

International Development Child Protection Policy

❖ Protecting children and vulnerable people ❖

- Summary for staff -
- Procedures and Appendices -

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Summary for staff

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Introduction

ABCID understands that children may experience vulnerabilities due to their age, gender, disability, socioeconomic status, lack of available care givers, homelessness, lack of available health care or ethnic origin.

This Child Protection Policy recognises that ABCID works in and with communities where children may experience further risks and increased vulnerability, due the nature of the environments they live in, including gender and community based violence, natural disasters, displacement, disease, wide spread poverty and humanitarian crisis or conflict.

ABC International Development (ABCID) is committed to protecting children who may be impacted by, or engaged within, its programs and activities, and is committed to the safety and protection of children from all forms of abuse and exploitation. ABCID has created this Child Protection Policy and Procedures to ensure all reasonable steps are taken to uphold the principles of 'do no harm' to children and demonstrate its zero tolerance to child abuse and neglect. ABCID has implemented far reaching measures to safeguard children throughout its work and contact with staff, volunteers and interns, supporters or partner organisations.

This Policy is a component of the broader ethical framework and Code of Conduct of the ABC and adheres to:

- International standards such as the [United Nations Convention on the Rights of the Child](#)
- The [Australian Government's Child Protection Policy for the Aid program](#)
- The [ABC's Child Protection Policy](#)

Common and statute law and does not exclude the obligations of any individual under specific laws of the countries we operate in.

This Policy aims to deter unsafe people from having contact with, or working with, children and by having clear child safeguarding procedures this Policy helps to protect:

- ABCID staff and representatives from undue suspicion or incorrect allegations
- ABCID's organisational integrity and reputation, as well as that of its partners

This Policy outlines:

- definitions of child abuse and other relevant terms
- child protection legislation, conventions and guidelines
- ABCID's commitments to child protection
- ABCID's risk management approach to minimising the likelihood of child abuse and exploitation
- ABCID's Child Protection Code of Conduct governing interaction with children
- ABCID's practical reporting procedures and response mechanisms

Statement of commitment to child safety

ABCID takes its commitment to protecting the safety and wellbeing of children seriously. We uphold the rights and obligations of the United Nations Convention on the Rights of the Child and are dedicated to protecting children from harm, exploitation, and abuse by ensuring we do no harm in the way we work or through our people (as set out in this Policy).

We encourage child-safe practices within our organisation with the aim of children experiencing zero harm as a result of our programs. ABCID will comply with the laws in countries of operation and sometimes, our policy and procedures will go beyond local laws, with more demanding requirements.

Through the identification and management of risks that may lead to harm of children, ABCID aims to provide the safest possible environments for any children with whom it works. ABCID will provide clear and practical guidelines for staff and representatives for the management of child safety concerns.

Scope

This Policy applies to:

- All permanent and casual ABCID staff
- Individual short-term and long-term contractors, sub-contractors and consultants providing services to ABCID
- Volunteers
- Interns and work experience students
- Scholarship holders
- Program participants and grant recipients
- Partner organisations which have a formal/contractual relationship with ABCID (refer to **Partner responsibilities**)

Roles and responsibilities

Senior management will:

- Adhere to child safe recruitment procedures
- Monitor compliance with the Child Protection Code of Conduct
- Ensure the induction of new personnel includes briefing on the Child Protection Policy and Code of Conduct
- Establish the child protection risk context and undertake child protection risk assessment as part of program design, where activity has been assessed as working with, or having a high level of contact with, children
- Ensure information and media held about children is safely stored
- Follow the Procedure for Reporting and Responding to Child Protection Concerns to report suspected or known incidents of harm, risk of harm, or abuse to authorities

Partner responsibilities

ABCID requires partners to adhere to the ABCID Child Protection Policy or have their own Child Protection Policy which meets the minimum standards for child protection outlined by the Australian Department of Foreign Affairs and Trade.

For the purpose of this Policy 'partners' are defined as:

- Those with whom contracts/formal relationships are held for implementing programs
- Academic and research institutions
- International Non-Government Organisations (INGOs)
- Local Non-Government Organisations (NGOs) and Community Based Organisations
- Partners, contractors and sub-contractors who are engaged by ABCID to perform **any part** of a DFAT-Australian Aid funded activity



Definitions

Child means every person below the age of 18.¹

Child abuse is the physical, sexual, emotional mistreatment or neglect of a child, resulting in actual or potential harm to the child's health, survival, development or dignity, in the context of a relationship of responsibility, trust or power.

Types of child abuse include:

- **Physical abuse of a child** - when a person purposefully injures, or attempts to injure, a child from an interaction, or lack of interaction, with a person in a position of responsibility, power or trust over the child.

This may take the form of slapping, punching, shaking, kicking, burning, shoving, grabbing or choosing not to assist a child when a situation is causing them physical pain.

- **Emotional abuse** - actions which have a negative effect on the social, intellectual or emotional development of a child. Emotional abuse is categorised loosely as the chronic behavioural pattern directed at a child, whereby a child's self-esteem and social competence is undermined or eroded over time.

It can take the form of name-calling, threatening, belittling, ridiculing, intimidating, isolating, ignoring or other non-physical forms of hostile or rejecting treatment towards the child.

- **Sexual abuse of a child** - the use of power or authority to involve a child in sexual activity by an adult or significantly older child or adolescent.

Sexually abusive behaviours can include touching genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, and exposing the child to sex or pornography, or taking sexualized photographs of the child.

- **Neglect of a child** - the failure to provide the child with the basic necessities of life such as food, clothing, shelter, education, supervision, emotional development and/or protection from foreseeable harm, in the context of resources reasonably available, to the extent the child's health and/or development are at risk.

Child protection is an activity or initiative designed to protect children from any form of harm, particularly harm arising from abuse, neglect or exploitation.

Child abuse material is material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty or physical abuse.

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time.

Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.



¹ As defined by the [Convention on the Rights of the Child](#) (United Nations, Article 1)

Child exploitation is when a child is used in work or other activities for the benefit of others. This includes, but is not limited to, the **commercial sexual exploitation of children** whereby a child is sexually abused in return for cash or for kind and **child labour** whereby a child is forced to work or perform other acts to an extent detrimental to the child's physical, social or mental development.

Child exploitation material is material, irrespective of its form, which is classified as child abuse material or child pornography material.

Child pornography in accordance with the Optional Protocol to the Convention on the Rights of the Child, means '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'. For further information regarding child pornography offences, refer to the [Criminal Code Act 1995](#).

Child pornography material is 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, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.

