) All sponsors will receive clear child protection and behavioural guidelines upfront
- 3) All visits should be arranged in advance through CLAN's office and sponsors interviewed
- 4) Sponsors inform agency at least 3 months in advance
- 5) Police checks are required for visiting sponsors and any accompanying family members
- 6) All visiting sponsors will acknowledge the Child Safeguarding Policy
- 7) Partner agency staff will be present at all times during the visit
- 8) Children should not be invited to leave or taken away from their communities
- 9) Invitations to the sponsor's country are not allowed
- 10) Sponsors will be interviewed before each visit
- 11) All gifts and correspondence will be screened by the CLAN
- 12) Sponsors and sponsored families should not exchange mailing addresses during visits
- 13) After every visit a report will be sent to the CLAN

- 14) All visits will be monitored
- 15) Where sponsors go against policies, CLAN will investigate and take action appropriate to the breach.

10. Associated CLAN documents

- Child Inclusive Policy
- Code of Ethics and Professional Conduct
- Complaint Management Policy
- Disability Inclusiveness Policy
- Gender Equality Policy
- Grievance and Dispute Resolution
Policy Human Resources Policy
- Project design, Monitoring and Evaluation Policy
- Prevention of Sexual Exploitation, Abuse and
Harassment Risk Management Policy
- Safety and Security Policy
- Staff Training and Development Policy
- Australian Council for International Development Code of Conduct
- DFAT Child Protection Guidance Note

11. Policy review

This policy will be reviewed bi-annually.