Working with children is working in an activity or in a position that involves, **or may involve**, contact with children, either under the position description or due to the nature of the work environment.

Unacceptable risk is an identified risk that cannot be tolerated and must be eliminated or controlled.

Child Protection Code of Conduct

All those listed in the Scope of this Policy will be expected to sign and adhere to the **Child Protection Code of Conduct** ([Appendix 1](#)) by signing the **Declaration of Commitment** ([Appendix 2](#)) and **Declaration of Criminal Record** ([Appendix 3](#)).

The Code of Conduct sets out a clear list of 'acceptable' and 'unacceptable' behaviours when working with, or having contact with, children. It identifies professional boundaries, ethical behaviour and how to avoid or better manage difficult situations, helping to keep children safe and personnel safe from false allegations.

Recruitment and reference checking

ABCID will take all reasonable precautions to not knowingly permit any person to be employed or engaged if they pose an unacceptable risk to children.

As detailed in the **Procedure for Recruitment and Reference Checking** ([page 14](#)) the application of specific recruitment measures will be determined based upon the assessed level of contact with children.



For positions identified as having high-level contact with children, a Police Check or Working with Children Check is required:

- For Australian residents, or people who work in Australia, a **National Police Check** from the Australian Federal Police (AFP) must be obtained
- If having worked or lived overseas for a period longer than one year in the last five, individuals must provide Police Checks from that country, and also the country of their citizenship
- For employment **outside of Australia** and where pre-screening methods are not available, a **Statutory Declaration** must be signed by the applicant and witnessed by a Notary Public or Government Official authorised to witness the signing of documents. See **Appendix 4** for specific text to be included in the document.

Policy for Using Images and Audio of Children

Careful consideration must be given to any personal information collected, revealed and retained about children anywhere on ABC or partner websites, as publication of too much information may put a child at risk. For this reason, ABCID has a **Policy for Using Images and Audio of Children** (**Appendix 5**).

Reporting and responding to child protection concerns

Who must report?

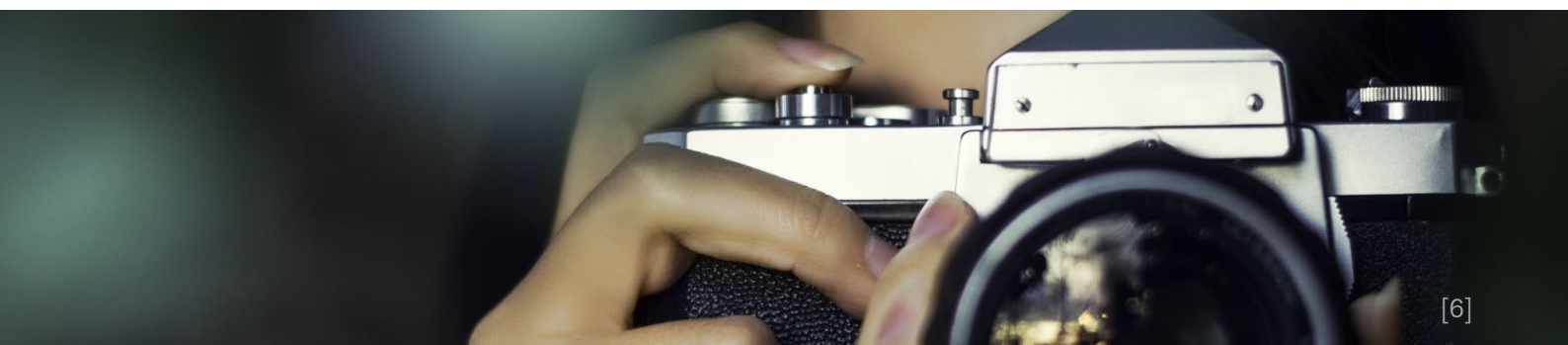
Those outlined in the Scope of this Policy must follow the **Procedure for Reporting and Responding to Child Protection Concerns** (**Page 19**) and inform ABCID when they have a reasonable belief that a child has been harmed, or is at risk of harm, when it is due to the actions or inactions of those included in the Scope of this Policy.

Who else can report?

Children, community members or concerned others may also report concerns for children's safety where they believe it is due to the actions or inactions of those included in the Scope of this Policy.

What must be reported?

- **Allegations, suspicions, disclosures or observations** of child abuse committed by those included in the Scope of this Policy
- **Concerns about the actions or behaviours** of those outlined in the Scope of this Policy which have harmed a child or put a child at risk of harm
- **Suspected or confirmed breaches** of the Child Protection Policy or Code of Conduct by those outlined in the Scope of this Policy
- **Information received** of criminal proceedings concerning child exploitation or abuse against children by those included in the Scope of this Policy



- **For concerns** related to the safety and wellbeing of children **that do not concern actions or behaviours by those outlined in the Scope of this Policy** it is advisable the concerns be reported to your line manager. Discuss how to best report the concerns locally, including the requirement to report to local authorities.

How to report

- Any suspicion or concern must be reported to your **line manager** immediately and emailed to the **ABCID Child Protection Officer**: tilbury.kate@abc.net.au Phone: +61 3 8646 1843
You can inform in person, by phone or email, but verbal methods should be followed up with written notification as soon as possible
- A **Child Protection Incident Report** must be completed and submitted to the ABCID Child Protection Officer within 24 hours ([Appendix 9](#))
- Where your concerns involve your line manager you are required to email the ABCID Child Protection Officer

How is the report managed?

All allegations and incidents will be thoroughly investigated and responded to by the delegated authority, in consultation with the ABCID Child Protection Officer and any relevant member of the Executive team. This will include externally reporting to the relevant authorities when a suspicion of a criminal offence has occurred.

ABCID will deal with all reports and concerns in accordance with this Policy, the [ABC's Child Protection Policy](#), and internal processes. Every effort will be made to protect the rights, safety and wellbeing of the child throughout any investigation of any report.

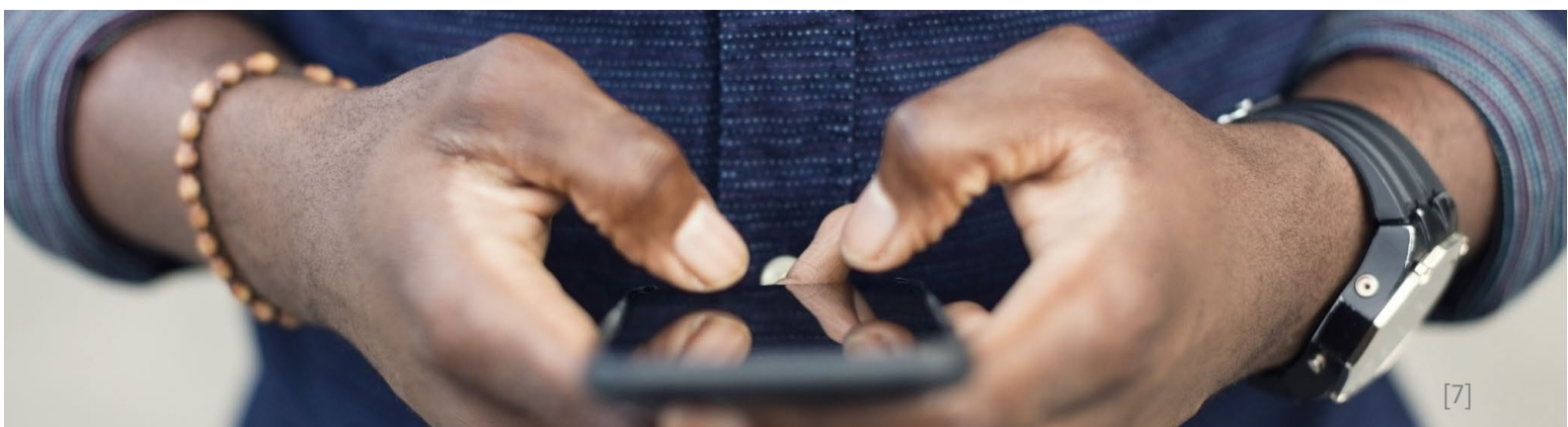
The manager to whom the Incident Report is given, or whom receives verbal notification will:

- Identify immediate and potential risks to the child
- Develop and implement an action plan to ensure the child's safety.

Further detail on raising concerns and responding can be found in the **Procedure for Reporting and Responding to Child Protection Concerns** ([Page 19](#)).

Investigation of concerns

ABCID is committed to preventing a person who poses an unacceptable risk from contact with children through their work. Suspected or known breaches in the Child Protection Policy and Code of Conduct may result in a formal investigation and a confirmed breach will lead to disciplinary procedures which may involve termination of employment or contract.



A full list of measures in responding to breaches of the Policy can be found in the **Procedure for Reporting and Responding to Child Protection Concerns** (Page 20).

Anyone who intentionally makes a false or malicious report may be subject to applicable disciplinary action. ABCID assures no action will be taken against those who inform of incidents or risks in good faith.

Child Protection education and training

ABCID will ensure that all new personnel, staff and volunteers receive a briefing on the Child Protection Policy and Code of Conduct during their induction process, with refresher training provided every two years. The induction will include a discussion regarding the responsibility of the ABC and the individual, to build and maintain a child-safe organisation, and appropriate behaviour when interacting with children or child-sensitive material. Additional specific and targeted training will be organised for relevant positions, programs or activities tailored to identified needs.

The following topics are relevant to ABCID's needs and may be covered in child protection training:

- Why children need care and protection
- How organisations can help keep child-safe
- What are your responsibilities under the Child Protection Policy?
- Photographing children
- Working with children as voice actors in radio/ television drama
- Making content (drama, talkback programming, documentary) aimed at children (audiences) and young people
- Covering sensitive topics aimed at children in talkback and drama
- Protecting children's identities who call in to talkback or post online



ABCID will maintain a register, managed by ABCID Head Office, of those persons who have been trained

Child Protection Risk Assessment

ABCID understands some of the work we do may be associated with child protection risks. ABCID takes a proactive approach to preventing, mitigating and responding to risk by undertaking Child Protection Risk Assessments on programs and activities that have been identified as working with, having contact with, or impact upon, children.

Assessments should identify risks, classify any high-risk activities, and document steps being taken to reduce or remove these risks and should be reviewed and updated as necessary. (Appendix 13)



Review

The Policy will be reviewed every three years, or earlier if necessary.

Relevant Policies and Guidelines

Policies marked with an asterisk* are published on the ABC's intranet. If you do not have access, please ask your Project Manager to forward to you.

- [ABC Child Protection Policy*](#)
- [ABC Editorial Policies](#)
- [ABC Code of Practice](#)
- [ABC Guidance on Managing Children's Participation in Broadcast](#)
- [ABC Guidance on Managing Children's Participation Online](#)
- [ABC Guidelines for Employing Children*](#)
- [ABC Code of Conduct*](#)
- [Discrimination, Bullying and Workplace Behaviours Policy*](#)
- [Information Handling Policy*](#)
- [ABC Privacy Policy](#)
- [Email and Internet Use Policy*](#)
- [Complaint Handling Procedure](#)
- [Whistle-Blowing Policy*](#)
- [DFAT Child Protection Policy 2017](#)



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Procedures and Appendices

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Acceptable behaviours

ABCID personnel shall:

- **Treat children with respect and dignity** at all times, regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- **Behave appropriately and use appropriate language** when near children and young people. Never use language that is harassing, abusive, sexually provocative, demeaning or culturally inappropriate. Never smoke around children.
- **Be visible** when working with children and, wherever possible, **ensure that another adult is present** when working in the proximity of children
- **Use all computers, mobile phones, video cameras, cameras or social media appropriately**, and never to exploit or harass children, or access child exploitation material, through any medium
- **Set and expect appropriate behaviours from children and young people**, both in relation to safety requirements and standards of behaviour. Never use physical punishment on children.
- **Comply with all relevant Australian and local legislations**, including laws in relation to child labour. Refer to the **ABC Guidance Note** on managing children's participation in broadcasts.
- **Immediately report concerns or allegations** of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- **Immediately disclose all charges, convictions and other outcomes of an offence** relating to child exploitation and abuse, which occurred before, or occurs during, their association with ABCID
- **Conduct themselves in a manner appropriate** with their position representing ABCID in all their dealings with children
- **Immediately raise concerns** regarding a child's safety or wellbeing in accordance with ABCID's Reporting Procedures, and observe procedural fairness when engaged in decision-making
- **Listen to children** and allow them to be engaged in decisions that may affect them
- If a child or young person makes a complaint, or any comment which suggests their welfare may be at risk, **report it immediately**
- **Follow organisational policy and guidelines** regarding the safety of children

Unacceptable behaviours

ABCID personnel shall:

- **Never engage children under the age of 18 in any form of sexual intercourse or sexual activity**, including paying for sexual services or acts
- **Never take sole responsibility** of a child or young person, except in an emergency
- **Never invite unaccompanied children into your home**, unless they are at immediate risk or injury or in physical danger
- **Never sleep close to unsupervised children** unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible
- **Never 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

Child Protection Declaration of Commitment

By signing this document, I indicate my understanding and acceptance of the provisions outlined within the document. I understand my legal and ethical obligations as detailed within the document.

I understand that a breach of this Policy and/or Code of Conduct may provide grounds for my employment with ABC to be terminated. I also understand that a breach of this Policy and/or Code of Conduct could result in criminal prosecution.

I declare that:

- I have read and understand ABCID's Child Protection Policy
- I agree to abide by the Child Protection Code of Conduct
- I will work within the procedures as laid out in ABCID's Child Protection Policy
- I will report any suspected child abuse by others immediately
- I have not been accused or convicted of any offence involving physical or sexual abuse of children or young people
- I understand that if a complaint is brought against me regarding the abuse of children whilst I am engaged in ABCID activities, the allegation will be thoroughly investigated in cooperation with the appropriate authorities
- I understand that it is my responsibility as a person engaged by ABCID to avoid actions or behaviours that are abusive or exploitative of children, or actions that could be construed as such
- I will undertake any Police Check or child-related employment pre-screening required
- I authorise ABCID to undertake any necessary enquiries, including criminal record checks and reference checks as part of my appointment and recruitment process.
- I confirm my willingness to participate in ABCID training sessions on child protection

Signature

Name

Position

Date

Declaration of Criminal Record

Applicant's name:		
Role applying for:		
Have you ever been charged or convicted of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Have you ever been dismissed from employment, or had any disciplinary action taken against you, which may be related to working with a child/children under 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Have you received any formal reprimands, final warnings or cautions from the police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Is there any other information which may be relevant to your application (e.g. pending prosecutions)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Signature:	Date:	

Recruitment and Reference Checking

Job advertisements for ABCID will include the following message where possible:

“ABCID is a child safe organisation and will ask applicants to undergo our child safe recruitment procedures. All staff and volunteers must sign the Declaration of Commitment and agree to conform to the Child Protection Code of Conduct as a condition of employment/engagement with the organisation.”

The application of specific recruitment procedures will be determined based upon the assessed level of contact with children for a position/engagement. All positions will be identified as:

- **Non-child related positions**

For positions **not expected to be working with or having contact with children**, less rigorous measures may be applied. The decision to apply recruitment procedures will be at the discretion of the relevant management team and consistent with broader ABCID hiring procedures.

There may be a chance of low-level contact with children, however this contact must always be highly visible and directly supervised by someone who has undergone the appropriate clearances.

The **Declaration of Commitment** (Appendix 2) and **Declaration of Criminal Record** (Appendix 3) must be signed. This will be enforced by the Manager or the contact liaison person for the contract of engagement. Signed copies of the Declaration will be kept on file at the ABCID Office in Melbourne.

- **Child-related positions**

Recruitment for positions which involve **working with children, or having a high level of child contact**, will incorporate pre-screening measures including:

- Signing the **Declaration of Commitment** (Appendix 2) and **Declaration of Criminal Record** (Appendix 3)
- For **Australian residents, or people who work in Australia**, a **National Police Check** from the Australian Federal Police (AFP) must be obtained
- If having **worked or lived overseas** for a period longer than one year in the last five, individuals must provide Police Checks from that country, and also the country of their citizenship
- For child-related **employment in countries outside of Australia** all attempts will be made to complete available pre-screening methods, including Police Checks, Working with Children Checks or relevant alternatives

Where pre-screening methods are not available, a **Statutory Declaration** must be signed by the applicant and witnessed by a Notary Public or Government Official authorised to witness the signing of documents. See Appendix 4 for specific text to be included in the document.

- At least two verbal referee checks with former employers/referees will be conducted. Verbal referees cannot include partners, spouses and/or other relatives. Referees will be asked whether they hold any concerns about the applicant, or if complaints were made about the applicant, in connection with working or having contact with children.
- Proof of identity must be provided
- Behavioural based interview questions will be used to determine attitudes, motivations and values regarding children and young people and working with them

It is best to **translate the declaration** (and the entire policy if possible) for those who do not speak English. If personnel are not literate, the policy and declaration will need to be read to them.

Statutory Declaration

Required for positions identified as having high-level contact with children, when pre-screening methods are not available.

The text below is to be used in an official Statutory Declaration from:

- a) the country you are a citizen and permanent resident of (outside Australia); or
- b) each country you worked or lived in, for a period longer than one year in the last five

The Statutory Declaration must be signed by you and witnessed by a Notary Public or Government Official authorised to witness the signing of documents.

I, [name] _____

of [address] _____

do solemnly and sincerely declare that:

1. I am a citizen and permanent resident of [country] _____
and am currently employed by [organisation] _____
in the role/position of _____

OR

1. I resided in [country] _____ from [date] _____ to [date] _____
during which period I was employed by [organisation] _____
in the role/position of _____

2. At no time have I been involved in, or convicted of, any criminal offence including an offence of or relating to child abuse, exploitation or child pornography in [country] _____
3. I have not been charged with any offence that is incomplete or awaiting legal action, nor am I aware of any investigation into my affairs that has the potential to lead to such charges of or relating to child abuse, exploitation or child pornography.

I fully understand the above, or the above has been fully explained to me by another person or interpreter who fully understands the above, such that I fully understand the above.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence, and I believe that the statements in this declaration are true in every particular.

Policy for Using Images and Audio of Children

ABCID **must not publish a child's private contact details** (address, email, telephone, etc). If someone else has published a child's private contact details, reasonable steps must be taken as soon as possible to remove such details.

Where it is appropriate in the context to publish personally identifiable information (full name, activity locations, school references, etc) additional measures must be taken to minimise the risks of exposure to inappropriate contact by peers or strangers. Relevant measures might include:

- publishing the information within photo, video or audio content, rather than as searchable text
- separating the information from a child's user account and obtaining verifiable parental consent

When naming younger children **use first names only**. The use of a full name must be approved by your manager.

ABCID will **be responsive to takedown requests** from the child or young person, or their parent or guardian.

When photographing, filming or recording a child for work related purposes, ABCID personnel must:

- Assess and **comply with local traditions** or restrictions for reproducing personal images
- **Obtain informed consent** from the child and parent or guardian of the child. As part of this, an explanation must be given about how the photograph, images or audio will be used.
- Ensure audio or images **present children in a dignified and respectful way** and not in a vulnerable or submissive manner. **Children should be adequately clothed** and not in poses which could be seen as sexually suggestive.
- Ensure images and audio are **honest representations** of the context and the facts
- Ensure **file labels do not reveal identifying information** about a child
- Ensure images and audio of children available for public use **do not reveal any identifying information**, unless there is a compelling reason to do so and parental consent has been obtained.
- When filming groups of children, consideration should be given as to whether, in the circumstances, the **identity of individuals should be protected**

In addition, ABCID personnel will utilise the checklist below, unless specifically advised by a donor to follow additional guidance on use of images or audio (eg: DFAT guide for public diplomacy practitioners on photographing children).

Using Children's Images Checklist

	Question	Yes	No
1.	Are you using children in content (image, video, audio content)?		
2.	Are individual children identifiable? If unidentifiable, you may not be required to obtain individual consent.		
3.	Have you obtained written consent from a parent / guardian?		
4.	Have you explained how the content will be used, how far it may potentially reach and that it may be available in perpetuity?		
5.	Is the child's name being used?		
6.	Will the child's first name only be used, or last name as well? If so, for what purpose? <ul style="list-style-type: none"> • Can the story have the same level of impact without using the child's name? • Does using their name benefit them? 		
7.	Is the child's broad location (town/village) mentioned? For what purpose? <ul style="list-style-type: none"> • Can the story have the same level of impact without using the child's location? • Does using their location benefit them? 		
8.	Are there any risks in publishing the child's name / town / village?		
9.	Have you consulted/updated the project's Child Protection Risk Matrix?		

Media Release Form - Individual



Child Participant Release (Deed)			
Name of child			
Address			
Phone		Email	
Location and date of participation			

I, _____ [name] the PARENT / LEGAL GUARDIAN [strike whichever is not applicable] of the above-named child, grant to the Australian Broadcasting Corporation (**the ABC**) the right to photograph and make an audio and/or visual recording of my child's participation/ interview (**the Recording**).

I agree that the ABC owns all rights in all media throughout the world in the Recording made. To the extent that my child may own any, I assign all present and future copyright owned by my child in the Recording to the ABC. The ABC (and its project partners) may use and authorise the use of the Recording in whole or part in any manner considered appropriate, including but not limited to, for promotional purposes, editing, synchronisation with visual images etc.

I authorise the ABC (and its project partners) to use and authorise the use of my child's name, likeness, voice and biographical material in connection with any use of the Recording.

I warrant that I am the parent or legal guardian of the above-named child and that there are no restrictions that prevent my child from participating or any restrictions that prevent me from agreeing to these terms, and that the consent of no other person is required to enable the ABC (and its project partners) to make and use the Recording as outlined above. I release and indemnify the ABC, its assignees, and licensees from and against any claims arising from any breach of this warranty and the exercise of the rights granted herein.

SIGNED SEALED AND DELIVERED by the Parent or Legal Guardian as a Deed:

_____ Parent/Guardian's signature

_____ Date

_____ Witness' signature

_____ Print Witness' name

SIGNED for and on behalf of the ABC:

_____ ABC Representative's signature

_____ Date

_____ Program / segment name (for office purposes only)

Media Release Form – Group



Child - Group Participant (school, class, team etc) - Deed			
Name of group			
Address			
Phone		Email	
Location and date of participation			

I, _____ [name] the _____ [position] and authorised representative of the Group, grant to the Australian Broadcasting Corporation (the ABC) the right to photograph and make an audio and/or visual recording of the Group's participation/ interviews etc (the Recording).

I agree that the ABC owns all rights in all media throughout the world in the Recording made. To the extent that any member of the Group may own any, I assign all present and future copyright owned by any member of the Group in the Recording to the ABC. The ABC (and its project partners) may use and authorise the use of the Recording in whole or part in any manner considered appropriate, including for promotional purposes, editing, and synchronisation with visual images etc.

I authorise the ABC (and its project partners) to use and authorise the use of the name, likeness, voice and biographical material of any member of the Group in connection with any use of the Recording.

I warrant that I have informed the parent / legal guardian of each member of the Group of the ABC's filming etc and obtained from them any necessary consents, that there are no restrictions that prevent the Group from undertaking the participation or any restrictions that prevent me from agreeing to these terms, and that the consent of no other person is required to enable the ABC (and its project partners) to make and use the Recording as outlined above. I release and indemnify the ABC, its assignees, and licensees from and against any claims arising from any breach of this warranty and the exercise of the rights granted herein.

SIGNED SEALED AND DELIVERED for and on behalf of the Group as a Deed:

_____ Representative's signature

_____ Date

_____ Witness' signature

_____ Print Witness' name

SIGNED for and on behalf of the ABC:

_____ ABC Representative's signature

_____ Date

_____ Program / segment name (for office purposes only)

Reporting Child Abuse

The **Child Protection Reporting Process** (Appendix 8) must be followed when reporting a concern for the safety or wellbeing of a child, or a breach of this Policy and/or Code of Conduct.

- Any suspicion or concern must be reported to your **line manager** immediately and emailed to the ABCID Child Protection Officer: tilbury.kate@abc.net.au Phone: +61 3 8646 1843
- A Child Protection **Incident Report** (Appendix 9) must be completed and submitted to the ABCID Child Protection Officer within 24 hours
- Where your concerns involve your line manager you are required to email the ABCID Child Protection Officer

Where concerns relate to a fully or partially funded DFAT program or activity

ABCID must immediately notify the Department of Foreign Affairs and Trade (DFAT) Child Protection Compliance Section if any DFAT-Australian Aid funded personnel, or DFAT-Australian Aid partner personnel, are accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse.

The process for responding to child abuse allegations must:

- deal with a report of child exploitation and 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 exploitation and abuse seriously and ensure that all parties are treated fairly
- deal with a child exploitation and abuse report in a confidential, fair and timely manner
- 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 ABCID.

Responding to child abuse allegations

The manager to whom the concerns are initially reported to will:

- identify immediate and potential risks to the child
- develop and implement an action plan to ensure the child's safety
- ensure the Child Protection Officer has received a copy of the Incident Report and is aware of the plans to manage the risks and ensure the child's safety

Responding to critical allegations

A critical allegation is an allegation whereby there may be an immediate risk to the welfare of a child should the allegation be found true – an example is inappropriate sexual activity.

- Where the allegation involves a violation of either the laws of the country in which the incident occurs, or the laws of Australia the incident will immediately be reported to appropriate authorities and the person will be suspended from employment pending an investigation
- all efforts will be taken to ensure the confidentiality and rights of the accused person and information related to the incident will only be shared on a 'need to know' basis
- if the incident involves a breach of the Code of Conduct (but is not a violation of national laws), the accused person may be suspended pending an investigation
- where a breach of the Code of Conduct is found to have occurred, all circumstances will be considered, and the appropriate action will be taken
- where an allegation is found to be false or unfounded, all efforts will be taken to ensure the rights of the accused person is upheld
- where allegations amount to a violation of laws of the host country, privacy will no longer be applicable unless deemed necessary to uphold the rights of the victim
- where appropriate in investigations, ABCID will consider and take into account legal advice as well as advice from any responsible authorities

Measures for breach of the Policy and Code of Conduct

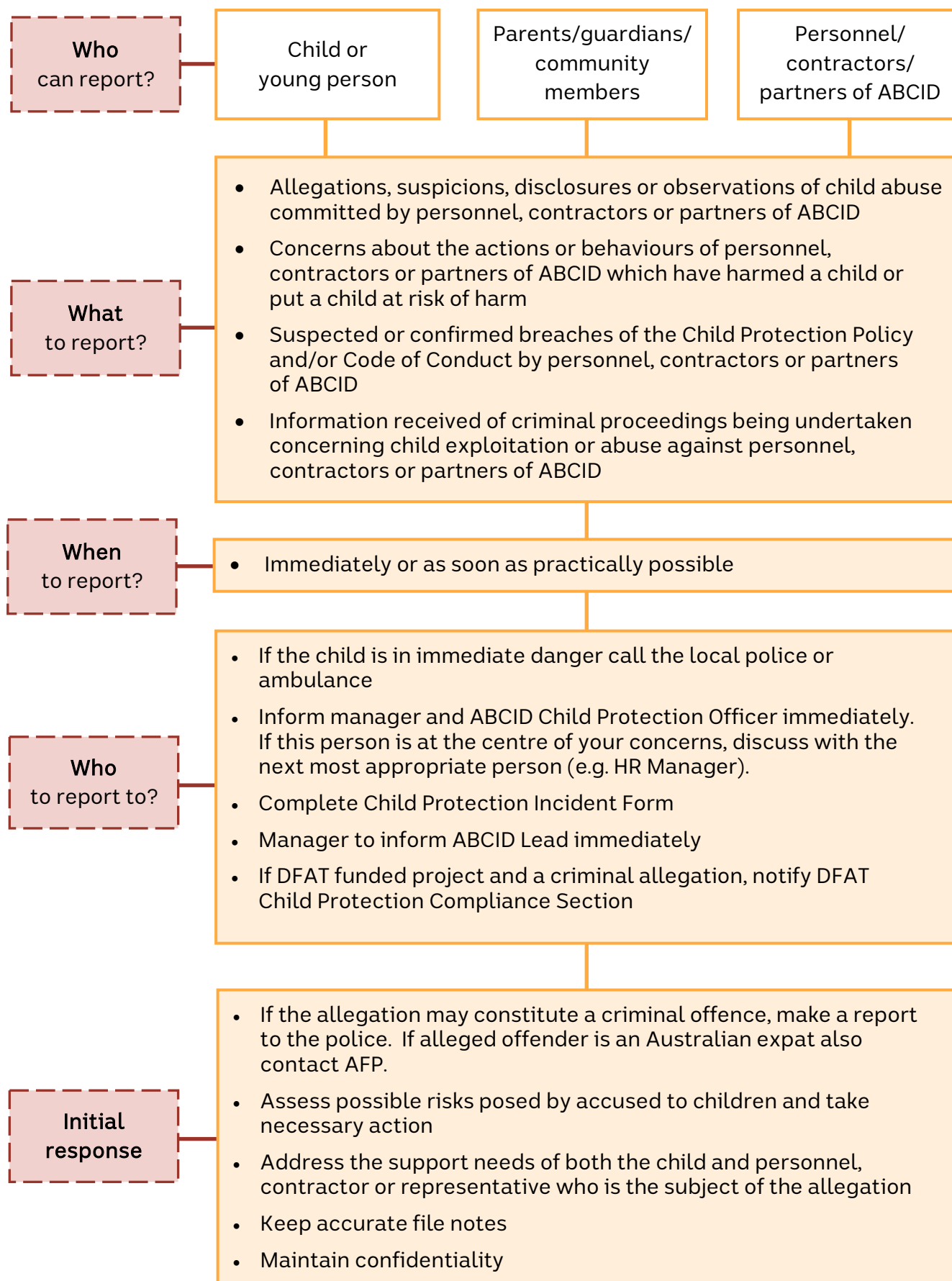
The following measures can be applied for any personnel or individual contractor/consultant who breaches the Child Protection Policy and/or Code of Conduct:

- Meeting to discuss breach and opportunity for person to provide their account/understanding of the situation
- Performance management
- Further education on the Child Protection Policy and Code of Conduct
- Formal warning and monitoring
- Transfer to other duties
- Suspension pending investigation
- Internal investigation
- Report to Police
- Dismissal
- Termination of contract

These measures will apply alongside any criminal investigation where relevant. The disciplinary measure will depend on the nature and severity of the offence and will be at the discretion of the relevant Manager and will be fully documented and reported to the Director of ABC People and Director of Strategy.

Breaches of this policy will be dealt with in accordance with the relevant ABC employment agreement and may lead to disciplinary action including possible termination of employment. For contractors, a breach will be dealt with in accordance with the relevant contractual provisions and may result in termination of contract. Where breach of this policy constitutes a breach of any law, action may also be taken in accordance with that law by the ABC or concerned third parties.

Child Protection Reporting Process Chart



Child Protection Incident Report

Please fill out as many sections as possible with as much detail as you can. **This form is confidential.**

Your name	Your position	Location
Child's name		Child's age / date of birth
Child's address (if known):		Names and addresses of parents/guardians/carers (if known):
Date and time of incident:	Member of staff involved in incident (if any):	Place where incident occurred:
Details of concern/suspicion/incident: Describe your observations - what happened: time, dates, names of person(s) involved, behaviour or physical signs observed etc		
Details of any conversation with the child:		
Action taken so far (if any):		

External agencies contacted

Police <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which station:	Name and contact number:	
Details of advice received:			
Social services <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which one:	Name and contact number:	
Details of advice received:			
[Name of organisation]'s child protection officer or child focal point person:		Contact number:	
Details of advice received:			
Local authority <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which one:	Name and contact number:	
Details of advice received:			
Other	Which organisation:	Name and contact number:	
Details of advice received:			
Signature:		Print name:	Date:

Responding to Child Protection Concerns Checklist

ABCID personnel receiving a complaint or child protection concern should complete this checklist.

Question	If Yes	If No
Does the allegation involve a child?	Advise ABCID Child Protection Officer and/or Project Manager/Project Director and/or Lead <u>immediately</u> and ensure CPO is kept across the process	
Could the allegation constitute a criminal offence?	Make a report to the local police in country If alleged offender is an Australian also contact AFP	
Is the child in immediate danger?	Contact police/ambulance immediately Are any other children in danger? Assess possible risks and address	
Has the Child Protection Incident Form been completed and forwarded to CPO and/or International Development Lead as soon as possible?		Do so immediately
Has the International Development Lead informed the Director of Strategy and the Director of ABC People?		Do so immediately
Is the project funded by DFAT?	Notify DFAT Child Protection Compliance Section immediately	If funded by another Donor, follow their protocol and inform the Child Protection representative immediately

Note:

- Always maintain confidentiality
- Keep detailed and specific file notes
- Refer up

ABCID personnel should utilise the **Child Protection Reporting Process** ([Appendix 8](#)) to understand how to report child protection concerns including who, what, when and how to report concerns.

Child Protection Risk Assessments should be undertaken on programs and activities that have been identified as working with, having contact with, or impact upon children.

Assessments should identify risks, classify any high-risk activities, and document steps being taken to reduce or remove these risks and should be reviewed and updated as necessary. Risk Assessments should be reviewed, updated and managed throughout the life cycle of an activity or program.

ABCID will ensure that it implements a robust approach to managing risk through incorporating the Risk Matrix and Risk Assessment Template into all programs, projects and activities identified as working with, having a high level of contact with or impact on children. The **Risk Matrix and Risk Assessment Template** allow ABCID to identify, assess and implement measures to mitigate risk of harm to children (Appendix 12).

Assessing Activities, Programs or Projects

To assist in establishing whether or not an activity, program or project requires a Risk Assessment please refer to the **DFAT Guidance Note: Establishing the Risk Content**. (Appendix 11)

Undertaking a thorough Child Protection Risk Assessment is a multi-step process detailed in the Child Protection **Guidance Note: Risk Assessment Practice**. (Appendix 12)

Definitions

Risk factors: To be considered when assessing the level of child safeguarding risk.

Likelihood: Used as a description of probability or frequency.

Consequences/Impact/Severity: The consequences if a risk leads to an incident.

Risk: The likelihood of harm occurring from the risk factors, weighted according to the severity of impact if it did. The risk, once assessed, will be either, high, medium or low.

Control measures: These are actions that have already been taken or that could be taken to reduce risk to the lowest possible level.

Establishing the Child Protection Risk Context

Step 1: Does the activity involve working with children or contact with children?

There are two parts to this step:

- Part A – Determine the level of contact with children (e.g. nil, contact with or working with)
- Part B – Assess the Activity Risk

The definitions at the end of the document can assist with answering Part A and B.

Step 1: Part A	What is the level of 'working with' or 'contact with' children at the activity level?	
1. Contact with Children - Assessment (No = nil contact)		
Inherent risk	Personnel will be deployed internationally (outside their usual country of residence)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Personnel will be working in a remote and/or rural location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree of isolation	Involves being alone with children? (not frequently enough to be working with children)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves activities that are away from organisation location	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves meeting one-on-one with children? (not frequently enough to be working with children)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves unpredictable or remote settings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Online contact or access to personal details	Involves direct one-on-one or group access to children online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves supervising child-to-child online contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves online access to a child's or children's personal and/or confidential information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves educating children and supporting adults on cyber safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Working with Children - Assessment		
Vulnerability of child/children	Engages with children whose true or cognitive age impacts on their ability to protect themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Engages with children who have challenges that contribute to their vulnerability? (e.g. psychological, situational)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Engages with children who do not have many support systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree of physical contact	Involves demonstrating a skill to children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Position involves need for physical contact/touching children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves providing a personal service? (e.g. washing, dressing, toileting)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree of monopoly	Monopoly on provision of goods and/or services • Medical? • Food distribution? • Career training (sports/musical)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree of supervision	Involves personnel having unsupervised contact with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Activities/engagement with children is not observed or monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Insufficient number of trained staff to supervise activities/engagement with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree of trust	Involves developing close, personal, long term relationships with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves transporting children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to children or spending extended periods of time with children e.g. camps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Contributes to important decisions regarding the future of children?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Access to property	Has access to personal/confidential information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Adult has a perceived or actual level of authority? (from child perspective)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skills and knowledge required	Requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child labour	Possibility that activity will lead to the employment of children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Possibility that activity will lead to the removal of children from school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Possibility that activity will lead to children being employed in hazardous work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vulnerability of parent/carer	Engages with parents whose true or cognitive age impacts on their ability to protect their children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Engages with parents who have challenges that contribute to their ability to provide care? (e.g. psychological, situational)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Engages with parents who do not have many support systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vulnerability can include:	Physical and mental disabilities, homelessness, child sex workers or parents who are sex workers, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, children that have been subject to trafficking, orphans, unaccompanied minors and the very young?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Step 1: Part B		Assess the Activity Risk	
Based on your responses in Part 1, identify the inherent risk of the activity using the table below. Activity Risk is the level of potential risks to children due to the nature of the activity (working with children) or the design of the activity (design of the activity introduces risks to children).			
LOW	Nil contact	<input type="checkbox"/>	The activity does not involve any individuals working in-country (You answered No to all questions in Step 1 Part A)
MODERATE	Contact with children	<input type="checkbox"/>	The activity involves, or may involve, contact with children – this includes any work in-country, remote or rural area (You answered Yes to any question in Contact with Children - Assessment but No for all questions in Working with Children - Assessment)
HIGH	Working with children	<input type="checkbox"/>	The activity involves working with children (You answered Yes to any question under Working with Children - Assessment)

Note: If the activity is determined to be ‘working with children’ or ‘contact with children’ then a full documented Child Protection Risk Assessment is required to identify, assess and mitigate the risks.

Guidance Note is sourced directly from DFAT Child Protection Guidance Note, Establishing the Child Protection Risk Context 2018

Definitions for DFAT Child Protection Guidance Note, Establishing the Child Protection Risk Context

Working with children	<p>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 unpaid work.</p> <p>The risks of child exploitation and abuse generally increase with the frequency of contact, meaning that working with children is a higher risk than contact with children.</p> <p>Examples :</p> <p>Activities or services for children:</p> <ul style="list-style-type: none"> • Disability service • Cultural youth exchange • Residential care • Child protection services • Justice facilities for children • Childcare services • Child education services, children in sports • Child accommodation services • Health services, access to sexual & reproductive health • Counselling and support services for children • Emergency response, humanitarian assistance to children and families
Contact with children	<p>Contact with children means being engaged in an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment. This means physical contact, face-to-face contact, oral communication, written communication or electronic communication.</p> <p>Contact covers contact with children in the community not associated with the work being performed.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Any international work, in particular working in remote/rural locations • Oral and written communication (including electronic communication) relating to a child • Access to data relating to a person under 18 • Public diplomacy, official functions, visits or other communication activity involving photography, filming, videoing or social media activity where children are present • Visiting premises e.g. schools, health or residential facilities, that provide services to children • Any community consultation (data collection, surveying, training) • Women and gender focussed activities • Health sector programs

Definitions are sourced directly from DFAT Child Protection Guidance Note, Establishing the Child Protection Risk Context 2018

The following steps will assist you to identify who is at risk, the factors that might put them at risk, what current controls are in place to mitigate the risk, how to calculate the risk and consider additional actions needed to reduce the level of risk.

Step 1: Identify who is at risk

Who might be harmed:

- Child and/or other children in the family or community
- Adults in the family or wider community
- Staff
- Reporter of the child protection incident
- Alleged perpetrator
- The organisation (country, region and/or global)
- Other

Step 2: Identify the factors that might put them at risk

Table 1 provides a list of some factors to consider when identifying what might put the parties identified in Step 1 at risk. Please note that this list is not exhaustive and there may be other factors that should also be taken into account.

Examples of risks

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long-term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

Step 3: Identify how they are at risk

Using this list and any other relevant information available, **identify the specific risks** relating to this child protection incident. It may help to identify the risks under the different people and/or parts of the organisation that have been identified in Step 1 above. **Table 1** gives some examples of risk and consequences.

Step 4: Identify what is currently in place to reduce the risk

For each risk identified at Step 3, **identify what control measures are currently in place**, or actions that have already been taken, that may reduce that risk.

For example, referring to the Risk Assessment Template, current controls in place to reduce the risk of recruitment of an inappropriate person may be to:

- a) Conduct criminal history checks
- b) Conduct reference checks
- c) Targeted child safe interview questions

Step 5: Calculate the level of risk

In order to calculate the level of risk it is necessary to consider two elements:

The likelihood of the risk occurring:

- a) Almost certain
- b) Likely
- c) Possible
- d) Unlikely
- e) Rare

The consequence/impact of the risk if it occurs:

- a) Insignificant
- b) Minor
- c) Moderate
- d) Major
- e) Severe

Table 1 Part B provides guidance on the severity/impact of the risk listed. Note this is not set in stone and would depend on a case by case basis.

Step 6: Consider additional actions needed to reduce the level of risk

Once all the identified risks have been calculated, it is necessary to **prioritise the risks and consider any additional actions** that can be put in place to eliminate, isolate or mitigate the risks further.

When any circumstances change or any further information is made available, the Risk Assessment should be updated and the existing risks identified should be reviewed in light of this further information.

Table 1

Examples of Risk and Potential Impact

Part A - Risk	Part B - Consequence/ Impact				
	Insignificant	Minor	Moderate	Major	Severe
The risk that the alleged perpetrator has access to child victim(s)	<ul style="list-style-type: none"> Alleged perpetrator has no access to child victim(s) High level of police intervention or investigation of criminal assaults against children within country 	<ul style="list-style-type: none"> Alleged perpetrator has supervised access to child victim(s) Some police intervention or investigation of criminal assaults against children within country 	<ul style="list-style-type: none"> Alleged perpetrator has access to child(ren) (victim or otherwise) Low level of police intervention or investigation of criminal assault against children within country 	<ul style="list-style-type: none"> Alleged perpetrator has extensive access to child(ren) (victim or otherwise) No police intervention or investigation of criminal assault against children within country 	<ul style="list-style-type: none"> Alleged perpetrator has extensive and unlimited access to child(ren) (victim or otherwise) No police intervention and the child is significantly injured as a result
The risk that the abuse will continue to happen to the child.	Child/ren is no longer at risk of continued abuse	There is low risk of continued abuse to child/ren	Child(ren) currently at risk of continued or further abuse	Child sustains ongoing abuse	Child sustains ongoing abuse and is critically injured
The risk that there will be reprisals from child(ren)/family/ community against child(ren)/ family/ reporter/staff/alleged perpetrator	No reaction to the incident from the child(ren)/ family/community	Some reaction to the incident from the child(ren)/ family/ community	Reaction to the incident from the child(ren)/ family/community causes significant tension in the community	Reaction involves threats made to child(ren)/family/ staff/alleged perpetrator	Severe reaction to the incident resulting in community retaliation resulting in harm of alleged perpetrator or victim
Damage is caused to the organisation's reputation/ income by some aspect of the incident e.g. <ul style="list-style-type: none"> Perpetrator's affiliation to the organisation Ineffective response by organisation to reported concerns Breach in Child Protection Policy/Code of Conduct 	Very little or no reputational/ income impact e.g. <ul style="list-style-type: none"> Perpetrator has no links with your organisation Very little or no press coverage at national level 	Some reputational/ stakeholder/income impact e.g. <ul style="list-style-type: none"> Some press coverage at national level 	Significant reputational/ stakeholder/income impact e.g. <ul style="list-style-type: none"> Perpetrator is staff/ volunteer/contractor/ sponsor who works in partner agency/ organisation/associate/ represents your organisation in some way/has links with your organisation Critical/significant press coverage at national/ international level 	Major impact to organisations reputation <ul style="list-style-type: none"> Alleged perpetrator was a previously known offender/ previous allegations/ reports/substantiations against offender that were not identified due to organisation not following Child Safe Recruitment Processes Major press coverage at national/international level Organisation is involved in criminal prosecution and liability claims Stakeholders withdraw funding 	Organisation/program is unable to recover from reputational damage and funding loss and ceases to exist

Risk Matrix and Assessment

Risk Rating Matrix

Risk Rating		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Risk Assessment Template

Risk event (program, activity etc)	Existing management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Recruitment of an inappropriate person – inappropriate behaviour	Working with Children Check	Unlikely	Major	Medium	Criminal history checks Reference checks Targeted child safe interview questions	Executive Management/ HR	Low